

# SAINT MARGARET'S CATHOLIC PRIMARY SCHOOL

## YSGOL GYNRADD GATHOLIG SANT MARGARET



## Prospectus

Ty Fry  
Aberdare  
RCT  
CF44 7PP

[admin.stmargaretsrcprimary.rctcbc.cymru](mailto:admin.stmargaretsrcprimary.rctcbc.cymru)

[@ststmargaretsrc](https://www.instagram.com/ststmargaretsrc)

[www.stmargarets.cymru](http://www.stmargarets.cymru)

## Chair of Governing Body Welcome

### Dear Parent/ Carer

In St Margaret's, the teachers and staff are committed to ensuring that all children are given the best start in life from their early learning years, through to their transition to secondary school.

The roles and responsibilities involved in the teaching and nurturing of children are shared by parents, teachers, support staff and governors.

You will read in this prospectus the values and aims of the school, together with policies and details of the curriculum, which I hope you find helpful and informative. However, to learn more or to clarify any queries, please do not hesitate to contact the school to arrange a visit.

Finally, may I take this opportunity to welcome all new parents to our school. We will work in partnership with you and all stakeholders to ensure the school maintains its high standard in developing all pupils' spiritual, social and academic progress.

Yours sincerely  
Kath Pheelan  
Chair of Governors



## Executive Headteacher's Welcome

Dear Parent/ Carer,

On behalf of the Governing Body and all staff I would like to extend a very warm welcome to you and your child to St Margaret's Catholic Primary School.

We are a Roman Catholic Voluntary Aided school in the trusteeship of the Archdiocese of Cardiff. The school serves families in the parish of Mary Immaculate. As an inclusive school, we reflect the rich diversity of families attending our school.

We do our very best to develop all pupils' spiritual, social and academic progress. This is a happy, caring, secure school that takes great pride in educating children in such a way that they become self motivated in their own education. Staff are dedicated to providing the best education for all our pupils and we work hard to ensure that each child receives an education that addresses their individual needs.

It is our firm belief that your child's education and wider needs are best served through a close partnership between home and school and between the home, school and parish. This partnership is based on the principle that whilst the school and parish have crucial roles in the education and growth of each child, parents are their first teachers and the greatest influence in a child's life.

St Margaret's Catholic Primary School

At St Margaret's, we encourage you to become involved in your child's learning and in the life of the school and parishes. We aim to provide a welcoming atmosphere that encourages you to come and discuss any difficulties, problems or uncertainties where the education and well being of your child is concerned. This prospectus will give you an introduction to our school, but nothing replaces first hand experience. Please feel able to pay us a visit. We are always happy to show visitors around our school.

We look forward to working with you and your child. We hope, that by working together, our children will find themselves to be happy, fulfilled people, whose sense of wonder will stimulate the need to learn and their faith journey will lead them to a deeper understanding and love of God.

I trust that you and your child will share many happy days at St Margaret's Catholic Primary School

Yours sincerely

Miss Joanne Conway



## School Vision

At St Margaret's, Christ is firmly at the centre of all that we do.

We provide a safe space that focuses on the development of the whole child, academically, socially, morally, spiritually, physically, emotionally, and culturally ensuring that each child can achieve their God-given potential, through providing high expectations for achievement. Inspiring all to discover and develop their God-given talents, to excel in the present and aim high for the future.

The pupil profile underpins the learning and teaching at the school with the aim of developing virtuous individuals who are ready to discover their vocation and work for the benefit of all.

We instill in everyone the mindset of restorative approaches, providing the foundation to build, maintain and repair relationships. The restorative 'way of being' creates a culture in St Margaret's of high challenge and high support, working with people rather than doing things to or for them.

We recognise and acknowledge that parents and carers are the first educators of their children, instilling in them values and morals from an early age. St Margaret's Catholic Primary School is one family that aims to work alongside each other to develop a love of learning that lasts a lifetime to help everyone to recognise their uniqueness and celebrate their individuality as they are made in the 'image of God.' Encouraging all the school community to be the best they can be.

St Margaret's is a community that is shared by persons linked to it and those from the wider community. All these people are invested and have a right to belong and feel welcome. All members have a right to say what issues affect them, their perspectives are appreciated and respected. People's roles have meaning and each member in our community understands how their work connects to others' and adds value to the whole.

Our school vision, developed in collaboration with pupils, staff, parents and governors is rooted in the Curriculum for Wales and the Christian values that are at the heart of the Catholic faith.

### Religious Life in the school

The Catholic school finds its definition in the Gospel and in the example and teaching of Christ. Like Christ, we teach about God and His kingdom.

We use the 'Come and See,' Religious Programme linked to the Catholic Directory for Education which aims to help each child to attain the Christian ideal

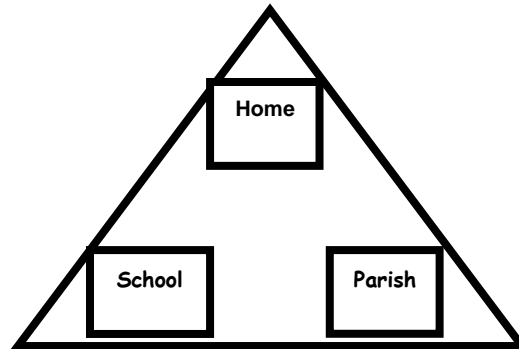
### To Love God and to love each other

## St Margaret's Catholic Primary School

Religion is taught with a sense of fun, awe and wonder. Many media is used to get close to God, inviting prayer and reflection. Music, art, dance and drama play a part in all religious lessons supporting the Christian principles of care and concern. These principles are at the heart of the whole curriculum.

We work together with Home, School and Parish, especially when children prepare for the Sacrament of Reconciliation and the Eucharist, usually in Year 3.

First Holy Communion preparation classes will begin in the spring term.



We share in the celebration of Mass at the beginning and end of each term as well as special Feast Days. We praise God during the school year when the priest shares the Holy Rosary, The Stations of the Cross, Harvest, Advent, Christmas, Lent, Easter and other special occasions. The children take a full and active part in all of these celebrations. Parents, grandparents, relatives, parishioners and friends are always invited to attend. During Lent and Advent we have a special Penitential Service and availability of Reconciliation for the KS2 children.

Our aim is a shared one:

- Follow the Gospel of Christ and to live it with a sense of fun and friendship.  
Faith is not the clinging to a shrine, but an endless pilgrimage of the heart
- Create an atmosphere where the Catholic/ Christian spirit is present, where we show respect for self and others, promoting tolerance and friendliness as well as respect for our own belongings and those of others and the school environment;
- Support everyone involved with the school with their personal journey of faith and also to work in partnership with our parishes;
- Ensure that the whole curriculum provides a Catholic/ Christian setting in which our children will grow in understanding and will develop their skills, attitudes and values. We will provide a curriculum where standards of teaching and learning are constantly in view and raised so that all can succeed to the best of their ability.
- Teach sound moral principles and foster self-discipline to be seen in our daily lives;
- Develop lively and enquiring minds, the ability to question and to reason and to work towards becoming independent learners;
- Help our children to learn how to co-operate, persevere, grow in self-esteem and confidence and celebrate success in everyone

## **School Motto**

# **We are learning to live like Jesus**

## **The Governing Body**

The role of the Governing Body is to help the school provide the best possible education. The Governing Body also plays a key role in deciding the school's strategy so that the children learn effectively and achieve the highest standards. The Governing Body also provides the Executive Headteacher and staff with support, advice, information and acts as a critical friend.

**A full list of the governors of the school can be found in Appendix A.**

## **Our Commitment To Basic Skills & Equal Opportunities**

St Margaret's is committed to valuing all members of the school community. We acknowledge that it is the responsibility of all staff to improve the basic skills of pupils. We are fully aware that different forms of discrimination exist in our society and we believe that we have a crucial role to play in combating this. We aim to promote fairness, justice and equality and to this end we have high expectations of children, staff and parents.



Building blocks are the basic skills of learning

## **School Organisation and Staffing**

The majority of children who start school in the Nursery are in our care until the end of Primary (Year 6).

The number of pupils on roll and the number of children in each year group govern the arrangement of the classes. This can change from year to year and classes are kept as balanced as possible. Within each class, pupils are taught individually, as a group or as a whole class but always according to their needs and abilities.

We try to make the transition from home to school as smooth as possible by meeting all new parents early in the Summer Term during LinkUp sessions.

Throughout the school the teachers work very closely as a team. Each teacher has the pastoral and educational responsibility for his or her class and the additional responsibility for subjects of the curriculum and pastoral care.

The school is organised into three phases as described below.

Lower School are those pupils in Nursery, Reception and Year 1

Middle School are those pupils in Year 2 and Year 3

Upper School are those pupils in Year 4, Year 5 and Year 6

All classrooms have dedicated outside areas.

Each class has its own dedicated area. Additional spaces are shared throughout the school, for example the hall, reflection areas, welsh area and library are used for a variety of activities. The school currently employs:

- One HLTA (Higher Learning Teaching Assistant)
- Six LSA's (Learning Support Assistants)

All LSA's work in a variety of capacities within the school delivering structured Intervention programmes and support in classrooms. All teachers and LSA's are fully qualified to work with primary-age children and together have a wide, rich range of experience, skills and knowledge which they bring to the work of the school.

New staff receive high quality induction into their roles and responsibilities on arrival and continuing professional development is a priority for all. All the staff update their expertise through regular, planned attendance at relevant courses. We view teamwork as essential to the achievement of high standards in the school and teaching and support staff meet regularly to review and plan school improvement.



The school has four classes:

**Lower School**

Dosbarth Coch                      Nursery/Reception/Year 1

**Middle School**

Dosbarth Pinc                      Year 2/3

**Upper School**

Dosbarth Glas                      Year4/5  
Dosbarth Aur                      Year5/6

**Staff Responsibilities**

**Position**

Executive Headteacher

**Name**

Miss J Conway

**Responsibility**

Child Protection 3<sup>rd</sup> Officer  
School Improvement

Head of School

Mrs L Hooper

Health and Safety Officer  
Designated Safeguarding Lead  
Teaching and Learning  
AoLE Expressive Arts

Data Officer

Member of SLT TLR Post holder	Miss R Rees	Child Protection Officer ALNCO AoLE Science&Technology Eco Cabinet Lead
Member of SLT TLR Post holder	Mrs R Williams	AoLE LLC Collaboration Lead Criw Cymraeg Lead
Teacher	Miss G Evans	AoLE Humanities Lead for RE Mini Vinnies Lead
Teacher	Miss B Miles	AoLE Mathematics and Numeracy Transition Super Ambassadors Lead
Teacher	Miss E Williams	AoLE Health&Wellbeing Lead for Hwalth&Wellbeing Cabinet
HLTA	Mrs K Hancock	Leader of Learning Nursery
PPA Teacher	Miss M Nicholls	RSE
Sports Coach	Coach Chloe	PPA Cover
Family Engagement Officer	Miss K Thomas	Attendance Big Bocs Bwyd Family Engagement Friends of St Margaret's
Learning Support Assistant	Mrs L Slyne	Dosbarth Coch
Learning Support Assistant	Mrs E Prosser	Dosbarth Coch
Learning Support Assistant	Mrs L Jones	Dosbarth Pinc
Learning Support Assistant	Mrs C Melia	Upper School
Learning Support Assistant	Mrs N Ferrari	Upper School
School Clerk:	Miss B Phillips	School Office



Site Manager/Caretaker:	Mr P Davies	Cleaning Risk Assessment of Building/Fire
RCT Cleaner:	Miss J Evans	
Lunchtime Supervisor:	Mrs C Gillet	
Lunchtime Supervisor:	Mrs A Hook	



## Admissions

Most children start at St Margaret's Catholic Primary School the term after their 3<sup>rd</sup> birthday in our Nursery class. *A separate Starting School Booklet full of handy tips, advice and expectations is given to all new parents.*

### **The Over-Subscription Policy for the school is as follows:**

The Governors will aim to admit 18 children to Reception class in the September of each year. This is the school's admission number.

Where the number of applicants exceeds 18, places will be offered to the following order of priority using the following "Over-Subscription Policy."

Children will be admitted in accordance with the following priority. Qualification within a category is determined at the time the application is considered by the governors or, in the event of an appeal, at the date of the appeal determination. In all categories "Looked After Children" qualifying in each category shall have priority. In all other instances, if the governors are unable to admit all applicants within a particular category, priority will be given to those residing closest to the school as measured in a straight line from the front door of the child's residence to the main school gates save for category 7.

### **For categories 1 & 2 the applicant must be a Catholic.**

- (1) Children who are Baptised into the Roman Catholic Church living in the designated catchment areas for St Margaret's Catholic Primary School
- (2) Baptised siblings of Roman Catholic pupils who are already attending the school;

### **For categories 3 & 7 the applicant is not required to be a Catholic.**

- (3) Siblings of pupils of other Christian denominations who are already attending the school;
- (4) Siblings of children of other faiths who are already attending the school;
- (5) Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education;
- (6) Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education;

(7) Other children;

**Applications from children who are to be considered under criteria 1 – 2 above are asked to provide evidence of Baptism or reception into the Roman Catholic Church.**

Application from children to be considered under criteria 3 –7 are asked to provide a letter of support from their Minister or Faith Leader. For Christian applicants a Christening Certificate should be provided wherever possible.

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Executive Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the Governing Body.)



### **Attendance**

Listed below is the School's attendance (**statutory aged pupils**) for the previous two academic years:

<b>2021/2022</b>	<b>92.4%</b>
<b>2022/2023</b>	<b>92.7%</b>

Punctuality and attendance are closely monitored and arrangements are made with the Attendance Welfare Officer (AWO) for Rewards Assemblies for improvements in attendance and punctuality.

*Regular attendance and punctuality is most important if your child is not to miss out on any aspect of their education. When a child is regularly absent, it can seriously affect their grasp of important aspects of the school's curriculum and impair their progress in later years. It is not always possible for a class teacher to repeat lessons which have been missed. Children who have poor attendance will NOT achieve their full potential and will miss out on life chances.*

Punctuality is a vital life skill and it is important that children are encouraged to develop this. Late arrivers often miss the beginning of lessons and find it difficult to catch up. Young children can become upset when this happens. Children who arrive late at school are noted by the class teachers and the late book is signed either by parents or admin staff.

The school also operate a "First Response System" and parents will be phoned if their child is absent and we have not been informed by 9.30am. Each term letters are sent to parents whose child's attendance is identified as an issue through termly monitoring with the Attendance Welfare Officer. If attendance does not improve due to these termly reminders then a meeting is scheduled with the Educational Welfare Officer and the Head of School at the school to discuss attendance and punctuality.

The Attendance Welfare Officer is available to offer practical support to any families experiencing problems with attendance or punctuality.

The school needs to be informed in advance if a different adult is to collect a child at the end of the day. In addition it is important that the school is notified if an adult expects to be a few minutes late or if pupils are to be collected rather than be put on the school bus for their area. When emergency arrangements have to be made, please ring to speak to the school clerk and don't rely on e-mails in these circumstances.

If your child becomes ill in school we will send for you.

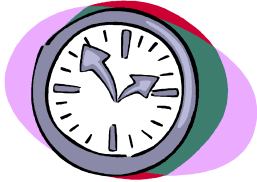
We must have emergency contact numbers for all pupils. Alternative numbers, e.g. grandparents, relatives and neighbours should also be given.

If you change your address or phone number then please let us know.

We also ask, as far as possible, parents avoid arranging dental or medical appointments during school hours. Parents are asked not to arrange to take pupils on holidays during term time.

**Dates for the academic year are attached in Appendix B**

**The School Day**



School staff are on duty 10 minutes before the start of the day. We ask that children who are not travelling on school transport should not arrive in school before 8.45 and that they should be collected at the latest by 3:30.

***The school ensures that it fully meets the requirements of the National Assembly (Welsh Office) Circular 43/90. This recommends that the minimum amount of teaching time, weekly, should be 21 hours in Key Stage 1 (5-7 year-olds) and 23.5 hours in Key Stage 2 (7-11 year-olds). Teaching time does not include the time allocated to registration, daily collective worship and break and lunch periods.***

**End of The Day**

All pupils that are being collected or that are walking home will be dismissed from their classes. All pupils travelling on school transport will be escorted to the buses.

Parents who wish to speak to their child's teacher should do so if it will be brief. If a longer discussion is needed then they should request an appointment. Parents can also request to see the Head of School (or Senior Management in her absence) to make an appointment if necessary.

If there are any changes to arrangements in place for collecting a child the school should be notified in advance.

**Lower and Middle School**

<b>8.55-10.30</b>	First Session	1 hr 35 mins
<b>10.30 – 10.45</b>	Break	15mins
<b>10.45 – 12.00 (Nur 11.45)</b>	Second Session	1hr 45 mins (1hr Nur)
<b>12.00 – 13.00 (Nur 11.45-12.45)</b>	Lunch	1 hr
<b>13.00 – 3.30</b>	Afternoon Session Pupils Pause for Play when the class teacher feels it is appropriate	2 hrs 30 mins

**Upper School**

<b>8.55 – 10.30</b>	First Session	1hr 35mins
<b>10.30 – 10.45</b>	Break	15mins
<b>10.45 – 12.10</b>	Second Session	1hr 25 mins
<b>12.10 – 13.00</b>	Lunch	50 mins
<b>13.00– 14.15</b>	Third Session	1 hr 15 mins
<b>14.15 – 14.25</b>	Break Walk a day	10 mins
<b>14.25 – 15.30</b>	Fourth Session	1hr 5 mins

## Discipline

Sometimes a child will need our help in achieving the high standards of behaviour which we expect at St Margaret's Catholic Primary School.

Classroom rules are displayed and discussed regularly. Clear expectations of behaviour are reinforced by praising and rewarding good behaviour throughout the day with the use of the collaborative learning walls in each class. The children understand that every action has a consequence and poor behaviour may result in withdrawal from their group or classroom to work independently in another class.

Should the incident be more serious, the Senior Management staff or Head of School may deal with it and will contact you.

The *Behaviour Policy* has been developed in order to build a safe and happy environment at school, so that all may learn effectively and achieve highly. The policy is constantly under review by staff, children and the Governing Body.

At the heart of our policy is our intention to "catch a child being good" and reward that behaviour. We also look to identify the triggers that might exacerbate a situation for a particular child and seek to pre-empt them.

We intend to:

- search for the strengths of each individual child and openly value them
- actively create situations and opportunities where a child may deservedly earn praise
- by personal example demonstrate that an atmosphere of co-operation and kindness is the ethos of every classroom and playground in the school
- encourage self confidence and self esteem
- continually reinforce the individual child's sense of responsibility for their thoughts, words and actions.

The school works very closely with parents to help children to manage their behaviour. We encourage children to resolve differences in other constructive ways for example "Circle Time" and through our restorative approaches.

Good behaviour, through keeping the "Rules" is celebrated at school with certificates. The presentation of certificates is an important part of the Friday "Praise" assembly.

## Behaviour Problems

When children persistently break the "Rules" clear warnings are given, with sanctions appropriate to the nature of the behaviour. Sanctions range from oral warnings to exclusion from school. Exclusions rarely become necessary if parents and the school have worked closely together to resolve a child's difficulties.

Parents will appreciate that disruptive behaviour not only affects the development of the individual child but all members of the class. The school's procedure for dealing with this is set out below:-

- These are initially dealt with by the class teacher who will try to identify the cause. A collaborative reward system in individual classes is celebrated with operated half-termly rewards and end of year presentations.
- Persistent behaviour problems will be reported to the Head of School, letters will be sent home or a phone call made. Use of a home/school book daily in co-operation with parents is another means of controlling behaviour.
- Usually the problem will be resolved by the Head of School, but where necessary the parents will be contacted and a meeting arranged. The aim of the meeting will be to inform the parents of the problem and to work out together the best form of procedure for the child.
- If in the unusual event of the problems still occurring, then professional educational help and advice will be sought after consultation with the parents, eg the school's psychologist/ Child and Family Guidance clinic

## **Bullying**

### **What is bullying?**

'Bullying is the exercise and the abuse of power. It is the willful, conscious desire to hurt, threaten or frighten someone'

### **What can we do to help?**

- Children are encouraged to report acts of bullying either to the class teacher, support staff or dinner supervisors.
- They must be listened to sympathetically.
- Children are taught to understand what constitutes bullying in class, circle time school assemblies, anti-bullying week and through RSE
- Both bully and victim may need counseling. It is important that the child who is being bullied is given coping strategies so that the situation does not re-occur.

**School Uniform 2023/2024**

Dosbarth Coch (Lower and Middle School)	Dosbarth Pinc/Glas/Aur (Upper School)
<p>Winter Uniform</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Red cardigan or jumper</li> <li>• Grey trousers/joggers/skirt/pinafore (No Leggings)</li> </ul> <p>(Nursery pupils to wear joggers)</p> <ul style="list-style-type: none"> <li>• Grey tights</li> <li>• Grey, black or white socks</li> <li>• Black shoes or trainers</li> </ul> <p>Summer Uniform</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Grey or black shorts</li> <li>• Red and white checked dress</li> <li>• Black shoes or trainers</li> <li>• White trainers</li> </ul> <p>PE Kit- 1 Day</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Grey/black shorts or joggers</li> <li>• Black or white trainers</li> </ul>	<p>Winter Uniform</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Red cardigan or jumper</li> <li>• Grey trousers/skirt/pinafore</li> </ul> <p>(No Leggings)</p> <ul style="list-style-type: none"> <li>• Grey tights</li> <li>• Grey, black or white socks</li> <li>• Black shoes or trainers</li> </ul> <p>Summer Uniform</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Grey or black shorts</li> <li>• Red and white checked dress</li> <li>• Black shoes or trainers</li> <li>• White trainers</li> </ul> <p>PE Kit- 1 Day</p> <ul style="list-style-type: none"> <li>• White or red polo shirt</li> <li>• Grey/black shorts or joggers</li> <li>• Black or white trainers</li> </ul>

- Please make sure that ALL of your child's clothing and belongings are clearly labelled with their name.
- Hoodies can only be worn on PE days.
- 

Uniform can be purchased from any local supermarket such as ASDA or Tesco as well as the following two companies:

In2Sports

Contact: Allen Furlong/Helen

Tel: 01685 878614 / Mob: 07866420667

Or click on the following link at it will take you straight to their website where you can place an order

<http://in2sportswales.com/st-margaret-s-activewear>

dyst

Email: [rsdyst@protonmail.com](mailto:rsdyst@protonmail.com)

Tel: 07500 897 820

**Child Protection/ Safeguarding**

Under the Education Act 2002 (Section 175) schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

## St Margaret's Catholic Primary School

St Margaret's Catholic Primary School has as its priority, the protection and well being of all pupils in the school as outlined in the All Wales Child Protection Procedures. All staff working in the school, including dinner staff, supervisors, secretary and caretaker have received Level 1 Child Protection Training

In our school there are 4 Safeguarding Officers who have overall responsibility for child protection matters and act as a source of advice and support to other school staff.

**Mrs Leanne Hooper**  
**Miss Rachel Rees**  
**Mrs Rachel Williams**  
**Miss Joanne Conway**

**Head of School and Designated Safeguarding Lead**  
**Member of the Senior Leadership Team**  
**Member of the Senior Leadership Team**  
**Executive Headteacher**

Our school also has a nominated Child Protection Governor (**Mr Denis Slyne**) who ensures that the school has a child policy in place, which is consistent with the All Wales Child Protection Procedures (2008) and that all staff in the school must follow correct procedures where there are concerns or suspicions of child abuse.

If we receive information about a child which suggests that he/she has been abused or at risk of being abused, we have a duty to refer those concerns to the social services department or the police without delay.

**The Executive Headteacher/Head of School has no discretion in this matter whatsoever. Appendix C Information for Parents**

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

## Children's Health and Welfare

### Pastoral Care

All staff are in charge of the pastoral care of their pupils and children attending St Margaret's can be assured that they can consult in complete confidence if they feel unhappy about anything in the classroom or playground. The School Senedd also have their part to play in ensuring that all children are happy in school.

Letters referring to minor illnesses, absences etc should be addressed to the class teacher. If you wish to discuss a specific point or problem with your child's class teacher, it is preferable to make an appointment to see the teacher after school.

The Head of School is always willing to discuss any problems that give cause for concern, or any matter which may arise which might affect your child's social or educational welfare or development. It would be helpful if an appointment could be made, but in the case of an emergency the Head would be available to offer help or advice if necessary.





## St Margaret's Catholic Primary School

Parents are requested not to enter the school building at the beginning or the end of the day. The only exceptions would be by prior agreement with the Head of School or parents of nursery children when they first start school. Our concern is the safety of all your children so your assistance in this matter is appreciated.

### School Meals

Applications for free meals are made on Free Meals Application Forms available from the school or you can apply directly on the RCT website.

Parents have a choice for their child's lunchtime arrangements. School meals are cooked on site by staff directly employed by Catering Direct. The menu is planned with due attention to dietary balance suitable for young children. A two week menu rota is available each term to inform parents of the range of meals provided by Catering Direct.

Dinners are to be paid for online. Please contact the school for further information.

Meals cost **£2.70 per day** or **£13.50 per week**.

Alternatively children may bring a packed lunch in a container with their name displayed on it. A drink should also be in a safe container. We do not permit glass bottles, cans or very hot drinks for sensible reasons.

Free milk is provided during the morning for children aged up to 7 years.

### Healthy school

We encourage all pupils to only bring **healthy snacks** to school. We aim to develop healthy eating habits from a young age. Eating healthy fruit and vegetables ensures healthy bones, teeth and minds! Children are only allowed to drink water in classes in suitable non-tip sports bottles, clearly labelled with their names. Water and milk is available at lunchtimes.

### Illness

If a child is unwell and receiving treatment from the doctor, parents are advised to keep their children at home until full recovery. **If children are sick or have diarrhea they should be kept at home for at least 48 hours after the last bout of sickness.** This also applies to upset tummies. It is our policy to inform parents immediately if their child receives a bump to the head or serious injury. The school will contact the parent or emergency contact as soon as possible. It is therefore most important that the school has a daytime telephone number for parents and an emergency contact number for all children. We also request that parents ring school by 9.30am on the first day of illness.



### Accidents and Emergencies

We have trained First Aid staff; staff will administer first aid for minor accidents at school. If a child has a minor injury requiring continuing care parents will be informed at the end of the day. If anything more serious happens parents will be informed immediately and if necessary we will arrange for a child to be taken to hospital. In all cases a record will be made in the Accident Book. Head injuries are always reported to parents immediately.



### Medicines in School

It is important that parents keep the school informed of any medical condition relating to their child. Medication relating to ongoing medical conditions for example asthma, may be kept in school and a member of staff volunteers to supervise self-administration. All inhalers should be clearly marked.

We adhere to the LEA guidelines on medication in school. **It must be clear that the school staff are not obliged to administer medication.** However, there are some occasions when it is necessary for medicines to be brought to school which the head of school or first aiders may administer. This may include the completion of a course of medicine or the long term treatment for conditions such as epilepsy, asthma or diabetes. Parents must complete a form (available from school) requesting and giving consent for the administration of prescribed medicine.



The nurse visits periodically to test sight and hearing and to talk to Year 6 pupils about personal hygiene and puberty.

## St Margaret's Catholic Primary School

Dental screening is sometimes carried out in school and parents are notified in advance if their child is to be included in the survey. No treatment is carried out in school.

### **Sun Protection**

Children should have a sun hat in school (clearly labeled with their name and class) which they will be encouraged to wear when playing outside. Wide brimmed hats or those which cover the back of the neck are ideal. School staff are not permitted to apply sun cream to children but we would ask that you apply a long lasting sunscreen before school in sunny weather.

### **Dogs**

Please do not bring dogs onto the school premises, tie them to fences or allow them to obstruct the pavements near the school gates. No matter how gentle your dog is children can be easily scared.

### **Smoking**

This school is a designated 'No Smoking Zone'. Please do not smoke anywhere within the school grounds.

### **Permission Slips**

Please ensure that all consent forms are completed and sent to school. All children will, at various times each year, go on educational visits or participate in outside school activities. They will perhaps have a photograph taken as a member of a team within the school and they will participate in other events/activities for which parental permission is required.

Permission slips have been requested on every occasion a trip/event was organised in the past but now we would like parents to sign a permission slip when their child starts school. You will, of course, be informed when events or trips are organised and should you not wish your child, to participate you can inform us and he or she will be withdrawn and provided with alternative activity.

### **Parking**

We ask for consideration and patience in the interest of Health and Safety. If you are parking in the school car park please park in designated bays. If you are parking outside of the school we ask that you are considerate to our neighbours by parking responsibly.

## **Inclusion, disability and equal opportunities**

The governing body is mindful of the requirements of the Disability Discrimination Act (DDA) 1995 and The Special Needs and Disability Act (SENDA) 2005 in the day to day operation of the whole site. The school has a disabled toilet and ramps are installed.

The school is committed to ensuring that all pupils are able to participate in the school curriculum and (where they desire) in activities such as after school clubs, leisure/ sporting events and educational visits.

Our school aims to be an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be a reality for all our children, and this of course includes pupils with disabilities.

We will ensure that pupils with disabilities have the same opportunities as non-disabled pupils to benefit from the education our school provides. We will not treat a pupil with a disability less favorably than others because of the nature of his or her disability. We will make all reasonable adjustments to ensure that a pupil or member of staff with disabilities is not placed at a disadvantage. We will do our best to anticipate the needs of a pupil or staff member with disabilities before he or she joins the school.

The school has up to date policies for Inclusion, Disability and Equal Opportunities; these are available from the Head of School

### **Equal opportunities (Full Policy available in school)**

All the staff in school believe in equal opportunities in the provision of education facilities and treatment, irrespective of gender, sex, race, religion, ability, social, cultural and linguistic backgrounds for every pupil and for all members of the teaching and support staff. The Education Reform Act 1988 makes Equal Opportunities a central aspect of the implementation of the school curriculum, organisation and management. This commitment is reinforced through the implementation of the Governing Body's policies for Equal Opportunities. Parents who wish to see these policies are asked to contact the Head of School.

### **Additional Learning Needs (ALN)**

St Margaret's Catholic Primary School is an inclusive school where all staff are committed to the success of every pupil and the delivery of a broad and balanced curriculum. All children are valued, respected and welcomed to our school, whatever their additional educational needs may be. We support children's learning and aim to ensure they are fully included in all school activities. Through our assessment practices we are able to identify the needs of pupils and plan on how to best address these. We work closely with a wide range of outside experts. An integral part of our work in supporting the needs of all pupils is our partnership with parents, carers and families.

From September 2022 a new ALNet (Additional Learning needs and Educational Tribunal) Act becomes statutory, replacing the previous SEN (Special Educational Needs) code of practice and changing the Welsh Government approach to supporting children who may have difficulties in learning.

For more information please visit the school website.

The school policy for ALN is reviewed annually and is implemented following Governing Body approval. The ALNCO is Miss Rachael Rees.

Any minor difficulties, identified by the class teacher, are monitored by the schools in house system.





# 'Curious Curriculum'

## Learning to live like Jesus

### St Margaret's Curriculum Statement

St Margaret's mission statement is 'Learning to live like Jesus' and our aims and values are:

- Wellbeing – Helping each individual in the school community to grow and to mature in the Faith and lead a fulfilling life as a valued member of society.
- Ethical – Making an effective and creative contribution to the home-school-parish partnership and the rest of the world.
- Independent – Ensuring that each child acquires the knowledge and skills to fulfill their potential and that each child develops moral sensitivity, independent thinking and initiative.
- Opportunity – Help children to solve problems and try new things to learn to play a full part in life and work.

Our vision and values will permeate through our 'CURIOUS CURRICULUM'

**Creative**

**Unique**

**Resilient**

**Independent**

**Opportunity**

**Universal**

**Successful**

Members of the school Council surveyed the classes in school; pupil voice leads all discussion. Pupils reflect on future aspirations which feeds into our curriculum development and design. Governors and parents have been kept up to date via our communication networks and our 'Open Day' where they had the opportunity to ask questions in order to strengthen their understanding of the curriculum reform.

Our Catholic values help children to develop their social and moral code, as they build their sense of uniqueness and self-worth as an individual. Our vision is aligned to national aspirations of the four purposes.

The Catholic Pupil Profile (CPP) is a key instrument by which the virtues are taught in our school. Based on the Jesuit Pupil Profile, they seek to help us form young people (and ourselves!) in those good ways of living by which our mind and character become 'good.' Becoming 'good at being human' is a main goal of Catholic education, and our tradition helps us see that in order to achieve this we need to 'train' our minds, hearts, words and deeds in goodness.

We use the CPP well and in doing so this fulfills the expectations Welsh Government has for formation in the 'Four Purposes' of the New Curriculum and as forming key virtues needed for fulfilling expectations of RSE and RVE. The CPP is a key part of 'learning to live like Jesus' in St Margaret's.

Our School Council are in the process of developing bespoke gender-neutral characters to represent the four purposes and what they mean to us in school. Each child in the school has been engaged with this development.

We strive to deliver a broad and balanced curriculum suitable for learners of all ages, abilities and aptitude. The curriculum for each class is carefully designed with learning opportunities within the coverage across all AOLE's, with content drawn from the statements of What Matters and informed by the national principles of progression. It also aligns to the mandatory requirements of teaching Welsh, English, RSE, RVE, and the cross curricular skills of literacy, numeracy and digital competence.

Our school curriculum is underpinned by the national mandatory principles of progression which describe what it means for learners to progress and the capacities and behaviours our staff will seek to support regardless of a learner's stage of development. They are designed to be used by all teachers across Wales to:

- Understand what progression means and should look like in a given Area
- Develop the curriculum and learning experiences to enable learners to progress in the ways described
- Develop assessment approaches which seek to understand whether this progress is being made

At our school we believe assessment and progression is fundamental to ensuring we achieve our school vision. We use a variety of assessment strategies, evidence informed to enable each individual learner to make progress at an appropriate pace. We ensure our processes identify learners who require further support or challenge and they provide rich qualitative data for us to inform next steps in learning for individuals.

Our new assessment arrangements ensure active engagement between our learners and teachers and is based on continually reflecting on "Where are learners in their learning? Where do they need to go? How do we support them to get there?"

Everyone at St Margaret's is encouraged to improve through our curriculum at their own starting points. We encourage pupils to understand others, not to give up, try new things, work hard, concentrate, excel, to experience real life contexts and embed these in memorable learning journeys.

Pupils are supported in school with interventions/resources deployed as necessary to help close the individual learning gaps.

The findings of pupil voice/discussion, further parent and Governor consultation will continue to support curriculum decision making at St Margaret's. On our continuing journey to create and design our curriculum, we will ensure that our children invest in their learning and make a positive contribution to its planning and design. All stakeholders' views will feed into improvements to help our curriculum continue to evolve. This will ensure that our curriculum is the best it can be.

## Religious Education

Religious Education is provided through positive Catholic teaching. The Religious programme "Come and See" is used throughout the school. The programme is series of topics which draw on the children's experience to present the teachings of way which they can understand. Religious Education lessons are enriched with the liturgical year, with special emphasis on the feast days and seasons of the Church.



Education presented as a the Church in a teaching about

## Literacy and Numeracy

LNF stands for 'Literacy and Numeracy Framework.' It has been carefully planned to progression of skills from Reception right through to Year 9. It does not replace English and Maths lessons; the skills are learnt in English and Maths lessons and are then practiced in all other lessons.

How does it work in school?

Lessons include more real-life contexts. The literacy or numeracy is highlighted at the start of the lesson. Children hear the same objectives over and over, in different subjects, and come to realise which skills they need to apply.

ensure a

## Digital Competency Framework

Digital competence is one of 3 cross-curricular responsibilities, alongside literacy and numeracy. It focuses on developing digital skills which can be applied to a wide range of subjects and scenarios.

We follow the Computing Cloud scheme of work for IT skills from Nursery to Year 6.

The children develop these skills further and apply them in a cross-curricular way which address the expectations and requirements of the Digital Competency Framework (DCF).

## Homework

Homework is an important element in a child's education. Homework is possibly the best practical expression of the link between home and school and your child will be expected to complete a 'learning menu,' linked to their class topic. The 'learning menu serves to bridge the learning experiences of school with home, linking the class topic.

Homework can also be given for a variety of reasons:

- to reinforce/extend work which has been introduced in school
- to complete unfinished work
- to prepare for a test/assessment
- to research a topic

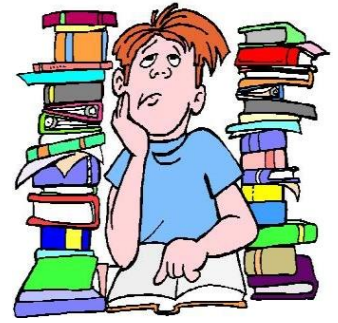
The value and success of homework clearly depends on both school and home fulfilling their distinctive roles.

The school will:

- ensure that completed homework is marked/checked promptly
- inform parents if their child is not completing set work

Parents should:

- ensure that their child has a quiet environment and enough time to carry out homework
- support/assist their child with the set work
- make sure that completed work is returned to school on time or inform school why homework has not been completed or returned
- Visit places of interest in the locality to support and enhance class study



### Extra- Curricular Activities

There are a number of wide ranging programmes of extra-curricular activities. The activities on offer are wide ranging and aim to appeal to children of all ages in the school and to different interests and aptitudes.

### Educational Visits

We are privileged by our location to have easy access to a variety of places of interest. During the school year each class has the opportunity to visit places of interest for example museums, galleries, concert halls, parks and outdoor learning centres. Teachers send home details of trips. These trips develop life skills such as independence, and taking responsibility, and support the study of Geography, History and Science and other curriculum subjects.

### School Events

We organises numerous events throughout the school year. Musicians, actors, storytellers and dancers are all invited to perform in the school hall and involve children in workshops. The Parish Priest, Police officers and fire fighters are all welcomed into the school to share their work with the children. Staff and children organise other events such as school concerts/ assemblies and Masses.

### Parental Involvement in the School

Parents are welcomed into the school. We recognise the important role that parents play in the education of their children. We see the educational experience as a partnership between home and the school. Parents are encouraged to become involved in our 'Friends of St Margaret's' Group We also encourage parents to attend meetings, assemblies, Masses and other school events. Newsletters and other letters are sent out regularly to keep parents informed.

### Parish Links

Parishioners are welcomed into the school to attend assemblies, Masses, and other events. Children, staff and parents attend Mass at the local parish churches, St. Joseph's (Aberdare) and St Therese of Lisieux (Hirwaun) for significant events throughout the year.

### Transfer to Secondary School

Children transfer to Secondary School in the September following their 11<sup>th</sup> birthday. The process starts before that when parents receive information from the school about the year 6 – 7 transfer. The nearest Catholic High School is Blessed Carlos Actuis in Merthyr. There is an active Transition Plan that has been written by all the Catholic feeder school and the High School.



school

The  
the

### Complaints About The Curriculum

If parents have any concerns about their child's education parents should speak to their child's class teacher in the first instance.

Most problems are sorted out at this stage, but if parents are not satisfied they should make an appointment to see the Head of School.

In the unlikely event that a solution cannot be found then parents can approach the Governing Body.

A copy of the full Complaints Procedure is available on request from the school office.

### Charging Policy

No charge will be made for:

- education in school hours;
- provision of books, materials and equipment connected with the National Curriculum;
- cost associated with music tuition;

Contributions from parents will be requested for:

- board and lodgings on residential visits;
- cost of wilful breakages and negligent loss or damage to school property;
- cost of day visits to places of interest and value to the children.

No child will be excluded from activities on the basis of inability to pay.

The Head teacher and Governing Body may revise the Charging Policy at any time in the future, within the framework of the 1988 Education Reform Act.

The administration and collection of such monies referred to will be undertaken by the school secretary. All monies should be in an envelope clearly marked with the child's name and class

### School Security:

The Governing Body of St Margaret's has taken steps to ensure that the school is a safe and secure environment for pupils, staff and parents. The safety of children is our highest priority and we aim to ensure the highest standards of care. Regular risk assessments are carried out in all areas of the school.

Security through the school day is maintained by a magnetic door and fob system. School gates are closed and children are fully supervised during play and lunch periods. Parents and other visitors must report to reception on entry to school during the day.

### Charity Work

Our children are always encouraged to think of others, especially those who are less fortunate than themselves.

Remembering Christ's words,

"What you do to the least of my brethren you do unto me"

Children are encouraged to work with staff to help raise funds for a variety of charities.

Some methods are conventional, others positively zany!

We raise funds for:

C.A.F.O.D.

B.B.C. Children in Need

Local Charities

HCPT

Mission Together



**CAFOD**  
just one world



variety

### HWB

In St Margaret's we use Hwb



HWB is a digital "learning platform" designed to allow all pupils and teachers in Wales greater access to online resources. The bilingual scheme, called **Hwb**, allows users to access and share information and is accessible from any internet-enabled device.



## Appendix A

### The Governing Body of St Margaret's Catholic Primary School 2023-2024

Name	Position
Mrs K Pheelan	Chairperson of Governing Body Foundation Governor
Miss J Conway	Execustive Headteacher
Mrs D Slyne	Vice Chairperson Foundation Governor
Mrs S Davies	Local Education Authority
Mrs M Maddey	Foundation Governor
Miss R Moore	Foundation Governor
Vacant	Foundation Governor
Father Robert James	Foundation Governor
Vacant	Foundation Governor
Miss R Rees	Teacher Representative
Mrs C Melia	Support Staff Representative
Mrs N Ferrari	Parent Governor
Mrs J Jenkins	Governor Support

## Appendix B

**Please note the dates for this academic year**

<b>SCHOOL TERM AND HOLIDAY DATES ACADEMIC YEAR 2023/2024</b>
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Term	From	To
Autumn 2023	Monday, September 4 2023	Friday, October 27 2023
Half Term	Monday, October 30 2023	Friday, November 3 2023
Autumn 2023	Monday, November 6 2023	Friday, December 22 2023
Christmas Holidays	Monday, December 25 2023	Friday, January 5 2024
Spring 2024	Monday, January 8 2024	Friday, February 9 2024
Half Term	Monday, February 12 2024	Friday, February 16 2024
Spring 2024	Monday, February 19 2024	Friday, March 22 2024
Easter Holidays	Monday, March 25 2024	Friday, April 5 2024
Summer 2024	Monday, April 8 2024	Friday, May 24 2024
Half Term	Monday, May 27 2024	Friday, May 31 2024
Summer 2024	Monday, June 3 2024	Monday, July 22 2024

<b>SCHOOL TERM AND HOLIDAY DATES ACADEMIC YEAR 2024/2025</b>
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Term	From	To
Autumn 2024	Monday, September 2 2024	Friday, October 25 2024
Half Term	Monday, October 28 2024	Friday, November 1 2024
Autumn 2024	Monday, November 4 2024	Friday, December 20 2024
Christmas Holidays	Monday, December 23 2024	Friday, January 3 2024
Spring 2025	Monday, January 6 2025	Friday, February 21 2025
Half Term	Monday, February 24 2025	Friday, February 28 2025
Spring 2025	Monday, March 3 2025	Friday, April 11 2025

Easter Holidays	Monday, April 14 2025	Friday, April 25 2025
Summer 2025	Monday, April 28 2025	Friday, May 23 2025
Half term	Monday, May 26 2025	Friday, May 30 2025
Summer 2025	Monday, June 2 2025	Monday, July 21 2025

## Appendix C



**St Margaret's Catholic Primary**

**Privacy Notice**

**(Parents, Guardians and Pupils)**

**How We Use Parent, Guardian and Pupil Information**

**The categories of pupil information that we collect, hold and share include:**

- ✓ Personal information (such as name, unique pupil number and address)
- ✓ Special Category (such as ethnicity, health, language, nationality, country of birth, sexual orientation and free school meal eligibility)
- ✓ Attendance information (such as sessions attended, number of absences and absence reasons)

- ✓ Assessment information (such as results of Welsh national test, statutory assessments in years 2 and 6 and on-going teacher assessment)
- ✓ Relevant medical information given to us by parents and other third parties such as NHS Trusts, GPs and allied medical professionals (such as physiotherapists, sight and hearing impaired professionals)
- ✓ Special Educational Needs and Disability information
- ✓ Behaviour and exclusions – both internal and external

#### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

#### **The categories of parent information that we collect, hold and share include:**

- ✓ Personal information (such as name and address)
- ✓ Contact Details including telephone numbers, place of work and email addresses
- ✓ Contact details of relatives that may include names, addresses, telephone numbers and relationship with child
- ✓ Legal access to the child and any court orders indicating access rights
- ✓ Social Service involvement with families.
- ✓ Information relating to whether a parent is a member of the armed forces.

#### **Why we collect and use this information**

We use the parent data:

- To be able to contact you in relation to the pupil's educational provision, and also in the case of urgency.
- In order to engage services from other organisations, such as the Local Authority.

#### **The lawful basis on which we use this information**

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Processing pupil, parental and carer information is necessary for the school to undertake its statutory responsibilities. This is called in the 'Public Interest' and is where the school is exercising official authority which is laid down by law.

Where the school does not have a statutory basis for collecting and processing the data, eg information for a school trip, the school will request your explicit consent to gather and process the information and you will always have the opportunity to opt out of this process. However, in these circumstances, opting out will often prevent the activity taking place.

#### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

#### **Storing pupil data**

We hold pupil data in line with the guidance set out in the **Retention Schedule contained within the IRMS Toolkit for Schools**.

- The education record of all pupils will be processed and retained until the pupil leaves the school.
- For the purposes of inspection by ESTYN, some records are retained.

- On some occasions, the school has a legal responsibility to retain information for future access. Eg safeguarding and wellbeing.

Following the retention period expiry, information will be destroyed securely and permanently.

### **Who we share pupil information with**

We share pupil information with:

- The Welsh Government \*
- Supporting Local Authority \*
- Other Local Authorities \*
- The Central South Consortia \*
- Schools that the pupils attend
- Safeguarding Boards
- Examination Boards where appropriate \*
- Companies that undertake analysis of performance data
- Children and Family Wellbeing Services
- Hospital Trusts
- IT Services such as the Welsh HWB Learning platform (requires consent)
- School to Parent Communication Services
- Employment and career advice organisations
- Police or other law enforcement agencies
- Health and Safety Executive
- Private sector and voluntary organisations where they provide services for the school.

For Privacy Notice information relating to the identified \* organisations, we refer you to their websites

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Welsh Government and the Local Authority through the Central South Consortium on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Welsh Government under the Education Wales Act 2014 and associated regulations for testing, assessment and other statutory duties.

### **Vital Interest Information**

In circumstances of the wellbeing and safeguarding of the child, it may be necessary to share information without your consent or knowledge.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please make your request in writing to the school, including your contact details and we will contact you.

### **You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**The General Data Protection Regulation (GDPR) gives you important rights:-**

1. The right to be informed
2. How you can access your information
3. Ensuring your information is accurate
4. Making sure your information is deleted in an appropriate timeframe
5. Ensuring that your information is only used for the purposes for which it was gathered
6. Ensuring that your information is transferred in an agreed and secure format when your child move educational establishment
7. In certain circumstances the right to object

**Rights in relation to automated decision making and profiling**

The school uses a wide range of data regarding pupils in order to provide support and guidance pertinent to their needs. This process is not solely automated and the parent will always have the opportunity to provide additional information. Eg during open evenings or IEP reviews **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer.

