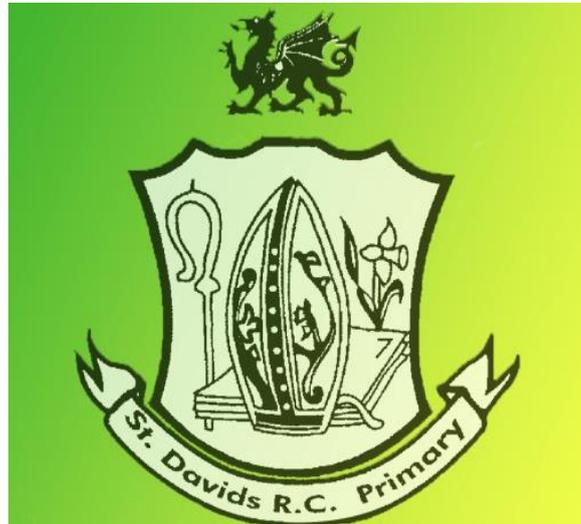


# St David's RC Primary School School Handbook 2024



**‘INSPIRE, BELIEVE, ACHIEVE!’**

At St. David's we want our children to become **ambitious, capable learners; enterprising, creative contributors; ethical, informed citizens and healthy, confident individuals...**

Growing in faith together as one in God's family.  
We look forward to sharing the many and varied learning opportunities with your child as they learn and grow in our school family.

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## School Details

The information in this prospectus relates to the current school year and updates can be found on our school website

Head teacher: Mrs Louise Robinson

Deputy Head teacher: Mr Andrew Davies

Chair of Governors: Mrs Reema Cross

Parish Priest: Father Michael Doyle

School Address: Park Crescent, Newport NP203AQ

Telephone: **01633816027**

Website: **[www.stdaidsrcprimary.co.uk](http://www.stdaidsrcprimary.co.uk)**

Email office: **[stdaids.primary@newportschools.wales](mailto:stdaids.primary@newportschools.wales)**



# HEADTEACHER'S WELCOME

Welcome to St. David's Roman Catholic Primary school. As a Catholic school, we support our parents in helping their children to continue to grow in the love of Christ and to achieve their full potential. We aim to give our children every opportunity to develop a relationship with God and embrace the community and parish.

We hold the highest of expectations for our children and work to help every child achieve success, not only academically but spiritually, socially and morally. We encourage our children to work with a growth mindset and to develop enquiry skills and to embed a love of learning through a broad and rich curriculum. We do not see any circumstances that should be a barrier to learning and progress for our children, and as a result, high aspirations lead to high standards at St. David's. We strive to give each child every opportunity to develop as an individual and to develop integral life skills for their success to be continued after their time here at St. David's.

Our exceptional staff, visionary governing body and supportive parish of All Saints has together helped create conditions to nurture spiritually, grow in faith and live our Mission

***'Together we live and learn with God the Father, through Jesus Christ, guided by the Holy Spirit.'***

Mrs L Robinson

Head teacher/ Prifathrawes



## GOVERNORS' STATEMENT OF CURRICULUM AIMS

The Primary Curriculum is intended to promote the spiritual, moral, cultural, mental, physical and social development of children at the school.

It is concerned thus with developing the “whole child” and prepares such children for the opportunities, responsibilities and experiences of adult life. It is not therefore simply concerned with formal programmes of learning but very much with features contributing to the ethos of our school i.e. relationships with one another, interaction, self-image, discipline and so on.

The curriculum in all its aspects must reflect that the person of Christ and the message which the Church has received from Him is the foundation of the whole educational enterprise in a Catholic school.

It is this religious dimension which makes our Catholic School distinctive (The Second Vatican Council) and staff and governors ensure that this religious dimension permeates all aspects of school life.

At St David's we are already preparing for changes to the education curriculum in Wales. The New Curriculum for Wales, starting September 2022, will 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.



## VISION STATEMENT

The vision of St. David's Primary School is to enable all children to achieve their full potential following in the footsteps of Jesus. In this we aim to create a nurturing, inclusive and loving school community where Christ is at the centre and the children are at the heart, inspiring and guiding all that we do. Through a commitment to excellent teaching and learning we aim to empower our children to be confident, healthy and responsible individuals, equipped for life with God at their side.

## SCHOOL VALUES

Love one another as God has loved you.  
Praise and give thanks to God.  
Pray together every day.  
Respect and celebrate the richness of our different cultures as we work and walk together  
Be proud of yourself and your achievements.  
Challenge yourself...be resilient, resourceful and persevere!  
Be curious and caring about God's wonderful world.  
Care for and respect yourself and others.  
Help to create a safe and healthy environment where everyone feels valued  
Make the right choices based on the Gospel values of love and forgiveness  
Recognise your roles as global citizens with our school, parish and wider community.  
Be the best you can be!

## EQUALITY STATEMENT

The Second Vatican Council clearly re affirms what has always been fundamental to Catholic beliefs and teachings, namely that there is and should always be equality between all human beings.

*"All human beings are endowed with a rational soul and are created in God's image: they have the same nature and origin and being redeemed by Christ, they enjoy the same divine call and destiny...forms of social or cultural discrimination in basic personal human rights on grounds of sex, race, colour, social conditions, language or religion must be curbed and eradicated as incompatible with God's design."*

(Gaudium et Spes. 29)

At St David's we are in complete agreement with the fundamental belief and teachings of the Catholic Church as stated above. For this reason we are all concerned with promoting equal opportunities for all those who belong to our school family – children and staff.



## HOME SCHOOL AGREEMENT

The **school** will endeavour to:

1. Provide a safe, ordered and caring environment for learning
2. Encourage achievement through offering the best learning opportunities
3. Contact parents if there is a problem with attendance or punctuality
4. Let parents know of any concerns over a child's work or behaviour
5. Send home reports of pupils' progress
6. Arrange parents' evenings so that progress can be discussed
7. Keep parents informed through regular messages/letters home

The **family** will endeavour to:

1. See that my child attends school regularly, on time and properly equipped
2. Tell the school about any problems that might affect my child's work or behaviour
3. Support my child with reading and homework
4. Support the school behaviour policy and ethos
5. Attend parents' evening and discussions about progress
6. Encourage my child by talking and listening with my child about school

Our **pupils** will endeavour to:

1. Attend school regularly and on time
2. Wear school uniform and bring all the equipment needed every day
3. Take care of school equipment and keep the school free from litter
4. Learn something new each lesson, and always do the very best they can
5. Share feelings honestly and politely, and show consideration for others in school
6. Behave sensibly, so that they can be happy and safe as they learn
7. Try to think for themselves, and take responsibility for their actions
8. Observe all school rules, and treat everyone with the respect they deserve

## Staffing

**Head teacher:** Mrs Louise Robinson, **Deputy head teacher:** Mr Andrew Davies

**Teaching staff:**

YR (Reception Class) Mrs C Tasker

Y1 Mrs L Massey, Y2 Mr R Hodson, Y3 Miss H Roberts,

Y4 Miss G Crowther, Y5 Mr A Davies, Y6 Mr L Shepherd

**ALNCo** Mr L Shepherd

**Teaching Assistants:**

Mrs L Harries (HLTA), Mrs S Desmond, Ms R Mcloughlin, Mrs G Newman (HLTA), Ms E Phillips, Mrs L Longmuir, Mrs B Burke, Ms G Houston, Miss K George, Miss S James

**School Support Officer:** Mrs A Woodward

**Caretaker:** Mr T Casey, **Cleaner:** Mrs T Lewis,

**Senior Midday Supervisor:** Mrs S Ivermee

**Mid-Day Supervisors:** Mrs Greaves, Mrs Ramos, Mrs Kalter

**Cook:** Mrs D Evans, **Assistant Cook:** Mrs A Corten

**Governing Body: (responsibilities 2024/25)**

**Chairperson :** Mrs R Cross (Foundation Governor)

**Vice Chair :** Mr S Watkins (Foundation Governor)

**HT Governor :** Mrs L Robinson

**Local Authority Representative:** Mr D Hutchins

**Staff Governor:** Mrs A Woodward

**Teacher Governor:** Mr A Davies

**Foundation Governor:** Mrs J Jarrett

**Foundation Governor:** Mr J Ryan

**Foundation Governor:** Mrs V Vickery

**Foundation Governor:** Mrs R Ounsworth

**Parent Governor:** Mr D Clarke

**Clerk to the Governors:** Governor support, Civic Centre, NEWPORT, NP20 4UR

## SCHOOL UNIFORM

**All items should be clearly labelled with your child's name.**

<b>Winter Uniform (Boys) from October half term to Easter</b>	<b>Winter Uniform (Girls) from October half term to Easter</b>
Long grey trousers, white shirt, school tie, emerald embroidered sweatshirt or plain grey knitted jumper, sensible black shoes, school baseball cap (optional)	Grey skirt, pinafore or long grey trousers, white shirt, school tie, emerald embroidered cardigan/ sweatshirt or plain grey knitted jumper, grey or black tights or white socks, sensible black shoes, school baseball cap (optional)
<b>Summer Uniform (Boys) from Easter until October half term</b>	<b>Summer Uniform (Girls) from Easter until October half term</b>
<p>The winter uniform can still be worn.</p> <p>Alternatively a school embroidered gold (or plain white) polo T-shirt can be worn.</p> <p>Grey school shorts can also be worn.</p> <p>Sensible black shoes to be worn.</p>	<p>The winter uniform can still be worn.</p> <p>Alternatively a school embroidered gold (or plain white) polo T-shirt can be worn.</p> <p>Checked dresses in green or yellow can be worn and green, white or yellow knitted cardigans can be worn with them.</p> <p>Sensible black shoes to be worn.</p>
<b>PE Kit (for all Learners)</b>	<b>Jewellery</b>
<p>Plain white T-shirt or white embroidered T-shirt, plain navy blue shorts, black daps.</p> <p><b>PE kits should be put in a suitable PE bag marked with the child's name and left in school on the child's cloakroom peg.</b></p>	<p><b>Due to Health and Safety no jewellery is allowed.</b></p> <p><b>Headbands and fancy clips must also be removed for all P.E. lessons.</b></p> <p><b>If you wish to have your child's ears pierced, please do so in the summer holiday so the studs can be removed during the school day.</b></p> <p><b>Anyone who does have newly pierced ears will have to wear plasters over the studs in school. These must be provided and put in place by the parent before coming school.</b></p>
<b><i>At times during the summer we ask the children to wear full uniform, (shirt</i></b>	

***and tie) when we attend a special event. It would normally involve some of the older children in Progression Step 3.***

All uniform with logo can be ordered through School Trends [www.schooltrends.co.uk](http://www.schooltrends.co.uk) any time during the year. Other items are freely available from most stores and supermarkets. Please note that Emerald garments must have the school crest. You do have the option to purchase plain grey jumpers/cardigans from the High Street shops.

Shoes with high heels and flimsy straps are not suitable for playtime activities or for ascending/descending the stairs. This is a Health and Safety rule.

We do not consider extremes of hairstyles or hair colour to be appropriate for school. Like all schools we have the annoying problem of Head Lice. To help us, please check your child's hair regularly. It is best that girls' long hair is tied up in pigtails or plaits. Please inform the school if your child contracts them so we can notify other parents to be on the look-out. Remember they like clean shiny hair so it's a compliment!

Ties, caps and book bags can be purchased from school throughout the year. We do not think it appropriate for children to wear coloured nail polish to school.

## Religious Life of the School

*"Catholics believe that Religious Education is not one subject among many but the foundation of the entire educational process. The beliefs and values it communicates should inspire and unify every aspect of school life. It should provide the context for, and substantially shape, the school curriculum, and offer living experience of the life of faith in its practical expression". (Education Reform Bill - A Commentary for Catholics, February 1988)*

The Religious Education at St David's is based on the teaching of the Catholic Church, so that our children may learn to know and live with the love of God our Father and His Son, Jesus Christ. At this present time, all classes follow the 'Come and See' religious programme recommended by the Diocese and all staff participate in relevant Diocesan training. This positive Catholic teaching is based upon basic question/belief for each term is explored through three kinds of themes:

- *Community of Faith - Church Themes*
- *Celebration of Ritual - Sacraments*
- *Way of Life - Christian Living Themes*

In our school, our faith permeates every aspect of our school life. Daily prayers are said by each class, and as a school we meet throughout the week for joint worship. We hold Collective Worship which is class led. In progression steps 1, 2 and 3, parents and friends are encouraged to celebrate with us as a class. Special feasts and Family Masses are celebrated at St David's Church by our school, families and parish on a regular basis. We begin our school year with a welcome Mass for our new children starting in Reception class. In all of these, parents and friends are encouraged to join us. In Year 4 the children are invited to join the All Saints Parish First Reconciliation and First Holy Communion programmes. These programmes are fully supported by the school. Information about the RE topics to be covered is given in the termly class overview.

### **Prayer at St David's**

Prayer is an important part of our daily life. We believe it to be the lifting of the mind and heart to God, to help us form a personal relationship with Him. For this personal relationship with God to develop we must encourage and foster our children's prayer life in a variety of ways.

- Class, phase, whole school and staff prayers.
- Assemblies and Masses.
- Prayer areas and display foci.
- Child planned and led Collective Worship.

All of our prayer times are bilingual. Spontaneous prayer and times of meditation are promoted throughout each day.

# The Curriculum for Wales

**Changes to the The Curriculum for Wales have been in place in all primary schools in Wales since Spetember 2022.**

The curriculum was reformed in order to raise standards, reduce the attainment gap between students, and equip young people to lead 'fulfilling personal, civic and professional lives' in modern society.

It aims to prepare children to thrive in a future where digital skills, adaptability and creativity are crucial, and that is rooted in Welsh values and culture.

## **A vision for every school's curriculum**

Improving education is our national mission. Nothing is so essential as universal access to, and acquisition of, the *experiences*, *knowledge* and *skills* and that our young people need for employment, lifelong learning and active citizenship.

Here at St. David's, our teaching and learning fully embraces the Curriculum for Wales to deliver a broad and balanced education

## The Ethos of Curriculum for Wales

At the heart of the Curriculum for Wales are the Four Purposes.

### 4 Purposes

The 4 purposes will be at the heart of the new curriculum. They will be the starting point for all decisions on the content and experiences developed as part of the curriculum to support all children and young people to be:

- 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.

In fulfilling these, we set high expectations for all, promote individual and national well-being, tackle ignorance and misinformation, and encourage critical and civic engagement. A school's curriculum is everything a learner experiences in pursuit of the four purposes. It is not simply what we teach, but how we teach and crucially, why we teach it.

## Key Elements

**The Curriculum for Wales includes:**

- 6 Areas of Learning and Experience from 3 to 16.
- 3 cross curricular responsibilities: Literacy, Numeracy and Digital Competence.
- progression reference points at ages 5, 8, 11, 14 and 16.

- achievement outcomes which describe expected achievements at each progression reference point.

**The curriculum is organised into 6 Areas of Learning and Experience:**

- Expressive Arts.
- Health and Wellbeing.
- Humanities (including RE which remain compulsory to age 16).
- Languages, Literacy and Communication (including Welsh, French and BSL which remain compulsory to age 16).
- Mathematics and Numeracy.
- Science & Technology

The Curriculum for Wales seeks to realise the Well-being of Future Generations (Wales) Act 2015. It is also an important vehicle for embedding the United Nations Convention on the Rights of the Child (UNCRC) in the experience of learning and teaching for our children and young people and for giving them an understanding of their rights

**Relationships and Sexuality Education:** RSE will be mandatory in all maintained schools, including primary schools. Parents will no longer be allowed to withdraw their children from these lessons.

The focus will be on building relationships based on mutual trust, and developing mental and emotional wellbeing, resilience and empathy.

The Welsh government will issue guidance to schools on how to provide RSE that is age-appropriate and relevant to pupils' developmental stage, but it will give schools the flexibility to design their own programme of teaching that reflects diversity and difference in relationships, sex, gender and sexuality.

## Literacy at St David's

The Languages, Literacy and Communication Area of Learning and Experience (AoLE) addresses fundamental aspects of human communication. It aims to support learning across the whole curriculum and to enable learners to gain knowledge and skills in Welsh, English and international languages as well as in literature. Learning and experience in this AoLE aims to enable learners to communicate effectively using Welsh, English and international languages. The international language at St David's is French. It aims to encourage learners to transfer what they have learned about how languages work in one language to the learning and using of other languages.

Within LLC there are four statements of what matters in the new curriculum for Wales. These are:

- Language Connects us
- Understanding languages is key to understanding the world around us.
- Expressing ourselves through languages is key to communication.
- Literature fires imagination and inspires creativity.

Literacy should be at the heart of this AoLE, across all statements of what matters. Literacy skills should be explicitly taught in this AoLE. These can allow learners to express themselves, to understand and interpret written and spoken language and to articulate meaning. At St David's, we will endeavour to plan for the application and development of learners' literacy skills across the curriculum within every progression step.

Guided Group Reading takes place daily in all classes at St David's. Shared and modelled reading is part of daily classroom practice and children are exposed to a wide range of literature and genres, throughout their time with us. Exciting book corners, parent library time sessions and visits from the school book fair and authors all encourage a love of reading and literature.

Read Write Inc is used effectively across Progression Step 1 and 2 to develop phonological awareness and to support oracy, reading and writing. Staff at St David's are trained in the Read Write Inc programme and the strategies are being used effectively across the whole school.

The LLC Lead at St. David's is Mr. Shepherd.

## Numeracy at St David's

Mathematics and Numeracy Area of Learning and Experience (AoLE) involves the

application of mathematics to solve problems in real-world contexts. At St. David's mathematics and numeracy experiences are engaging, exciting and as accessible as possible for learners, and these experiences are geared towards ensuring that learners develop mathematical resilience.

In the early years, play forms an important part in the development of mathematics and numeracy, enabling learners to solve problems, explore ideas, establish connections and collaborate with others. In later years, learners need to have opportunities to work both independently and collaboratively to build on the foundations established in the early years.

Progression in the Mathematics and Numeracy Area of Learning and Experience (AoLE) involves the development of five connected and interdependent proficiencies.

- Conceptual understanding
- Communication using symbols
- Fluency
- Logical reasoning
- Strategic competence

What matters in this Area has been expressed in four statements which support and complement one another and should not be viewed in isolation. Together they contribute to realising the four purposes of the curriculum. These are:-

- The number system
- Algebra
- Geometry, shape, space, position and measures
- Statistics

The Mathematics and Numeracy Lead at St. David's is Mr Davies.

## **A.L.N. Additional Learning Needs**

In September 2021, the current Special Educational Needs framework was replaced with a new and reformed system in line with the Additional Learning Needs and Education Tribunal (Wales) Act. All schools in Wales will be required to make changes to their current systems over the next three years. You can find out more about these changes on our school website.

All children learn and progress at different rates and in different ways, and have different strengths and abilities. At St. David's we strive to enable all learners to

succeed and recognise that at times children may need more support or challenge in areas such as literacy, numeracy or with social, emotional development. Some children may require additional support for a short time only, others for longer. Our aim is to identify children with Additional Learning Needs or ALN as early as possible to ensure that effective and timely additional learning provision or ALP is provided to match individual needs.

This commitment is reflected in our broad and balanced curriculum and in the way we approach learners who may have an Additional Learning Need. All areas of school life are inclusive and teaching is child centred and provides both challenge and support encouraging everyone to reach their full potential. Individual needs are provided for through appropriate differentiation of the curriculum both in the classroom and where appropriate, in an individual or small group situation.

We use a graduated response as set out in the The ALN legislative framework created by the Additional Learning Needs and Education Tribunal (Wales) Act 2018 (the ALN Act), the Additional Learning Needs Code for Wales 2021 (the ALN Code) and **regulations** made under the Act.

The Additional Learning Needs Co-ordinator or ALNCo works closely with class teachers and other relevant support staff to ensure that appropriate targets, resources and support are made available and utilised effectively to ensure all learners with ALN are supported to overcome barriers to learning. Sometimes this can be achieved through reasonable adjustments within the classroom but may require more targeted or specialist outside agency support. At St David's we have a range of school based interventions which children can access if required such as Lego therapy, literacy and maths catch up programmes and communication intervention support.

The ALNCo works closely with the Educational Psychology Service and with a range of other outside agencies such as Speech and Language Services and the Hearing Impaired Service in order to provide appropriate support when required and to keep up to date with current practice which is shared with all school staff. The ALNCo organises regular training to support all staff to be able to meet the needs of a diverse range of learners.

Person centred practices are an important part of our school and we aim to include both ALN pupils and their families in any decisions that might affect them. Children who are identified as requiring extra support have a One Page Profile which is shared with parents/carers and reviewed termly. Some children with more complex sustained additional learning needs will have an IDP which can be maintained by the school or local authority.

The Additional Learning Needs Co-ordinator is Mrs Ounsworth.

If you are concerned about your child and the progress he/she is making please speak to their class teacher.

## **Safeguarding**

All staff who work at St David's RC Primary School have had safeguarding training

that equips them to recognise and respond to child safeguarding and welfare concerns. These concerns are passed to the Designated Safeguarding Officer Mrs Robinson or deputy Designated Safeguarding Officer Mr Davies, who follow strict guidelines on how to deal with issues or concerns raised.

## **Equality & Inclusion**

The Governors, Headteacher and staff promote equal access to all areas of the curriculum for all pupils, regardless of race, gender, ability, disability, faith and cultural background. The school has clear policies in place and are committed to providing equality and an inclusive education. All children have equal access to all activities and support is available to ensure this. We encourage respect from all within the school and wider community.

## **Children Who Are Looked After**

We work in partnership with Newport City Council, and other local councils, and as corporate parents we have a duty to safeguard and promote the education of Children Who Are Looked After.. We aim to provide a safe and secure environment, where there is belief in the abilities and potential of all children, including those who are looked after. We support our Children Who Are Looked After and give them equal access to every opportunity to achieve their potential and to enjoy learning.

# **Parent Consultations and Reports**

You will be invited to discuss their progress with the teacher. **Parental consultations take place during the Autumn and Spring terms.** Online appointment forms will be sent home via School Cloud and you may choose a suitable time and evening to meet with your child's class teacher. If parents are estranged and differences exist, we expect that for the good of the children, these are put aside and both parents attend together. This is a very important home-school link and we look forward to welcoming all of our parents. **A written report is sent to you in the Summer term.** If you have any queries, concerns or comments to make, the staff are always happy to arrange a mutually convenient time to meet you.

In the Autumn and Spring terms, you will also have an opportunity to come to school for our '**Cafe Catch Up**', where you can sit with your child and view and discuss their learning whilst we serve refreshments.

Dates for all of these will be sent by school prior to the meetings.

## **Homework**

Homework is set in line with the school's Homework Policy. Please support us in ensuring that homework is completed conscientiously and returned to school in the required time. Regular tables and reading homework is set and your support is invaluable. The school's homework policy is available at school.

### **Home/School Communication**

We issue regular Newsletters via school dojo messaging service detailing school events, dates etc. Please ensure you can access Class Dojo or contact the school office if you need support to set this up

### **Extra-Curricular Clubs**

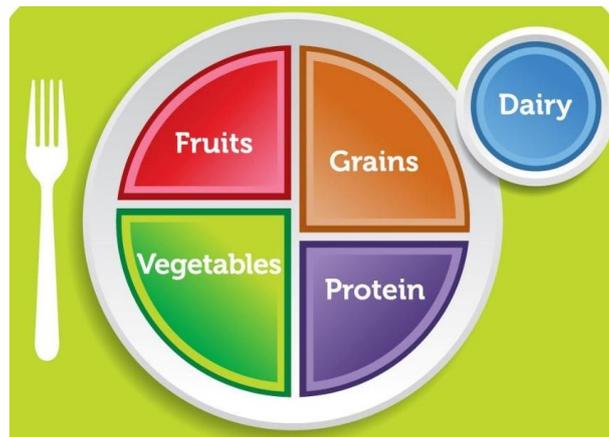
A wide range of extra-curricular activities are available throughout the year. A list of clubs available is sent home at the beginning of each term.

### **Music**

Peripatetic teachers visit the school where children can learn to play particular musical instruments. Parents will need to pay for these sessions.

Each class also has opportunities to participate in whole class music sessions with Gwent Music at school where they can explore a range of musical instruments.

## **Healthy Living**



As a Healthy School, we promote and model healthy eating and drinking throughout the day. All pupils are asked to bring water to school to drink as and when they need. A fresh water fountain is situated on both floors for the pupils to replenish when necessary. For morning playtime, they can bring snack from home. Only fruit and/or vegetables are allowed at break time. Milk is provided daily for children in YR, 1 and 2. Children may bring sandwiches or stay for school lunch. Meals are prepared on the premises and both home sandwiches and school dinner children eat in the school hall.

School Meals consist of a nutritional and well balanced diet. There is a choice of both main course and dessert. As a Healthy School we encourage healthy lunchboxes that contain a balanced diet.

Teaching staff and Midday Supervisors supervise the children at lunch time. Good eating habits are encouraged and seen as part of a child's education.

## **Other Information:**

### **Nut Allergy**

No nuts or nut products are allowed at school.

Please check that your child's lunchbox does not contain any trace of them.

### **Friends of St David's (previously known as St David's P.P.T.A).**

St. David's P.P.T.A. was set up in 1993. Our main aims are to raise funds for the school and provide opportunities to meet socially. All parents are invited to become involved either through volunteering their help to run fundraising/social events or by lending their support by attending any such functions. This is by far one, if not the best, way of beginning to feel more fully a part of our family.

### **Charging**

The Education Reform Act saw changes regarding charging for school activities from our school fund. Therefore, we ask that voluntary contributions be made to meet the cost of trips, visits etc. Without sufficient support in this way such activities would be unable to take place. We are confident however, that as parents you acknowledge the educational benefits as well as enjoyment experienced by your children. Some parents might decide to send their contributions in instalments. This is perfectly acceptable. No child is prohibited to take part in any activities on the grounds of costs. Many parents volunteer as helpers and your support is greatly appreciated.

### **Arrival and Departure from School**

Please let your child enter school independently. The doors are open at 8.45 a.m. and a member of staff will be on duty. All doors are locked at 8:55 a.m. If you require entry after this please use the main entrance.

**Please enter the school yard by the school gate and not the car park entrance as this is closed for the safety of all our children.**

### **Breakfast Club**

Operates daily from 8.15am—8.45am in the school hall

If you would like your child to attend the breakfast club, please complete a form which can be obtained from the school office. You will need to return it to the school office before your child can attend.

### **Punctuality**

We believe in setting a good example at an early age by encouraging the good practice of punctuality. Children arriving after 8:55 a.m. should be accompanied by an adult via the main entrance in order for the adult to sign the late log, indicating the cause of lateness. Please work with us and do your best to prepare your child for school life by making sure that they are aware of the importance of being punctual.

**If you are unable to collect your child from school yourself, please inform the school office and let us know the name of the person who will be meeting your child that day.**

No child will be allowed to leave the premises during the school day e.g. for a dental appointment, without an adult and without a request being made to the school office.

We appreciate that it is not always possible to make dental appointments etc. after 3.30pm. However, wherever possible please try to arrange these so that the children do not miss school.

### **Parking**

School drop off and pick up times are extremely busy and the surrounding roads can become congested. We encourage children to walk, cycle or scooter to school, however if driving please be respectful to our neighbours and **DO NOT** block any driveways, park illegally or in any way which may cause disruption or danger to others.

## **Health and Safety**

### **First Aid**

Every effort is made to keep all our children and staff safe. If an accident does occur, we have 7 staff members trained in First Aid at Work. All staff are trained in basic First Aid. A qualified member of staff is present in school during all after school clubs.

If your child does need further treatment, we will need to notify you. It is therefore extremely important that you complete your contact forms as soon as possible and keep them up to date. Please remember to tell us immediately if telephone numbers change. If it is necessary to take a child to hospital, we do not hesitate and the parents meet us there.

As a matter of course, if a child receives a knock to the head or teeth, no-matter how small, we inform the parents by sending a 'bump' note home. We would phone you immediately if necessary.

All accidents/injuries are reported and an accident form is completed by the member of staff who deals with the incident.

### **Medical Conditions**

**No medication can be given in school.** We do not have the correct facilities to store medicines. You may however come to school yourself and administer them to your child.

The exception to this is Asthma medication. Asthma forms are updated every term, please fill these out promptly. Inhalers must be in school at all times and clearly marked with the child's name.

### **Parent Helpers**

We welcome your support in the classroom and on off-site activities. However, before you can become a parent helper you must fill out a Disclosure Barring Service (D.B.S.)

Disclosure form. This can be obtained from the office. When you have received your certificate your name can be placed on our list of helpers.

### **School Security**

We have to ensure that the security of children, staff and visitors is safeguarded at all times. ALL access gates are closed and locked throughout the school day. Anyone wishing to enter the school must use the main office entrance and gain admission using the intercom. Visitors are asked to sign the visitors' i pad giving the reason for their visit and wear a visitor's badge. Fire drills and school lockdowns are carried out on a regular basis.

**Please use the Main Entrance only to enter and leave the school building. Do not open any locked doors and we request that you never ask a child to open any door to let you in.**

### **Arrangements for the Disabled**

The school building has facilities to accommodate the disabled. It has a lift, ramps, disabled toilet and a parking space near to the main entrance of the school. We are committed to inclusion and full access to the Curriculum for Wales and all aspects of school life for all children. Occasionally Health and Safety issues demand that some exceptions have to be made. In these instances, each case is looked at very carefully on an individual basis and suitable differentiation is negotiated.

## **School Policies**

### **Equalities Policy**

The school is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour that is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. The school recognises that Wales and the UK have diverse societies made up of people from many different racial, culture, religious and linguistic backgrounds. It is important that all pupils are adequately prepared to live in such a diverse society.

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

### **Complaint Procedures**

An informal discussion with the Head teacher when it is hoped, in most cases, that this will enable the problem to be resolved. If the complaint cannot be resolved with the head-teacher, then the parents should submit a complaint, in writing stating the nature of the complaint and the details of a desired potential resolution, to: Governor support, Civic Centre, Newport NP20 4UR

Full details are available from school.

Complaints about the curriculum to be directed to the head-teacher in the first instance. If this fails to resolve the problem then the Pupil Support Dept of the L.A. should be contacted.

### **Absence**

If your child is unable to come to school, please inform the school **immediately** so that an authorised absence mark may be given in the school register. This may be done as follows:

1. A telephone call to school, please leave a message on the answer phone.
2. A message to the school office/Mrs Woodward via class dojo

**School DO NOT authorise any holidays requested during term time, however you must email the school office or contact Mrs Woodward if your child is going to be absent due to a holiday.**

## **Relationship Framework Management**

We use the **CALLED** approach to positive relationships; a behaviour for learning system based on our Catholic Virtues at St David's.

**Compassionate and Curious** - Pupils regulate their behaviour which is guided by **compassion**, kindness and forgiveness and they understand the impact it can have on those around them. They are **curious** to find out about the feelings and experiences of others and use this knowledge to make good choices.

**Active and Attentive** - Pupils are **active** listeners who understand they can learn from and with others. They listen **attentively** and respectfully to instructions, feedback and discussions and respond appropriately.

**Loving** - Pupils show understanding of God's commandments to **love** God and our neighbour as ourselves through all of their interactions.

**Learned** - Pupils are guided by God's wisdom and love to share their talents and **learning** with and for others.

**Eloquent and Truthful** - When talking about themselves and others pupils use kind, **truthful** words and are guided by the teachings of Jesus when relating **eloquently** to the world around them.

**Discerning** - Pupils endeavour to make good choices, **discerning** and showing an understanding of how these choices impact those around them and God's world.

**We use a Relationship Support Flowchart to support the learners.**

**In school we use Class Dojo to record positive points :-**

The focus will be linked to our Dewi's Dream Team characters but additional dojo rewards may be specific to individual classes. Parents/Carers that are signed up will receive notifications of positive points.

Points will be counted by Y6 for House of the Week on Fridays and a weekly Dojo Certificate winner for each class will be announced on Friday's assembly, together with Seren yr Wythnos, Welsh Speaker of the Week (Siaradwr yr Wythnos) and a Virtues Award Winner.

Our Support Flowchart will help learners and their relationships with others. The focus will be on our school code of conduct,

- 1. Look and listen to the chosen speaker.**
- 2. Hands feet objects and unkind words to yourself.**
- 3. Stay on task.**
- 4. Use correct voice level.**
- 5. Follow instructions first time.**

This is to ensure consistency across the school and for all children.

The Support Flowchart is:-

- 1. Reminder**
- 2. Warning**
- 3. Yellow Time Out (Time away from the situation they were in.)**
- 4. Amber Time Off (Time off of break to reflect, staying with staff on duty.)**

There is a daily/half daily reset. In some circumstances children may be sent to a senior member of staff. All staff have a clear understanding of the expectations and follow the school's CALLED graduated response.

## **Admissions to St David's**

St. David's R.C. Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Newport LA. It serves the Roman Catholic community of St David's, the City of Newport and its outlying areas.

The Governing Body of each R.C. Primary School is the Admissions authority.

Where the number of applications is equal to or less than the number of places available, all applications will be successful. However, where the number of applications exceeds the number of places available, the Governing Body will apply the following oversubscription criteria to all applications and allocate places accordingly. The school's admissions policy and information can be found on the school website [www.stdavidsrcprimary.co.uk](http://www.stdavidsrcprimary.co.uk)

## **Oversubscription Criteria for Admission to a Newport Roman Catholic Primary School 2024-2025**

Where a Newport R.C. Primary School is named in a Statement of Additional Learning Needs, the Admissions Authority has a duty to admit the child to the school before the over-subscription criteria is applied against applications received.

**The criterion will be applied in rank order.**

1. Baptised Roman Catholic Looked After Children (LAC- children in the public care) or previously Looked After Children.
2. Baptised Roman Catholic children who have siblings in the school at the time of admission.
3. Baptised Roman Catholic children.

### **Confirmation of Baptism will be required in each of the above categories.**

4. All other Looked After Children (LAC- children in the public care) or previously Looked After Children of other Christian, Non-Christian faiths or no Faith.
5. Children of other Christian denominations who have a sibling in the school at the time of admission.
6. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
7. Children of other faith traditions who have a sibling in the school at the time of admission.
8. Children of other faith traditions whose parents have demonstrated a wish for a Catholic education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
9. Other children with a sibling in the school at the time of admission whose parents demonstrate a wish for Catholic education.
10. Other children whose parents demonstrate a wish for Catholic education.

After considering the above categories, or if the number of applications in any one category exceeds the published admission number, priority will be based on those residing closest to the preferred school with the exception of St David's where the priority will be based on those who live furthest from an alternative school (i.e. a Roman Catholic Voluntary Aided School with a place available when the child is to be admitted). See Proximity Section.

### **Right of Appeal**

Where a child is refused entry to the school, the Governing Body will write to the parents giving full details of why the application was refused, in light of the published criteria. Parents have the right to appeal against the decision to refuse an application. The intention to appeal must be forwarded in writing, within fourteen days (ten working days) of the receipt of the refusal letter, to the Clerk of the Governors at the school. Appeals will be heard by an independent panel and conducted in accordance with the School Admission Appeals Code, Statutory Code no 005/2013. The Governing Body and Headteacher play no role in the decision. The decision of the Appeal Panel is binding on all parties.

### **Waiting Lists**

During a phase transfer process, should your child be refused a place at your first preference Newport R.C. Primary School, your child's name will remain on a waiting list for the school until 30 th September in the year in which the application is made. If places then become available, all children on the waiting list at that time will be considered together for the place and prioritised as detailed in the published oversubscription criteria.

A child's position on the waiting list will change if subsequent applications are received that have a higher degree of priority under the admission criteria. Waiting lists do not give priority to children based on the date the application was added to

the list.

After 30 th September, applicants will be given the opportunity to remain on the waiting list for the remainder of the academic year, after which time a new application may be made.

### **Late Applications**

Any applications received after the closing date, or applications that remain incomplete as at the closing date will only be processed after places have been allocated for applications that were received by the closing date, and this may increase the possibility of not achieving a place at the school.

Any such applications received after the published closing date will be processed on a monthly basis and decision letters issued by the end of the calendar month following receipt.

### **School Policies**

All policies are available for parents and guardians to read. If you wish to view them, please make an appointment for a mutually convenient time. All Curriculum Policies are currently being reviewed and updated regularly in line with our cycle for review.

### **School Times**

<b><u>YR, Y1 and Y2</u></b>	8.55am. – 12 noon	1.10pm. - 3.30pm.
<b><u>Y3, Y4 and Y5</u></b>	8.55am. – 12.15pm.	1.10pm. - 3.30pm.

All children have a 15 minute break in the morning

The doors are opened at 8:45

A member of staff will be greet the children as they come into class.

**Current school attendance target for 2024/25 is 94.4 %**