



St. Mary's Catholic Primary School Ysgol Gynradd Santes Fair

Learning for Life with Christ as our Light



SCHOOL PROSPECTUS

2019 – 2020



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Headteacher - Mrs J Weightman

Vice Chair of Governing Body - Mrs K O'Hara

INTRODUCTION

Welcome to **St. Mary's R.C. Voluntary Aided Primary School**, Chepstow. "Love one another as I have loved you." Jesus' words to his disciples at the Last Supper, and the underlying principle of St. Mary's R.C. Primary School here in Chepstow.

As a school we aim to provide a happy, secure and essentially Catholic environment for children, where they can participate readily in the process of learning and encounter as broad a curriculum as possible. Each child will be helped to realise his/her maximum potential as we place great emphasis on the whole development of each individual child. We want them to achieve at least as well as all children in Wales and aim for most to do even better. We aim for all to begin to use their own initiative so that they learn to work by themselves, but we will at the same time give them opportunities to develop the skills they need to communicate with others and understand more of the world in which they live.

We work hard to strengthen the relationship between home, school and parish. Above all we want your children to be happy, well-motivated, individuals supporting the society in which they live.



School Vision

We seek to provide a happy, welcoming, secure environment which is rooted in the Gospel values and the love of Jesus Christ. Our aim is to develop ambitious, capable learners, who are ethically informed citizens of Wales and the wider world.

Based on our Catholic faith, St. Mary's Catholic Primary School seeks to promote the Gospel message of Jesus Christ as the foundation of its existence.

We, as a caring community of learning, combine innovation and tradition to enable each individual to achieve their full potential.

As a school we:

- *Create a caring Christian environment of learning where all pupils are treated as unique individuals.*
- *Share our Catholic Faith with one another and to guide pupils on their personal journey of faith.*
- *Promote high moral values and personal qualities of courtesy, good behavior and respect for one another.*
- *Provide equal opportunities for all, so that pupils may strive for academic excellence.*
- *Provide a framework allowing our pupils to take their place in society as caring responsible Christians.*

School Code of Conduct:

We believe in:

Care: *We care for our school, for our environment and resources, for ourselves, our friends and others. We care for our teachers and our staff, for visitors to our School, for our work and how we present it.*

Courtesy: *By greeting people with a smile, by being helpful at all times, by using good manners always, by showing self-discipline and respect.*

Concern:

- *That we always tell the truth*
- *That each class works sensibly and quietly*
- *That our school is a fair and happy place in which to be for all living things, people, animals, plants and flowers and for all people in need*
- *For Jesus and how he died for us.*

School rules are simple and few, our 'Code of Conduct' (detailed below) was developed by the pupils themselves and is designed to promote inner discipline. Policies for Discipline and Bullying can be viewed at the school.

1. Follow instructions first time from all adults.
2. Move around the school sensibly.
3. Keep hands, feet, objects and unkind words to yourself.
4. Use appropriate voice levels.
5. Listen to the chosen speaker.

Organisation

The school admits children in the school year in which they are 5. Children attend school from 4-11 years of age and transfer to Secondary Education at the age of 11 years. Currently, the School is divided into Foundation Phase (4-7 year olds) and Key Stage 2 (7-11 year olds).

Methods of teaching are so arranged as to allow each child to progress and develop at his/her own pace. There is a mixture of class, group and individual teaching. In Foundation Phase, Phonics is taught by stage, not age.

In Foundation Phase we promote a curriculum which involves children in learning through investigation as well as through knowledge based teaching.

Curriculum

We are excited to be at the start of a new change in Wales. A new curriculum will be launched in the next couple of years. This will see changes in how and what we teach our children.

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

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

We will be learning through 6 areas of learning:

1. Language, Literacy and Communication
2. Mathematics and Numeracy
3. Health and Wellbeing
4. Science and Technology
5. Humanities
6. Expressive Arts

Our aim is to teach the skills of these areas through over-arching topics to create an enriched curriculum for our children.

Religious Education

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

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

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

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

Classes take it in turns to plan assemblies, masses and other liturgies and we always welcome the parents' support. Daily acts of worship include, Gospel assemblies, assemblies based on our Pupil Profile, class based worship and joining masses at St. Mary's R.C. Church.



We welcome families of all faiths and the whole school community takes an active role in the religious life of the school.



Sacramental Programme

We believe sacramental preparation is important, and as a school we assist the parish in preparing children in Year 3 and above for Reconciliation and First Holy Communion. Teachers, children, parents and the parish community share each step of the programme preparing for the sacraments.



Language, Literacy and Communication

The Languages, Literacy and Communication Area of Learning and Experience will enable all learners to gain knowledge and skills in Welsh, English and international languages as well as in literature.

Listening and reading as well as speaking and writing exist in relation to each other and not separately. The following what matters statements must be considered side by side.

- Learners who listen and read effectively are prepared to learn throughout their lives.
- Learners who speak and write effectively are prepared to play a full part in life and work.

The other two what matters statements can be seen woven throughout everything we do in Languages, Literacy and Communication.

- Learning about identity and culture through languages prepares us to be citizens of Wales and the world.
- Literature fires imagination and inspires creativity.

Welsh & Bilingualism

We are committed to encouraging pupils to learn Welsh as a second language by giving them opportunities throughout Foundation Phase and Key Stage 2 to develop their oral skills competently and to develop them as effective readers and writers. Children become confident and competent in use of the Welsh language as they work on their own, in pairs and in groups.

They learn how to listen and speak with others in a range of situations. Reading will be for both enjoyment and information. They learn to apply their skills through using 'incidental Welsh' on a daily basis in and around school. Children learn to adapt their speech and writing to suit purpose and audience.

We successfully received our Cymraeg Campus Bronze Award in July 2019. We are now building upon knowledge and skills as we work towards the Silver Award.

Cwricwlwm Cymreig

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

Mathematics and Numeracy

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

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

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

Health and Wellbeing

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

We will focus on:

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

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

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

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

Science and Technology

Science and Technology draws on the disciplines of biology, chemistry, computer science, design and technology, and physics to enhance our knowledge and understanding of the world.

The six what matters statements capture the key aspects of learning for Science and Technology. They are designed to operate together, and support settings and schools to develop a more detailed and holistic curriculum for learning and teaching.

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

Humanities

Humanities encompasses geography, history, religious education, business studies and social studies. Humanities will provide opportunities for all learners to learn about their heritage and sense of place through a study of their local area and of Wales. It will promote an understanding of how the people of Wales, its communities, culture, landscape, resources and industries interrelate with the rest of the world. Promoting an understanding of the ethnic and cultural diversity within Wales will also help learners appreciate the extent to which it is part of a wider international community. Consequently,

Humanities will help learners see how their personal story is part of a wider picture of the past and present.

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

Expressive Arts

The dynamic nature of the Expressive Arts can engage and motivate learners and so encourage them to develop their creative, artistic and performance skills to the full.

The Expressive Arts Area of Learning and Experience centres on the five disciplines of art, dance, drama, film and digital media, and music. What matters in the Expressive Arts is the creative process, i.e. exploration, response, reflection, and creation.

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



We work extensively with a range of talented musicians to provide a vast array of enrichment activities for our learners, including Samba and Celtic Music.

Health and Safety

The school has a comprehensive **Health & Safety Policy** which endeavours to provide a safe and secure environment for all pupils, staff, parents and visitors. The school also has a nominated Health & Safety Officer on the staff and on the Governing Body.

A Whole School Risk Assessment is carried out annually and allows the school, its governors, staff and the Local Authority to address any areas of concern within reasonable financial constraints. Areas covered are: all external and internal areas, including flooring of high use areas, glazing, electrical equipment, and P.E. and play equipment. Further risk assessments are carried out as appropriate for specific issues where an element of risk may be involved such as school trips, science, technology, P.E. and other crafts. The school grounds are checked daily by the school caretaker and any defects or hazards are reported to the Headteacher. Any maintenance or repairs identified through this process will be completed at the earliest possible time.

A termly **fire drill** is conducted at varying times with no warnings given to ensure proper procedure is followed by all staff and pupils. The time taken to evacuate the building and any delays or difficulties exiting are duly noted and rectified. The fire alarm is tested on a weekly basis, Fire wardens checks are made monthly.

School Times and Total Teaching Time

Foundation Phase: 9.10 am - 12.00 am 1.15 pm – 3.30pm. Years R, 1, 2

Key Stage 2: 9.10 am - 12.15 am 1.10 pm - 3.30pm. Years 3, 4, 5 and 6.

The number of hours taught/week excluding time for collective worship, registration, lunch and other breaks are prescribed by the Welsh Government:

Foundation Phase 21 hrs 15mins

Key Stage 2 23hrs 45mins

School Transport

Monmouthshire County Council will provide free home to school transport for children who are living more than 1.5 miles from school.

Praise and Encouragement

At St. Mary's School our policy on rewards is to encourage good behaviour. As a School we aim to be consistent in our approach by:

- *recognising and highlighting good behaviour as it occurs*
- *ensuring that all children are praised for good behaviour*
- *ensuring that all criticism is constructive*
- *explaining and demonstrating the behaviour we wish to see*
- *encouraging children to be responsible for their own behaviour*
- *letting parents know about their children's good behaviour*
- *rewarding individual children and groups of children for behaving well*
- *informing parents of their child's unacceptable behaviour*

A structured Reward system exists to maintain this policy. By the use of certificates and weekly Celebration assemblies the promotion of positive behaviour is encouraged and displayed.

Any incidents of unacceptable behaviour occurring in school will be treated fairly but with firmness. Most incidents of poor behaviour are dealt with by the class teacher. Parents are informed when their children persistently shows disregard for school discipline. A more serious incident will be passed to the Phase Leader or Headteacher. Parents are expected to co-operate with the school in finding ways of assisting their child to develop into responsible members of the school community.

For serious misconduct a child may have to be excluded from school for either a fixed period of time or permanently. Parents would always be informed. This sanction would always be reported to the Chairperson of the Governors and the Chief Officer for Education. Parents may appeal against the exclusion of their child. A reintegration meeting will be offered on the child's first day back to the child and parent. Exclusions are very rare at our school.

Children with Additional Needs

All children have individual needs but special provision is needed for most children at some times to ensure they make as much progress as all others within the curriculum, similarly more able or talented children also need support from time to time. We endeavour to meet the special needs of all these children by using additional, appropriate teaching support and support from a number of volunteer parents.

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

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

Child Protection and Safeguarding

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

Designated Child Protection Officer	-	Mrs Weightman (Headteacher)
Deputy Child Protection Officer	-	Miss O'Donnell (Deputy Headteacher)
Link Governor for Child Protection	-	Miss K O'Hara (Vice Chair)

There are thorough systems in place, based on the All Wales Child Protection Procedures 2008 manual, to deal with all incidents.

In such circumstances the safety of the child is paramount and is therefore put before the needs of the parents. Although efforts are made to contact parents to discuss issues, advice will initially be sought from the Social Services Duty Officer. The school will then follow their recommendations. Fortunately such incidents are very rare and this information is not intended to alarm parents, but to demonstrate the high quality of care that is provided for the children.

Looked After Children

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

The LAC co-ordinator is the Headteacher, Mrs J Weightman, and the Link Governor is Mrs G Waite. Our aim for all children is to ensure that they reach their potential and we use assessment data to target their progress carefully and ensure support is provided in a timely manner.

Governors Policy Statement on Education in Personal Relationships

Education, in the first place, is the duty of the family...

It is, in fact, the best environment to accomplish the securing of a gradual education in sexual life:

(Educational Guidance in Human Love'48)

Sex education is viewed by both the school Governors and Staff as primarily being the responsibility of the home, where a child's questions, worries or problems can be dealt with at a level commensurate with the age and maturity of the individual child. However the school also does use a five week course which has been approved by the Archdiocese of Cardiff and conforms to the teachings of the Catholic Church. This will be the subject of review by staff and governors on an annual basis and the school welcomes response from parents.

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

Assessment

Continuous assessment of the children's progress is made throughout the primary year and each term there is the opportunity for parents to meet their child's teacher for a report on progress. In the early Autumn to 'Meet the Teacher' and late Autumn and in Spring for a report on progress. In the Summer the meeting is offered if requested by parents. Apart from the National Curriculum Assessment Tasks administered to Year 2 and Year 6 formal National tests do occur in May. Children in Years 2-6 will sit a National Reading Test, Procedural Test and Reasoning Test as guided by Welsh Assembly Government. The school also makes termly core subject assessments against targets. Parents receive the termly reports and an end of year full written report in the Summer Term and have the opportunity to discuss the report with teachers by request.

School Uniform

The Governors have approved the following uniform. It is compulsory for all pupils from Reception to Year 6.

Boys (Winter)

White shirt
School tie
Grey trousers
School shoes (black - not trainers)
Bottle green long sleeved v-neck sweatshirt with crest
Grey ankle socks

Boys (Summer)

Gold polo-shirt with collar and crest
Grey shorts
School shoes (black - not trainers)
Grey ankle socks

Girls (Winter)

Bottle green pinafore or skirt or grey trousers
White shirt
School tie
White/bottle green socks/tights

School shoes (black - not trainers)

Bottle green long sleeved V-neck sweatshirt or bottle green cardigan with crest

Girls (Summer)

Bottle green long sleeved cardigan with crest

Green checked gingham dress

White ankle socks

School shoes (black - not trainers)

Physical Education and Games kit: Bottle green shorts or skirt, gold polo-shirt, training shoes or plimsolls. KS2 – school tracksuit is also required. The school operates a “nearly new” uniform service, please ask the school office for full details.

P.E. kit should be kept in a drawstring bag in school. All clothing should be marked with the child's name. Suitable swimwear and a towel should be brought to school on swimming days. Junior Years take turns to go swimming through the year. Children are not allowed to wear any jewellery types to school except for studs if they have pierced ears. Extreme hairstyles, including the use of gel are not permitted. Uniform order forms are available from the school office and school website.

Links with Parents

As a Catholic School we see ourselves as an extension of the home, we believe in working closely with parents who are the main educators of their children. With that in mind we welcome all parents to come to school to discuss the education of their children.

The school keeps parents fully informed of all events through a ‘Diary Dates’ information sheet which is sent out at the beginning of the school year and updated as necessary through the year. We also use Twitter, with daily updates on school events and activities, and a system called “Parentmail” which allows the school to email all parents who are registered Parentmail users simultaneously.

Parents are encouraged to make informal arrangements to see their child’s class teacher as and when the need arises, outside of the formal parents evening.

During the school year there are a number of liturgical, cultural, harvest festival and social events to which parents will be invited, these include; plays, concerts, assemblies, the carol service, class and school Masses, fashion shows, the annual Eisteddfod and Open day.

There is a very active and successful Parent Teacher Association that organises social and fundraising events for parents and children. A number of parents are also actively involved in the children’s education, volunteering their services as reading support, librarians, gardeners, and general class assistants.

Should concerns arise, the school will contact parents and invite them into the school to discuss the situation. Similarly parents who feel their children are experiencing any form of difficulty should contact the school.

Should parents wish to see a class teacher, we would prefer appointments to be made in advance as this will allow the teachers to prepare and save classes from being disrupted.

Charging and Remissions Policy

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

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

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

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

Extra-Curricular Activities

Paid for Clubs and Sports include: French, Football, Netball, Athletics, and Multi-sports.

Other clubs run by school staff include: Netball, Rugby and Football, Art, ICT Coding Club, Chess, Nature and Choir.

During the year all Year 6 children are offered the opportunity to attend a residential school journey for 5 days. Year 5 are also being offered a residential school journey for 3 days. For all school trips and outings the school will rigidly follow the guidelines for school excursions compiled by Monmouthshire Local Education Authority.

General Information

Homework

Children are encouraged to take home reading books on a regular basis. They are also expected to learn their multiplication tables and spellings, parental help and encouragement is extremely important.

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

Pastoral Care

Problems at home that affect the child's education, if made known to the Headteacher, will be handled with sensitivity. The chief concern of Teachers, Governors and Parish Priest is the education of the child in the true sense of the word, including body, soul and mind. Therefore our pastoral aim is to prepare the children to mature and integrate in society as good Christians and good citizens. We have members

of staff who are trained ELSA's. An ELSA is an Emotional Literacy Support Assistant. The ELSA works 1:1 or in small groups with children regarding emotion work. The ELSA can cover many focuses such as confidence, self-esteem, anger, anxiety, friendships and loss to name a few. The children are taught over a 6 week bespoke programme and are supported emotionally in the aim that they take these strategies away; increasing their own emotional literacy.

Pupil Absence

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

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

Health and Welfare

We always appreciate you keeping us informed about any changes in your child's health so that we are able to support you in his/her care. It is essential that any health concerns are shared with us. If your child is ill please keep them at home until they are fully recovered. If illness is due to infectious sources e.g. virus, disease, remaining at home is vital until the infection has cleared. Current NHS guidelines are that a period of **48 hours is the minimum** period re: bouts of sickness, diarrhoea – at least 48 hours must lapse since the last bout before returning to school. Parents will be contacted if children return before this time has lapsed.

Medicines

Teachers do not routinely administer medicines even those prescribed by a doctor. However in certain circumstances a medical practitioner may recommend that a child attends school whilst receiving medication. In such a case parents will need to come to school to administer medicine. If your child becomes ill in school parents will be contacted. It is, therefore, very important that emergency contact numbers are made available to the school and in the event of any changes in circumstance to inform the school as soon as possible.

Asthma

The school has developed a policy for children who suffer with asthma; this can be viewed at the school. A teacher will help any child who needs to receive treatment during the day.

School Security

All members of staff are vigilant in ensuring a happy, safe and secure environment for your child and we will no longer operate an 'open door' policy. All visitors must report to the school office to present or collect an identification badge and to sign in and out of the Visitors Book. This enables us to meet Health and Safety regulations and give due care to the safety and wellbeing of pupils in the school. Visitors, other than a known parent, not wearing a visitors badge will be challenged.

The school must be informed by letter or telephone if someone other than the regular person is to collect your child at the end of the day. Children will not be allowed out of school with anyone other than the person who regularly collects them unless staff members are informed of the changes to normal routines in writing. It is the responsibility of the legal guardian to provide the school with any official documentation necessary to prevent another parent or other adult from collecting your child from school. The school's Health & Safety Policy also provides advice on the supervision of pupils, particularly at the start of the day, lunch times and break times when the pupils are most commonly outside.

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

School Meals

School meals are prepared and cooked on site. Parents can pay online via 'Parent Pay', no cash is to be sent in to school. There are facilities for your child to bring a packed lunch. If your child is entitled to free meals/clothing grants, the forms may be obtained online and returned by you to:

The Chief Officer
Directorate of Children & Young People
Pupil and Student Access Unit
Monmouthshire CC
@ Innovation House
Wales 1
Magor
NP26 3DG

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

Complaints

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

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

***NOTE – all complaints must be signed.**

Complaints about the curriculum should be directed to Monmouthshire Local Authority.

Access to other Information

Our school website has lots of other information on it - school policies, diary dates, term dates, class newsletters etc. If you require any further information, please contact the school office.

Equal Opportunities

At St. Mary's School we fully agree with the fundamental beliefs and teachings of the Catholic Church as stated above and for this reason, we are all concerned with the equality of opportunity for all who belong to our school family, children and staff, regardless of their gender, ethnic or religious background.

OUR AIMS ARE:

- To ensure that all children, regardless of gender, race or ability have the opportunity to reach their maximum potential; academically, physically, emotionally and socially.
- To foster an atmosphere where each child is encouraged to develop a positive self-image, regardless of gender, race or ability, by means of a well-balanced National Curriculum, which provides non-stereotyping activities and experiences.

Academic

All children receive the curriculum and are given the opportunity to develop at their own pace through each stage of their education. There are no limitations placed on any of the children. Children with additional needs are given access to the National Curriculum and work at their own pace. Whether at a lower or higher start point than their peers, these pupils are expected to make the same rate of progress.

Physical

Some children in our school have physical disabilities including those with hearing impairment, those with speech impediments and those who are asthmatic. However, all children enter into every aspect of school life. Those with asthma use their medication when and where appropriate, with younger children being helped by an adult. See also Disability Access below.

Gender

There is no distinction at the school between the boys and the girls with regard to access to the curriculum. We ensure that during P.E. and Games, both girls and boys have access to all sports that are offered. This includes football, netball, rugby. Children do not line up separately in gender groups and all have access to all areas of the curriculum.

Race

There is some diversity of race and some cultural difference among the children at the school. These are respected and all children have the same entitlement. All of us are different but equal and all our differences are celebrated.

Health and Safety in the Curriculum

The wearing of jewellery is forbidden for any sporting activities, games, swimming or physical education. The "Sport Fix" Company checks PE equipment annually. The date of the last check is the Summer Term 2019.

The staff will ensure that every precaution is observed when using apparatus for games/PE, tools for Design Technology and Science equipment. It is hoped that the teachers common sense approach will be adopted by the pupils and a sense of responsibility be developed as the children get older.

Disability Access

In 2009 the school received grant aid from the Welsh Government to fund the building of disability access ramps, outdoor seating and toilet facilities. Inside the school there is new disability access stair lift and a disabled person's toilet and a new Personal Care Room all built in August 2016. The school received a grant to build an access ramp from the main gate down to the junior building. This was completed in June 2015 giving disabled pupils and visitors full access of the school.

Admissions

The deadline for September 2020 intake is Monday 13th January 2020 at 12 noon. Please return your admission application forms direct to the school office.

Our admission policy is detailed within our admission application forms.