



**St. Helen's Catholic Primary School**  
***Ysgol Gynradd Gatholig Santes Helen***

# **St. Helen's Catholic Primary School Prospectus 2019-2020**



**'Together we Believe † Achieve and Succeed'**  
**'Gyda'n Gilydd Credwn † Chyflawnwn a Llwyddwn'**

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

**WELCOME TO ST. HELEN'S CATHOLIC PRIMARY SCHOOL**  
**Croeso I Ysgol Gynradd Gatholig Santes Helen**

Dear Parents,

The Governing Body, staff and pupils welcome you to St. Helen's Catholic Primary School. St. Helen's is an English medium, voluntary aided school in Barry, Vale of Glamorgan.

We believe that within our school we have created a caring and inclusive community where all children, parents and staff are valued, encouraged to develop to their full potential and happy to be part of our school.

We aim to develop as a caring community of learners. Our work is firmly grounded in a collegiate vision which puts children first, providing conditions and experiences which promote the highest possible standards, allowing each and every child to develop personally, intellectually, emotionally and socially and supporting them to become successful learners, confident individuals, effective contributors and responsible citizens.

We believe it is important that as a parent/guardian you feel welcome in the school. Education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents with our school in the education of your child is positively encouraged. A good relationship between school and home builds a child's confidence, aids their learning and helps them to fulfil their potential in all areas.

We operate an 'open door' policy, where parents are always made welcome and listened to.

Please contact us at any time and a member of our team will be happy to help you.

**Mrs Kate Harris**  
**Chair of Governors**

**Mrs Kathy Giernalczyk**  
**Headteacher**

All correspondence to the Chair of Governors or to the Headteacher should be addressed as follows:

St. Helen's Catholic Primary School  
Maes-y-Cwm Street  
Barry  
CF63 4EH

E-mail: [sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)

website: [www.sthelenscps.co.uk](http://www.sthelenscps.co.uk)

Twitter: @sthcpsbarry

Facebook: St. Helen's Catholic Primary School (Official)

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## Our Staff

**Headteacher** Mrs Kathy Giernalczyk

**Deputy Headteacher** Mrs Michelle Clawson

**School Business Manager** Mrs Jane Champ

**Admin Officer** Mrs Hayley Jones

### Teaching Staff

#### Nursery

Mrs B Bailey

#### Glas - Reception

Mrs A Morgan & Mrs O'Dare

#### Melyn - Reception/Year 1

Mrs Z Humphreys & Mrs H Isherwood

#### Oren - Year 1/2

Mr R Thomas

#### Gwyrdd - Year 2

Mrs E McCallum (SLT)

### Support Staff

#### Learning Support Assistants

Miss D Izquierdo

Mrs R Blight

Mrs C Bowden

Mrs C Jones

Mrs C Power

Mrs A White

Mrs L Wiltshire

Mrs P Edmunds

Mrs J Yarr

Mrs A Davis

Mrs K Bowkett

Mrs D Jones

Miss A Kane

Mrs D Morham

#### Premises

Foundation Phase: Caretaker, Mrs J Powell

Cleaner: Mr C Barnsley

Key Stage 2: Caretaker, Mrs C Richardson

Cleaner: Miss S Wilkinson

#### Road Safety Officers

Foundation Phase: Mrs D Barclay

Key Stage 2: Mr N Latham

#### Year 3/4

St. David's: Mrs C Bond and Mrs S Williams

Tregaron: Mrs B Priday

Lampeter: Mrs K Galsworthy

#### Year 5

Hebron: Mrs G Hill (SLT)

Efail Isaf: Mrs A Prosser (SLT)

#### Year 6

Ewenny: Mr D Moruzzi

Narberth: Mrs H Lloyd

#### ALN Team

Mrs Giernalczyk, Mrs Z Humphreys, Mrs Clawson and Mr

Moruzzi

*\* SLT: Senior Leadership Team*

#### Breakfast Club Supervisors

Mrs K Butlin

Mrs J Powell

Ms A Williams

Mrs M Jones

Mrs L Rees

Mrs C Rees

Mrs J Wade

Mrs R Warry

Miss S Wilkinson

Mrs C Tregidgo

#### Midday Supervisors

Mrs L Rothery

Ms A Williams

Mrs K Bowkett

Mrs L Rees

Mrs R Warry

Miss S Wilkinson

Mrs S Bracken

Mrs C Tregidgo

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## **Our Governing Body**

The Governing Body fulfils an important role in the life and work of St. Helen's Catholic Primary School, regularly meeting to monitor progress and provide challenge. It has overall responsibility for the strategic direction of the school and is fundamental to the success of the school. Under the Instrument of Government, the foundation governors at the school are in the majority and are appointed by the Archdiocese of Cardiff. Governors oversee that Religious Education is in accordance with the teachings, doctrines and discipline of the Catholic Church. Tasks undertaken by the Governing Body include reviewing policy documents and updating existing policies; keeping up to date with changes to the curriculum; fulfilling statutory requirements with regard to health and safety matters; dealing with disciplinary matters and taking decisions on financial matters.

<u>Headteacher:</u>	Mrs Kathy Giernalczyk
<u>Foundation Governors:</u>	Mrs Kate Harris Mr Kieran Crossey Mrs Marilyn Frayling Mr Simon Care Mr Fred Johnson Mrs Paula Marshman Mr Brian Morris Canon Patrick O'Gorman Mr Michael Stafford
<u>Teacher Representative:</u>	Mr Rhys Thomas
<u>Staff Representative:</u>	Mrs Candy Richardson
<u>Parent Representatives:</u>	Mr Alasdair Davies Mrs Annamarie Vincent
<u>Local Authority Representatives:</u>	Cllr. Bronwen Brooks Mr Graham Niblett Mrs Val Simpson
<u>Clerk to the Governors:</u>	Ms Rachel Cox
<u>Observer:</u>	Mrs Michelle Clawson

## School Ethos, Aims and Virtues

'Together we Believe † Achieve and Succeed'  
 'Gyda'n Gilydd Credwn † Chyflawnwn a Llwyddwn'

### Ethos

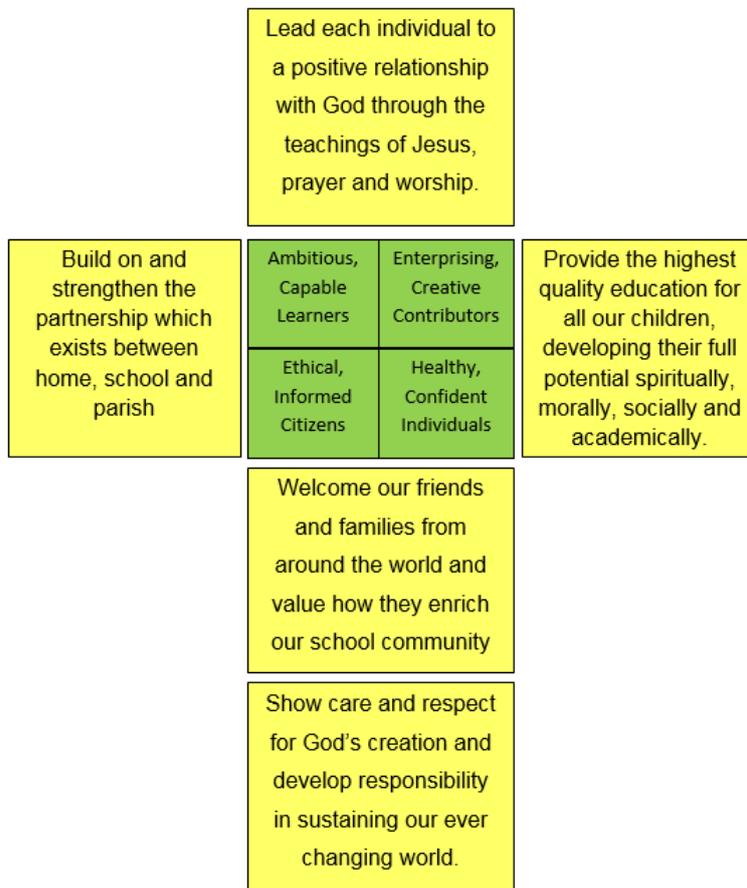
Our children are at the heart of everything we do. We aim to create a climate where members of the whole school community are valued and respected. We set a high standard of positive behaviour and attitudes, and expect all members of our community to be polite, courteous, honest and respectful.

Pupils and staff understand their individual contribution to establishing and maintaining our school ethos:

<b>C</b>	Curious and confident
<b>H</b>	Happy and healthy
<b>I</b>	Independent and inspired
<b>L</b>	Lifelong learners
<b>D</b>	Dedicated and determined

### Aims

Our school is a Catholic community which is characterised by the Gospel spirit of freedom, justice, forgiveness, compassion and love. These values permeate the life and work of our school.



*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## St. Helen's Pupil Profile

St. Helen's Pupil Profile is composed of eight pairs of virtues that illustrate what pupils and staff in our school should be living and how they should be learning:

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



It is our hope that we can support the children of St. Helen's, in partnership with the home and the Parish, to show these qualities in their work and play and to grow in understanding of their faith and themselves through reflection, prayer, discussion, academic work and collective worship.

### **Term Dates 2019 – 2020**

Term	Begin	Half Term		End
		Begin	End	
Autumn 2019	Monday 2 <sup>nd</sup> September 2019	Monday 28 <sup>th</sup> October 2019	Friday 1 <sup>st</sup> November 2019	Friday 20 <sup>th</sup> December 2019
Spring 2020	Monday 6 <sup>th</sup> January 2020	Monday 17 <sup>th</sup> February 2020	Friday 21 <sup>st</sup> February 2020	Friday 3 <sup>rd</sup> April 2020
Summer 2020	Monday 20 <sup>th</sup> April 2020	Monday 25 <sup>th</sup> May 2020	Friday 29 <sup>th</sup> May 2020	Monday 20 <sup>th</sup> July 2020

### **INSET DAYS**

Monday 2<sup>nd</sup> September 2019  
 Tuesday 3<sup>rd</sup> September 2019  
 Wednesday 4<sup>th</sup> September 2019  
 Wednesday 27<sup>th</sup> November 2019  
 Monday 20<sup>th</sup> July 2020  
 Bank Holiday – Friday 8<sup>th</sup> May 2020



## ST HELEN'S CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY



### CRITERIA FOR ADMISSION TO NURSERY

#### Policy for the Academic Year 2020/2021

##### Introduction

St Helen's Catholic Primary School is a voluntary-aided Catholic school founded by the Archdiocese of Cardiff. The school is on two sites. Pupils aged 3-7 are taught at the Maes Y Cwm Street site and pupils aged 7-11 at the Tynewydd Road site. Admission applications are made to the school as a whole and not to a particular site. (Code 2.51)

The Governing Body has sole responsibility for admissions to the school. Only the governing body may admit and no representations made by any person including a governor, member of staff, clergy or any member of the local authority can be regarded as an offer or promise of a place. Only an offer made in writing on behalf of the governing body can be accepted as an admission offer of a place at St. Helen's Catholic Primary School.

St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully and Rhoose  
Our Lady and St Illtyd, Llantwit Major  
St Cadoc's, Cowbridge

##### Admission Number

St Helen's Nursery is a part-time nursery offering 48 places; 24 places in the morning session and 24 places in the afternoon session. Children must attend for five half days either every morning or every afternoon according to their allocated place.

Parents/guardian should note that St Helen's Nursery has the same Catholic ethos as the Primary school.

Children will be eligible for a part time nursery place from the start of the term following their third birthday, if places are available.

**Attendance at St Helen's Nursery does not automatically entitle a child to a Reception class place at St Helen's Catholic Primary School.**

Parents **MUST** apply separately if they wish for their child to be considered for a place in the Reception class.

The School Standards and Framework Act 1998 gives parents the right to express a preference for their children attend to attend a particular school. Admissions to St. Helen's school will be made in accordance with parental choice, subject to available places.

If the Governing Body receives applications in excess of the **48** available places, it will apply the oversubscription criteria below in order to determine all applications.

This policy takes due regard of the Welsh Government Admission Code 2013.

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## Oversubscription Criteria

Children will be admitted in accordance with the following priority:

Priority will be given to children who are Looked After by a Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 **in each category**. Equal priority will also be given to previously Looked After children. (Code 2.32)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Primary School. (Code 3.51)

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020. (Baptismal certificate required)
2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).
3. Christian children who have been baptised in another Christian Denomination who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020. (Baptismal certificate or letter from a minister of religion required).
4. Christian children who have been baptised in another Christian Denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2019 where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. An accompanying letter to be written to Governing Body clearly stating this aim.

The governing body may admit any child without consideration to the above Criteria (with the exception of applicants in category 1 and 2) who demonstrate exceptional medical reasons. Evidence in support of such an application **must** be supported by a medical letter/report from a professional consultant or social services at the time of application, clearly stating why St. Helen's is the most suitable school and outlining any difficulties from attending a local authority school. (Code 2.39)

### **Tie- breaker**

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school; as measured by the shortest available walking route. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Maes Y Cwm Street.

### **Guidance Notes**

To apply for a place at St Helen's Primary School, a parent/guardian **MUST** provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of address should also be provided.

### **Siblings**

For admission purposes, a sibling is a child who is the brother/sister, half brother/half sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

### **Multiple Births (e.g. twins or triplets)**

When the last child admitted is one of a multiple birth then the remaining siblings will be admitted as excepted children.

### **Children of UK Service personnel and other Crown Servants (including diplomats)**

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places must be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round. (Code 3.65)

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School. In exceptional circumstances a late application may be considered by the governing body at the same time as the initial round of applications. (Code 3.15)

### **Waiting List**

The nursery will provide a maximum of 48 part time places. Entry to nursery at any time will depend on availability of places. The school will keep a waiting list of unsuccessful and late applications and inform the parents/ guardians of their child's position on the list. Places will be allocated in accordance with the oversubscription criteria as and when a place becomes available.

### **Right of Appeal**

There is no right of appeal against refusal of a nursery place under the relevant legislation as nursery education is non-statutory.

## CRITERIA FOR ADMISSION TO SCHOOL

### Policy for the Academic Year 2020/2021

#### Introduction

St Helen's Catholic Primary School is a voluntary-aided Catholic school founded by the Archdiocese of Cardiff. The school is on two sites. Pupils aged 3-7 are taught at the Maes Y Cwm Street site and pupils aged 7-11 at the Tynewydd Road site. Admission applications are made to the school as a whole and not to a particular site. (Code 2.51)

The Governing Body has sole responsibility for admissions to the school. Only the governing body may admit and no representations made by any person including a governor, member of staff, clergy or any member of the local authority can be regarded as an offer or promise of a place. Only an offer made in writing on behalf of the governing body can be accepted as an admission offer of a place at St. Helen's Catholic Primary School.

St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully and Rhoose  
Our Lady and St Illtyd, Llantwit Major  
St Cadoc's, Cowbridge

#### Admission Number

The admission number to the Primary school is 44. In addition to the admission number, Government legislation determines that no child aged 5-7 years will be taught in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998.

The School Standards and Framework Act 1998 gives parents the right to express a preference for their children attend to attend a particular school. Admissions to St. Helen's school will be made in accordance with parental choice, subject to available places.

If the Governing Body receives applications in excess of the 44 available places, it will apply the oversubscription criteria below in order to determine all applications.

This policy takes due regard of the Welsh Government Admission Code 2013.

#### Oversubscription Criteria

Children will be admitted in accordance with the following priority:

Priority will be given to children who are Looked After by a Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 **in each category**. Equal priority will also be given to previously Looked After children. (Code 2.32)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Primary School. (Code 3.51)

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020. (Baptismal certificate required)
2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

3. Christian children who have been baptised in another Christian Denomination who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020. (Baptismal certificate or letter from a minister of religion required).
4. Christian children who have been baptised in another Christian Denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2019 where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St. Helen's Catholic Primary School and/or St. Richard Gwyn Catholic High School on 1st September 2020, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. An accompanying letter to be written to Governing Body clearly stating this aim.

The governing body may admit any child without consideration to the above Criteria (with the exception of applicants in category 1 and 2) who demonstrate exceptional medical reasons. Evidence in support of such an application **must** be supported by a medical letter/report from a professional consultant or social services at the time of application, clearly stating why St. Helen's is the most suitable school and outlining any difficulties from attending a local authority school. (Code 2.39)

### **Tie- breaker**

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school; as measured by the shortest available walking route. An independent Geographical System (GIS) carried out by the local authority is used to calculate home to school distances. This is determined from the applicant's home address to the school gate on Maes Y Cwm Street.

### **Guidance Notes**

To apply for a place at St Helen's Primary School, a parent/guardian **MUST** provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of address should also be provided.

### **Siblings**

For admission purposes, a sibling is a child who is the brother/sister, half brother/half sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

**Multiple Births (e.g. twins or triplets)**

When the last child admitted is one of a multiple birth then the remaining siblings will be admitted as excepted children.

**Children of UK Service personnel and other Crown Servants (including diplomats)**

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places must be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. Children of UK Service Personnel may be given excepted status for infant class size purposes when admitted to a school outside the normal admission round. (Code 3.65)

**Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School. In exceptional circumstances a late application may be considered by the governing body at the same time as the initial round of applications. (Code 3.15)

**Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30<sup>th</sup> of September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30<sup>th</sup> September in the year of admission. After this time the parents will be expected to make a further application for admission.

**Right of Appeal**

Details of the procedure in accordance with the Education (Admission Appeals Arrangements) (Wales) Regulations 2005 are followed; if an appeal against any decision of the Governing Body on admission is contemplated, information may be obtained from the Admissions Appeal Committee:

C/o Clerk to the Governing Body,  
St. Helen's Catholic Primary School  
Maesycwm Street  
Barry  
CF63 4EH

[sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)

## **Safeguarding**

At St. Helen's we are committed to providing the highest level of safeguarding for every child. Policies to ensure this include:

- Safeguarding and Child protection
- Safer Recruitment
- Health and Safety;
- Equality.

Copies are available on request.

## **Child Protection**

As a caring school with direct responsibility for children, our first concern is the welfare of the child. Every child matters. If you wish to discuss anything related to safeguarding or have concerns regarding child protection at St. Helen's Catholic Primary School, the contact details of the designated officers are available from the main Office.

It is a legal requirement that each school should have a named school Child Protection Co-ordinator. The DSP Officers are Mrs Kathy Giernalczyk and Mrs Michelle Clawson. Mrs K. Galsworthy and Mrs E. McCallum are the Deputy DSPs. The Link Governor for child protection is Mr. Fred Johnson.

The school has a legal obligation to contact other agencies where there are child protection concerns. It is the duty of the Governing Body to ensure that the appropriate procedures are in place for the protection of children from abuse.

All matters concerning child protection issues are dealt with strictly on a need to know basis and are treated with the utmost confidentiality.

## **Equal Opportunities**

We believe that everyone has the right to equality of opportunity and should be free from all forms of discrimination.

We recognise the right of equality of opportunity for all individuals including pupils and staff, irrespective of their gender, colour, culture, race, ability, disability, age or religious observances. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented. A copy of the policy approved by Governors is available from the school office.

The aims of our rationale include:

- To ensure that diversity is celebrated and welcomed;
- To ensure that all children have equal access to all curricular areas and all available resources;
- To ensure that all amenities / facilities do not deny equal opportunities;
- To ensure that everyone is valued and has a right to both personal and professional development;
- To ensure that everyone is able to identify unacceptable behaviour and given strategies for dealing with different situations;
- To ensure that everyone is aware of their responsibilities in implementing this policy.

## **Home School Agreement**

St. Helen's Catholic Primary School requires parents and pupils to sign a Home School Partnership Agreement, although there is no longer a legal requirement to schools to have one in place. As a school community, along with the Governing Body, we believe that it is an important process which promotes and develops the positive partnership between home and school.

## **Attendance**

Attendance and punctuality are extremely important for each child to gain the maximum benefit from their education. This is a very close link between attendance and achievement,

Under current Education Regulations, it is the responsibility of the parents / carers/ guardians to ensure that the maximum full time education, as is possible, is given to their child.

It is essential that parents contact the school on the first day of their child's absence. Unknown absences will generate text messages to parents on their first day absence.

As schools, we must distinguish between absences which are unavoidable due to illness, or other special circumstances that the school accepts as reasonable, and for absences for which the school feels that an adequate explanation has not been supplied.

School policy on absence can be summarised as follows:

- the maximum attendance possible is most important to the development of the child;
- it is for the parents/carers/guardians to ensure that their child arrives in school on time and in a fit condition to learn;
- registers are taken twice daily am and pm;
- parents/carers/guardians must contact school on the first day of absence before 9:15am, notifying school as to the nature and likely duration of the absence;
- if your child has been absent for 3 or more days, a telephone call or note in the diary on their return is required to authorise the absence;
- the school has the right to record absence as unauthorised if the school feels insufficient explanation has been provided with regard to absence.
- Holidays during term time must be authorised by the Headteacher.

#### Attendance Figures 2018/19 Compulsory School Age

	<b>Attendance</b>	<b>Authorised</b>	<b>Unauthorised</b>
<b>Autumn 2018-2019</b>	95.1%	3.7%	1.2%
<b>Spring 2018-2019</b>	95.8%	3.3%	0.9%
<b>Summer 2018-2019</b>	93.9%	4.7%	1.4%
<b>Overall attendance for 2018-2019</b>	95.0%	3.8%	1.1%

Attendance Target 2019-20 **95.2%**. Please help us to achieve this target.

### **Learning and the Curriculum**

At St. Helen's Catholic Primary School we believe in lifelong learning and the idea that adults and children learn new things every day. We believe that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children and adults to lead happy and rewarding lives.

The Foundation Phase is the curriculum for 3 to 7 year olds in Wales. The Foundation Phase places great emphasis on children learning by doing. We believe young children should be given more opportunities to gain first hand experiences through play and active involvement. We want them to understand how things work and to find different ways to solve problems. The Foundation Phase curriculum is broad, balanced, relevant and differentiated to meet the developmental needs of all children.

The Foundation Phase requirements apply to children starting school in Nursery and of statutory school age; from the academic year of the child's fifth birthday (Reception) until the end of year two.

Children in our Nursery, Reception, Year 1 and 2 classes learn across the areas of the Foundation Phase Curriculum for 3 – 7 year olds. Children's outcomes are assessed and reported across three\*

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

of these headings at the end of the Foundation Phase. Children's progress is continually tracked across all seven areas.

These are:

- Personal and Social Development, Wellbeing and Cultural Diversity;
- Language, Literacy and Communication;
- Mathematical Development;
- Knowledge and Understanding of the World;
- Physical Development;
- Creative Development;
- Welsh Language Development.

In Key Stage 2, children are assessed and reported across the three core subjects of English, Maths and Science and additionally on Welsh second language. Each term the children engage in learning through a different topic as a means of developing their geographical, historical, design, art, musical, enquiry, independent, collaborative, presenting and ICT skills. Religious Education and Physical Education are taught as discrete subjects.

At St. Helen's a variety of teaching methods are used, and at various times during the week, children are taught:

- as a class;
- in groups, using an integrated approach to several areas of the curriculum;
- as individuals, where instruction is given on a one to one basis.

Within each class, the children are grouped according to a variety of criteria depending on the task or skills being taught – ranging from ability to friendship groups. Work is matched to the ability of the individual child. This allows children to make good progress at their own level.

### Religious Education

As a Catholic school, Religious Education is at the heart of all that we do. The Religious Education Scheme of Work we follow is 'Come and See'. At the centre of the programme is the mystery of God's self-revelation of love through Jesus Christ. 'Come and See' gives pupils the opportunity to explore the mystery of faith through scripture and tradition.

All children take part in a daily act of Christian Worship involving assemblies, Christian Meditation, class based liturgies and daily prayers.

Classes regularly attend Mass with the Parish on a Friday morning and Feast days are celebrated with Mass in school or in our Parish church. Families are invited to attend Class Led Liturgies and school Masses.

In 2018 the school introduced the St. Helen's Pupil Profile, composed of eight pairs of virtues. We develop the whole child through our Pupil Profile to be the 'best we can be', academically, spiritually and morally. We focus on a pair of virtues each half term in class and assemblies. We use them whenever possible at school and at home.

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*



## Relationship and Sexual Education

Relationship Education becomes statutory for all primary schools from September 2020, when we will follow the 'Life to the Full' programme which is based on 'A Model Catholic RSE Curriculum'.

Life to the Full is much more than a series of lessons. It is an entire platform of creative resources that will engage, inform and inspire our children and, indeed, you as parents. This includes interactive video content, story-based activities, employing a wide range of teaching tools, original worship music and an accompanying programme of classroom prayers.

In addition there is online parent platform so that you, as parent and carers, can engage with the teaching and deepen the experience for your child.

The programme adopts a spiral curriculum approach so that as your child goes through the programme year-after-year, the learning will develop and grow, with each stage building on the last.

**Module One: Created and Loved by God** explores the individual. Rooted in the teaching that we are made in the image and likeness of God, it helps children to develop an understanding of the importance of valuing themselves as the basis for personal relationships.

**Module Two: Created to Love Others** explores the individual's relationship with others. Building on the understanding that we have been created out of love and for love, this unit explores how we take this calling into our family, friendships and relationships, and teaches strategies for developing healthy relationships and keeping safe.

### **Module Three: Created to Live in Community**

Finally, Module Three: Created to Live in Community explores the individual's relationship with the wider world. Here we explore how human beings are relational by nature and are called to love others in the wider community through service, through dialogue and through working for the Common Good.

## **Sporting Aims and Achievement**

The children follow a full and varied programme of Physical Development to cover the requirements of the Foundation Phase and Key Stage 2; this includes Personal Development, Physical Play, Health, Fitness and Safety. At Key Stage 2, pupils build on these skills through a programme of Health, Fitness and Well-being, Creative and Competitive activities. Inter-school matches and after-school clubs enhance this provision. Through these activities we aim to develop the children's physical fitness and help them to learn and experience the skills of co-operation and teamwork through healthy eating. Pupils in Year 4 attend National Curriculum swimming lessons in the National Pool, Cardiff. Pupils in Year 5 have the opportunity to attend a residential outdoor activity centre in Llangrannog, Ceredigion.

## Use of the Welsh Language

Welsh is taught throughout the school providing progression for children developing Welsh as a second language. The scheme of work for Welsh is structured to allow children to speak Welsh as much as possible to provide them with the idea that Welsh is a living language. Welsh is also taught and part of school life on an incidental basis, in the format of greetings, commands and questions.

## **Additional Learning Needs**

At St. Helen's, we believe that every child has specific needs and because of this every child is treated as an individual.

If a child has a learning difficulty, which calls for differentiation or special education provision to be made for him or her, it is our aim to:

- recognise that special educational needs must be addressed
- recognise that there will be a continuance of needs and that provision will have to be made accordingly
- give children with special educational needs the greatest possible access to a broad and balanced curriculum within mainstream classes
- ensure a close liaison between parents of children with special educational needs and the agencies involved in the process i.e. the ALN co-ordinator, teachers and other agencies.

If your child is identified as having an area of Special Educational Need, you will be informed and will be invited into school to discuss how your child will be helped at school and how you can help at home. In the first instance of any concerns, please speak to your child's class teacher.

Detailed information on the school's Additional Learning Needs Policy is available on request.

## **Children who are Looked After (CLA)**

Children and young people are 'looked after' if they have been taken into care by the local authority. Most 'looked after' children live with foster carers but a small number may be living with a relative. We ensure that all our 'looked after' children:

- take a full and active part in the life of the school;
- carers and social workers are kept fully informed of the child's progress and attainment;
- a Personal Education Plan (PEP) is in place and regularly reviewed.

The teacher with responsibility for Children who are Looked After is Mrs Michelle Clawson.

## School Performance Data

**Foundation Phase Teacher Assessment 2018-2019:** (The expected outcome is Outcome 5 at the end of Foundation Phase)

	Outcome 5+	Outcome 6
Language, Literacy and Communication	76.5%	20.6%
Mathematical Development	85.3%	29.4%
Personal and Social, Wellbeing and Cultural Diversity	97.1%	50.0%

**Foundation Phase Outcome Indicator (FPOI):** Achieved expected level in Language, Literacy and Communication, Mathematical Development and Personal and Social, Wellbeing and Cultural Diversity

**St. Helen's** 76.5%   **All Wales** 80.0%

### Progress from Baseline

#### Baseline Assessment LLC 2017 vs Foundation Phase 2019

LLC	Much lower than expected progress	Lower than expected progress	Expected progress	Higher than expected progress	Much higher than expected progress
Pupils	0	2	10	17	4
%	0.0	6.1%	30.3%	51.5%	12.1%

MD	Much lower than expected progress	Lower than expected progress	Expected progress	Higher than expected progress	Much higher than expected progress
Pupils	0	1	14	16	2
%	0.0	3.0%	42.4%	48.5%	6.1%

PSD	Much lower than expected progress	Lower than expected progress	Expected progress	Higher than expected progress	Much higher than expected progress
Pupils	0	1	9	18	5
%	0.0	3.0%	27.3%	54.5%	15.2%

**Key Stage 2 Teacher Assessment 2018-2019:** (The expected outcome is Level 4 at the end of Key Stage 2)

	Level 4+	Level 5+
English	97.6%	41.5%
Mathematics	97.6%	48.8%
Science	97.6%	51.2%
Welsh 2 <sup>nd</sup> Language	97.6%	51.2%

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

Core Subject Indicator (CSI): Achieved expected level in English, Mathematics and Science

**St. Helen's 97.6% All Wales 87.8%**

### **Progress from 2014 Foundation Phase Teacher Assessments to 2018 Key Stage 2 Teacher Assessments**

<b>English</b>	<b>Much lower than expected progress</b>	<b>Lower than expected progress</b>	<b>Expected progress</b>	<b>Higher than expected progress</b>	<b>Much higher than expected progress</b>
Pupils	0	3	25	11	0
%	0.0	7.7%	64.1%	28.2%	0.0

<b>Maths</b>	<b>Much lower than expected progress</b>	<b>Lower than expected progress</b>	<b>Expected progress</b>	<b>Higher than expected progress</b>	<b>Much higher than expected progress</b>
Pupils	0	2	28	10	0
%	0.0	5.0%	70.0%	25.0%	0.0

### **Helping Your Child At Home**

The school values highly the contribution that you, as a parent can make to your child's progress. The school tries to involve you as much as possible in helping your child to learn.

How can you help?

- Be interested in all the activities your child is involved in;
- Ask questions;
- Check whether the child has been given any work to do at home;
- Note your child's general reaction to school;
- Above all, take time to listen to your child when he/she wants to talk about school.

Certain tasks are routine:

**READING:** Make time to read with your child and hear your child read. Question your children about the content of their reading, encourage them to predict and deduce. Develop a love of reading.

**SPELLING:** Help your child learn the weekly spelling list. Encourage them to use the 'Look, Say, Cover, Write, Check' method

**MATHS:** Help your child learn multiplication tables and recall basic number facts

**TARGETS:** Help your child with their reading, writing, oracy and numeracy targets (see Learning Diary)

### **Extra-curricular Activities**

Our programme of extra-curricular activities take place after school and can vary according to the time of the year and the strengths and skills of our staff and volunteers. Recent activities have included choir, netball, football, athletics, Lego, chess, circuits, rugby, gardening and Athletics. Please check the school website and newsletters for further details.

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## **The School Day at St Helen's Catholic Primary School**

The school day begins at 8.55am. We hold a free Breakfast Club and doors open at 8.00am (Foundation Phase) and 8.10 am (Key Stage 2).

The Daily Timetable for **Foundation Phase** is as follows:

8.50 am Gates open  
School Day starts at 9.00 am  
10.30-10.45 am Morning Break  
12.00—1.00 pm Lunch including daily Story Time  
3.15 pm End of school day

Children are encouraged to arrive to school between 8.50am and 8.55am. This allows them time to organise themselves, ready to start learning at 8.55am.

The Daily Timetable for **KS2** is as follows:

8.45 am Doors open  
School Day starts at 8.55 am  
Please do not be on site before this time as no supervision is available.  
10.30—10.45 am Morning Break  
12.00—12.55 pm Lunch  
2.10/2.20 —2.20/2.30 pm Staggered Afternoon Break  
3.30 pm End of school day

Children are encouraged to arrive to school between 8.45am and 8.55am. This allows them time to organise themselves, ready to start learning at 8.55am.

### **Breakfast Club**

The school runs a very successful breakfast club which runs from 8.00 to 8.20 am (FPh) and 8.10 to 8.40 am (KS2). Children are not allowed in before the start time as supervision cannot be guaranteed. The Welsh Government fully funds the club and there is no charge. However, only registered children can attend.

Children who attend the Breakfast Club must receive a breakfast. Registration forms are available from the school office. Lots of games and activities that promote learning are provided. The school can refuse entry to any children on the grounds of unacceptable behaviour.

## **Lunchtime and Snacks**

### School Snacks

We are a Healthy Eating school and all children will be actively encouraged to eat fruit at break times. No crisps, biscuits or sweet snacks are allowed at break times.

We encourage children to drink water, throughout the day, with regular sips during lessons. We ask that parents purchase a school water bottle, available from the School Office, which can be filled with water and sent to school each day. There is a chilled water dispenser in each department.

### School Meals

A wide variety of hot and cold meals are available daily and eaten in the school hall. School menus are available on the School Website and the Vale of Glamorgan Website.

The School Meals Service operates a 'Healthy Eating' policy, which is reflected in the menus offered.

Meals are paid for in advance via the secure ParentPay System. Cash and cheques are no longer accepted for payment of dinner money. St. Helen's operates a 'zero tolerance' policy on non-payment of dinner money.

Provision is made for children wishing to bring their own packed lunch to eat in the school hall. Packed lunch boxes are stored in a designated area. This area is not refrigerated so please consider the contents carefully. Plastic drink bottles only.

The amount the children eat is monitored by the dinner ladies. If any child appears to be wasting food or does not eat enough, this is brought to the attention of the class teacher. Parents may be contacted concerning this.

### Free School Meals

Free School Meals are provided for children of parents in receipt of Income Support, Income Based Job-Seekers Allowance or Child Tax Credit if not entitled to Working Tax Credit.

## School Uniform

We are proud of our school uniform. It gives us a sense of pride and belonging to our school community. The school colours are green and gold. Uniform is compulsory as we believe it fosters a sense of identity and pride in the school and its place in the community. Also, uniform can help to lessen the 'wear and tear' on other clothes. All garments must be clearly labelled with the pupil's name.

The school offers a range of options for uniform:



School uniform suppliers:

*A Class Apart, 9 The Parade, Dinas Powys, CF64 4NR. Tel: 029 2051 5722*

*Ruckleys, 98 Holton Road, Barry, CF63 4HJ. Tel: 01446 700006*

*A number of local superstores supply uniform which may be in line with our school colours*

Please check whether you are eligible for a School uniform grant when your child is due to enter Reception, Year 3 or Year 7. Information is available on the Vale of Glamorgan website.

Due to space restrictions, parents are asked to provide their child with a small bag for packed lunches, sports/PE clothes etc.

Please mark all your child's clothes and belongings with their name.

## Transport

Free transport is provided for children travelling from out of Barry, beyond 2 miles from the school. Children living in Barry who wish to travel on this bus, may purchase a bus pass from the Civic Offices, Vale of Glamorgan.

For insurance purposes, only the children registered to travel on the bus are allowed to do so.

Details of school bus routes and timetables for children living in the rural Vale are available from the School Transport Department at the Vale of Glamorgan Council 01446 700111.

*The information relating to the educational year 2019-20 which appears in the handbook is correct at the time of printing, but may be subject to change before the start of or during the school year*

## School Communication

We see education as a partnership between home and school and greatly value the support of parents and place great importance on the contact between home and school. We will keep you well informed about your child's progress at school and contact you if we have any concerns.

Teachers are usually available for parents to speak to briefly at the beginning and end of the school day. Please appreciate that this is often a busy time and it may be preferable to make an appointment if the matter needs longer discussion.

If you wish to see the Headteacher and the matter is not urgent you may need to make an appointment. Urgent matters will of course be dealt with immediately.

You will receive a weekly newsletter from school containing information about general school life, events that have taken place that week and key dates to note in the diary. Please check your child's school bag REGULARLY for important letters or notes from school. Schoop alerts are sent out regularly to remind parents of key upcoming events. If you do not receive messages from school, please let us have your up to date mobile number and email address to ensure that this can be rectified. Our school website is also kept up to date and can be very useful in terms of emergency information.

Each child has a Home School Diary which may be used to communicate information. We ask that children are reminded to make staff aware of parents' entries in the diary.

The website address is: [www.sthelenscps.co.uk](http://www.sthelenscps.co.uk)

Follow us on Twitter: @sthcpsbarry

Facebook: St. Helen's Catholic Primary School (Official)

## Security

All members of staff are vigilant in ensuring a happy, safe and secure environment for your child and whilst we operate a genuine open door policy we must adopt certain measures to ensure the security of all our pupils.

A number of measures have been adopted by the school to improve security in recent years.

An intercom system can be found on the doors of the main entrance preventing unauthorised access during the school day. Children are not allowed to open the doors to any adult, please do not ask them to let you enter the school building.

All visitors must report to the school office to sign in using our InVentry digital system. This enables us to meet Health and Safety regulations and give due care to the safety and well-being of pupils in the school.

Visitors other than a known parent not wearing a visitors badge will be challenged.

Please remember, 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.

It is the responsibility of the legal guardian to provide the school with any official documentation necessary to prevent a parent or other adult from collecting your child from school.

Please be aware that children playing in the school grounds after official school hours, 3.15pm (FPh) and 3.30pm (KS2) will be unsupervised and do so at their own risk. It is the parent's responsibility to supervise the children at these times.

Please enter the school via the main door only. This is an entry phone door. You must not enter the school via any of the other entrances. Please expect to be politely challenged by various members of staff as to the reason for being in school. Do not take offence – your child's safety is important.

Please do not speak with your child or any other child over the fence adjoining Ty-Newydd Road. If you do, you will be challenged by a member of staff on duty. Please inform other persons who may be familiar to your child, but not to the school, that this practice is not encouraged.

The school has qualified first aiders. If you cannot be contacted and it is felt that your child requires urgent medical attention in hospital, the school will assume responsibilities until you can be contacted.

### **Complaints Procedure**

In the event of a suggestion, query or a complaint about the school or any of its staff we urge you to tell us about it as soon as possible. It is very difficult to investigate an incident or problem which happened some time ago.

Firstly try and speak to your child's teacher immediately before or at the end of the school day. If you do not feel satisfied or have a more serious concern please make an appointment with the Headteacher.

We will do all that we can to try and resolve matters but if you are still concerned or not satisfied with the response given by the teacher and/or Headteacher you can make a formal complaint in writing to the Governing Body.

### **Charging Policy**

Under the 1996 Education Act, the School has had to agree to a policy on charging for School activities. The Governing Body has drawn up a Policy Statement in which for any activity taking place within School hours, we will ask for a voluntary contribution from parents. No child can be excluded from the activity because their parent is unable or has decided not to pay. Parents will understand though, that unless sufficient contributions are received it might be impossible to proceed with the activity.

## **Families Investigating in St. Helen's (FISH)**

All parents, carers, teaching and non-teaching members of staff of St. Helen's Catholic Primary School are members of FISH.

FISH was formed to provide parents and school staff with the opportunity to work in partnership to raise additional funds for school projects. FISH actively works with members of the community to involve them in the life of the school.

We hold informal meetings throughout the year to discuss ideas for future fundraising and projects to invest money in. We are always looking for new ideas so please contact the school if you think you can help us.

How can I get involved?

FISH relies on the involvement of parents and staff to support the school in fundraising projects. When a big event is being planned we have regular meetings and would like to see new people become involved and join us for coffee and biscuits at our meetings.

FISH has a positive impact upon the learning and development of many children at St. Helen's and with continued support we can build upon our success.

## Useful Contact Details

St. Helen's Catholic Primary School  
Foundation Phase Site  
Maes-Y-Cwm Street,  
Barry,  
Vale of Glamorgan,  
CF63 4EH  
Tel: 01446 700034  
E-mail: [sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)  
Website: [www.sthelenscps.co.uk](http://www.sthelenscps.co.uk)  
Twitter: @sthcpsbarry

St. Helen's Catholic Primary School  
Key Stage 2 Site  
Ty-newydd Road  
Barry  
Vale of Glamorgan  
CF62 8BB  
Tel: 01446 700034  
E-mail: [sthelenscps@valeofglamorgan.gov.uk](mailto:sthelenscps@valeofglamorgan.gov.uk)  
Website: [www.sthelenscps.co.uk](http://www.sthelenscps.co.uk)  
Twitter: @sthcpsbarry

St. Richard Gwyn RC High School  
Argae Lane,  
Barry,  
Vale of Glamorgan,  
CF63 1BL  
Tel: 01446 729250  
Headteacher: Mr S Grech  
E-mail: [info@strichardgwyn.co.uk](mailto:info@strichardgwyn.co.uk)  
Website: [www.strichardgwyn.co.uk](http://www.strichardgwyn.co.uk)

St. Helen's RC Church  
The Presbytery,  
Court Road,  
Barry,  
CF63 4ET  
Tel: 01446 735051

Parish Priest: Canon P. O'Gorman  
e-mail: [barry@rcadc.org](mailto:barry@rcadc.org)  
Website: [www.sthelensrcbarry.com](http://www.sthelensrcbarry.com)



Gwasanaeth Gwybodseth I Deuluoedd y Fro  
Vale Family Information Service

## Information for families in the Vale

We can provide you with free information and guidance about:

- Childcare including:
  - Childminders
  - Day nurseries & creches
  - Playgroups and Cylch Meithrin
  - Parent and toddler groups
  - Out of school clubs
  - Holiday play schemes
  - Nanny & baby sitting agencies
- Help with childcare costs including Working Tax Credit and Child Tax Credit
- How to become a childcare provider & training opportunities in childcare
- Activities during the school holidays
- Leisure activities and free nursery education
- Services for children with special and particular needs
- Family support services
- Other services and activities for children & young people age 0 - 19 years.



**Vale FIS**  
(Family Information Service)



**Dock Office, Subway Road, Barry, CF63 4RT.**

Tel: 01446 704 704 (24 hour answering service available)

E-mail: [fis@valeofglamorgan.gov.uk](mailto:fis@valeofglamorgan.gov.uk)



Vale Family Information Service



@ValeFIS

You can use our 'on line' childcare, youth and family support search by visiting:

[www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis)

SSI 16/SEP14