



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

St. Helen's Catholic Primary School Prospectus 2021-2022

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



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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 Michelle Clawson
Acting Headteacher

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

St. Helen's Catholic Primary School
Tynewydd Road
Barry
CF62 8BB

E-mail: sthelenscps@valeofglamorgan.gov.uk

website: www.sthelenscps.co.uk

Twitter: @sthcpsbarry

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

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Our Staff

Acting Headteacher Mrs Michelle Clawson

Acting Deputy Headteacher Mrs Emma McCallum

School Business Manager Mrs Jane Champ

Admin Officer Mrs Hayley Jones

Teaching Staff

Nursery

Mrs B Bailey

Glas - Reception

Mrs H Isherwood & Mrs R Beckles

Coch – Reception

Mr R Thomas

Melyn - Reception/Year 1

Mrs R Benson

Oren - Year 1/2

Mrs E McCallum(ADHT & SLT) & Mrs Morgan

Gwyrdd - Year 2

Mrs G Hill (SLT)

Support Staff

Learning Support Assistants

Mrs R Blight

Mrs C Bowden

Mrs C Power

Mrs A White

Mrs L Wiltshire

Miss J Bowden

Mrs A Davis

Mrs K Bowkett

Mrs D Jones

Miss A Kane

Mrs C Coyle

Miss S Whitlock

Mrs J Evans

Miss J Stroude

Premises

Foundation Phase: Caretaker, Mrs J Powell

Cleaner: Mr C Barnsley

Key Stage 2: Caretaker, Mrs C Richardson

Road Safety Officers

Key Stage 2: Mr N Latham

Year 3

St. David's: Mrs B Priday

Year 3/4

Lampeter: Mrs K Galsworthy

Year 4/5

Hebron: Mrs S Williams & Mrs Z Humphreys

Year 5

Efail Isaf: Mrs A Prosser (SLT)

Year 6

Ewenny: Mr D Moruzzi

Narberth: Mrs C Bond

ALN Team

Mrs McCallum, Mrs Z Humphreys, Mrs Clawson and Mr Moruzzi

** SLT: Senior Leadership Team*

Breakfast Club Supervisors

Mrs L Greggson

Mrs M Jones

Mrs L Rees

Mrs C Payne

Mrs J Wade

Mrs R Warry

Mrs C Tregidgo

Miss N Bragg

Mrs J Jones

Midday Supervisors

Mrs L Rothery

Ms L Greggson

Mrs K Bowkett

Mrs L Rees

Mrs R Warry

Mrs S Bracken

Mrs C Tregidgo

Mrs C Payne

Mrs J Jones

Miss N Bragg

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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.

Acting Headteacher:	Mrs Michelle Clawson
Foundation Governors:	Mrs Kate Harris Mr Kieran Crossey Mrs Marilyn Frayling Mr Simon Care Mr Fred Johnson Mrs Paula Marshman Canon Patrick O'Gorman Mr Michael Stafford
Teacher Representative:	Mr Rhys Thomas
Staff Representative:	Mrs Candy Richardson
Parent Representatives:	Mr Alasdair Davies Mrs Annamarie Vincent
Local Authority Representatives:	Mr Graham Niblett Mrs Val Simpson
Clerk to the Governors:	Ms Rachel Cox

School Ethos, Aims and Virtues

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

Ethos

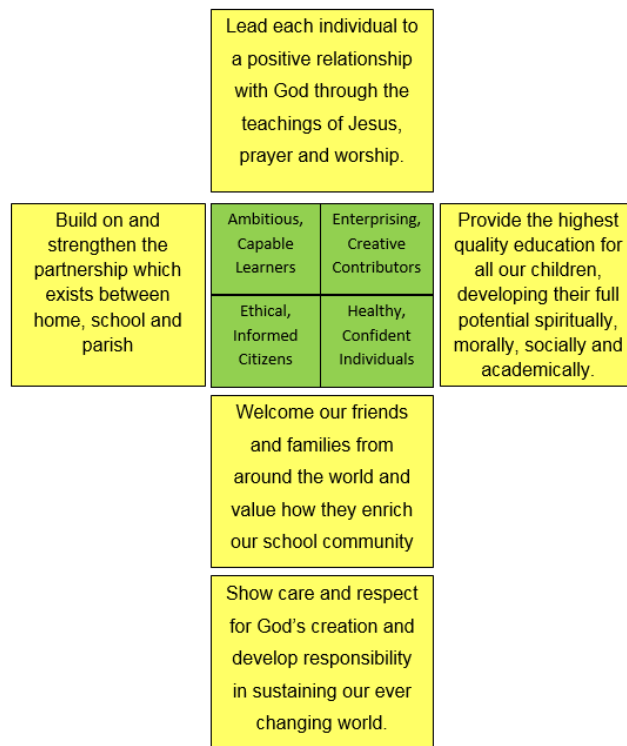
Our children are at the heart of everything we do. We aim to create a climate where members of the whole school community are valued and respected. We set a high standard of positive behaviour and attitudes, and expect all members of our community to be polite, courteous, honest and respectful.

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

C	Curious and confident
H	Happy and healthy
I	Independent and inspired
L	Lifelong learners
D	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.



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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 2021 – 2022

Term	Begin	Half Term		End
		Begin	End	
Autumn 2020	Friday 3 rd September 2021	Monday 25 th October 2021	Friday 29 th October 2021	Friday 17 th December 2021
Spring 2021	Tuesday 4 th January 2022	Monday 21 st February 2022	Friday 25 th February 2022	Friday 8 th April 2022
Summer 2021	Monday 25 th April 2022	Monday 30 th May 2022	Friday 3 rd June 2022	Friday 22 nd July 2022

INSET DAYS

Friday 3rd & Monday 6th September 2021
 Tuesday 4th & Wednesday 5th January 2022
 Thursday 7th & Friday 8th April 2022

Bank Holiday – Monday 2nd May 2022

Queen's Platinum Jubilee (QPJ) Thursday 2nd June 2022 (Moved from normal Mon 30 May 2022)
 Friday 3rd June 2022 (Extra one off bank holiday for QPJ)

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 Officer is Mrs Michelle Clawson. Mrs K. Galsworthy, Mrs G. Hill 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.

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* 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.

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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.

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.



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 Llangranog, 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.

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 School Day at St Helen's Catholic Primary School (Please request up to date timings, due to Covid-19)

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

Morning Break

12.00—12.45 pm Lunch

Afternoon Break

3.15 pm End of school day

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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
Morning Break
12.00—12.45pm Lunch
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 funded by The Welsh Government. Children must be registered before they can attend. Registration forms are available from the School Office.

Children must have a breakfast. 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.

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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.

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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.

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. SIMsParent messages 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 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

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.

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 Tynwydd 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 Investing 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
Website: www.sthelenscps.co.uk
Twitter: @sthcpsbarry

St. Helen's Catholic Primary School
Key Stage 2 Site
Tynewydd Road
Barry
Vale of Glamorgan
CF62 8BB
Tel: 01446 700034
E-mail: sthelenscps@valeofglamorgan.gov.uk
Website: 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
Website: 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
Website: www.sthelensrcbarry.com

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



Vale Family Information Service



@ValeFIS

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

www.valeofglamorgan.gov.uk/fis

SS/16/SEP14