



# Ysgol Gynradd Gatholig



## St Joseph's Catholic Primary School Prospectus 2020-2021

## School Year 2020 - 2021

**Name of School:** St. Joseph's Catholic Primary  
**Address:** Pontardawe Road, Clydach,  
Swansea, SA6 5NX  
**Telephone No:** (01792) 842494  
**Headteacher:** Mrs. J. Stack  
**Deputy Headteacher:** Mrs. M. Mort  
**Type of School:** Mixed/Voluntary Aided  
**Age Range of Pupils:** 3 - 11  
**Number on Roll:** 230



**Chairperson of Governors:** Mr. Paul Relf

This information is correct and up to date at the time of printing – January 2021.

### Mission Statement

***‘Together in Christ - Living, Learning and Growing.’***

### School Aims

- To provide a living and working example of a Catholic Christian Community.
- To create a pleasant, secure and stimulating environment in which everyone has the opportunity to develop spiritually, morally, socially, emotionally, physically and intellectually in an ethos informed by Catholic Christian values.
- To enhance the ethos of the school by fostering Catholic Christian values and actions through caring, warm and compassionate attitudes from staff, governors, parents and children.
- To nurture in all persons positive attitudes to learning enabling them to adapt to new ideas and methods and thereby achieve their full potential through the acquisition of relevant knowledge and skills.
- To help all pupils develop lively, enquiring minds, the ability to question and argue rationally and apply themselves to tasks and physical skills.
- To help pupils acquire knowledge and skills relevant to adult life and employment in a fast changing world.
- To promote equality of opportunity within the school and respect for all irrespective of sex, nationality, colour, creed, background, and intellectual ability, emotional, social or physical handicap.
- To preserve and develop our own cultural identity within Wales, while at the same time promoting an awareness of and respect for cultures and creeds different from our own.

- To foster links with the Parish, wider community, local businesses and industry.

**Our aims will be achieved by:**

- Supporting one another.
- Sharing gifts, talents and resources with all.
- Showing respect for the family, for life, for truth, for the property of others and for each person's contribution.
- Enabling and empowering one another to become living witnesses to Christ.
- Developing children's basic skills, including Literacy, Numeracy and ICT.
- Developing bilingualism and the Cwricwlwm Cymreig.
- Developing skills and knowledge in Science.
- Helping pupils understand and relate to their environment through Geography, History, Sustainable Development and Global Citizenship.
- Developing, refining and expressing an appreciation of Drama, Music, Literature and other Creative Arts and Crafts while acquiring a wide variety of skills in these areas.
- Developing children's physical skills and positive attitudes to health through Physical Education and Health Education.

## **Starting School**

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding. The New Curriculum is grounded in active learning and the development of subject specific and thinking skills. Parents/guardians can play a major role in fostering good attitudes to learning, developing good language skills and promoting good behaviour.

## **Joining The School Later On**

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after and monitored so that they quickly make friends and find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start in our school. Parents and carers are asked to contact the school if their child has a problem settling. We are keen to promote an active partnership with parents.

## **Moving On –**

**Transfer To Secondary School** At the end of their junior school career, children transfer to a secondary school. The two Catholic feeder schools are Bishop Vaughan, a mixed (11-18) Catholic Comprehensive School and St Joseph's Catholic comprehensive and Sixth Form . Our school has particularly close links with both schools and there is close liaison between the teaching staff of the schools. Each year, Year 6 children spend time in their new school working with the new teachers, meeting new friends and getting to know their new school. This is seen as a very positive process ensuring a smooth transfer.

## **Admission Policy and Oversubscription Criteria 2020-2021**

The Governing Body of St. Joseph's Catholic Primary School will consider all requests for entry into full-time education by reference to this Admissions Policy.

### **Nursery Provision**

Parents of children in the Nursery expect their child to proceed to full-time education, and in most cases this is so. However, parents need to be aware that prior to starting full-time school (Reception) the policy below will be followed each year. The reason for this is that Nursery education is non-statutory and may not be used as a way of prioritising children for entry into full-time school.

### **Admission to Full-Time Education**

The Governing Body will act in accordance with all relevant provisions of the **statutory codes of practice** as they apply to any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to "admission authorities" shall be deemed to be reference to the Voluntary Aided Body of St. Joseph's Catholic Primary School. References to the "Local Authority" shall be deemed to be references to City and County of Swansea. In particular, St. Joseph's Catholic Primary School will have regard to advice given by the Diocese of Menevia and will participate in the coordinated admission arrangements operated by the Local Authority (dates/timescales etc.)

In line with City and County of Swansea school's admission policies application to

St. Joseph's Catholic Primary School will be made in line with parental preference. The admission number is 30 and the capacity of the school is 201 pupil places. St. Joseph's Catholic Primary School will accordingly admit up to 30 children in the relevant age group each year if sufficient applications are received.

All first preferences will be met except where the number of applications exceeds the number of places available and then places will be allocated on the basis of the oversubscription criteria.

## St. Joseph's Catholic Primary School

### Over - subscription criteria

*Where the number of applications exceeds the number of places available the following oversubscription criteria will be applied in the order below:-*

1. All looked after and previously looked after children in the care of the local authority.
2. Children with a Statement of Special Educational Needs where the local authority has named St. Joseph's Catholic Primary School Clydach in the Statement.
3.
  - a. All baptised Catholic and catechumenate children living in the school's catchment area who will have a brother or sister attending the school when they join– see notes for guidance.
  - b. All baptised Catholic and catechumenate children living in the school's catchment area- see notes for guidance.
4. All children baptised in the Orthodox Christian church living in the school's catchment area - see notes for guidance for Other Catholic children.
5. Applications with siblings who are not baptised Catholic and on roll in the intake year.
6. Catholic pupils from outside the catchment area.
7. Children from other Christian denominations or children of other religions or Faiths seeking an education within a Catholic context.
8. Children whose parents desire a Catholic education.

***(Please refer to the Admissions Policy for more information)***

### **Admissions to part time Nursery Education**

(a) Pupils can be admitted to part time nursery education at the beginning of the academic year in which they attain the age of four years i.e. a pupil can enter school part time at the age of three years one day.

(b) Where staff and accommodation allow, pupils may be admitted to part time nursery education on the week following their third birthday. Such admissions will be made in chronological age order except in circumstances where the Governing Body deems it more appropriate to give priority to baptised Catholic applicants.

(c) In exceptional circumstances priority admissions may be made on the week following the third birthday where the following criteria apply:

**Extenuating social / medical / domestic / disadvantaged conditions - supported by an appropriate professional report.**

Such priority admissions may be considered for part time attendance only and where classes are already in session morning or afternoon.

(d) Arrangements for initial admission of Nursery and Reception children may be staggered.

## **Facilities**



### **Outside**

We enjoy lots of space at St. Joseph's. There is a demountable building and separate Nursery and Reception block. We have two large playgrounds for Foundation Phase and Key Stage 2. We also have a Forest school area complete with a Peace Mala garden and outside learning area. In addition to this we have an outside prayer and reflection area. We have access to Coed Gwilym Park next door through a coded gate where there is plenty of apparatus to play on and fields for outdoor sports including a basket- ball area, tennis courts and bowls field.

### **Inside**

There are computers and a book corner in each classroom.

We have a main library which is used by children throughout our school. Other multimedia facilities include interactive white boards in each classroom and a sound system in our School Hall that can also act as a computer and DVD projector.



We also have i-pads and laptops for use among the Key Stages.

We have whole school assemblies in the School Hall using the stage.

This area also acts as our Dining Hall in addition to hosting some assemblies, performances and school PE.

## **Admissions to full time Reception Education**

Pupils can be admitted to full time education at the beginning of the academic year in which they attain the age of five years i.e. a pupil can enter school full time at the age of four years one day.

## **Admission of Pupils with Disabilities**

The Governing Body welcomes applications for a place at St. Joseph's from disabled pupils. The admissions procedure is identical to that for able bodied children. Ramps make wheelchair access



possible to all classrooms and washroom facilities for disabled persons exist in the Early Years Block. The school's Mission Statement and Aims clearly state equality for all pupils admitted to the school.

### **Prospective Parents**

Prospective parents are encouraged to visit the school to view facilities, receive information and ask questions.

### **Home-School Agreement**

The school has formulated a home-school agreement which all parents are invited to sign.



## Home/School Agreement

**Child's Name:** .....

**Class :** .....

As parents, we will ensure that we:

- Send our child/children to school regularly, on time and dressed in school uniform without jewellery or makeup.
- Inform the school by 9.00 am if our child/children are unable to attend school on the attendance line.
- Ensure good attendance of our child/children from Nursery class onwards in line with the school attendance policy.
- Inform the school of any concerns/problems at home that might affect the behaviour or work of our child/children in school.
- Encourage our children to do their best at all times. Support the school's policies and guidelines for behaviour.
- Support and encourage our child/children with homework and other opportunities for learning and improvement.
- Maintain regular contact with the school by attending parents' evenings and events organised by the school.
- Support the ethos of a religious environment by encouraging and maintaining moral values.
- Do not allow our child/children to take mobile phones into school without specific permission from the Headteacher.
- Inform our child/children that the internet must be used carefully, sensibly and appropriately.

As a parent, if I have a concern about any school related matter I agree to follow the Complaints Policy for the school. I respect the position of the school and staff and will refrain from entering into any adverse dialogue about the school and/or staff on any social media site.

### **The Home/ School contract also includes annual Consent for the following:**

1. I accept that the school may publish online or produce printed photographs of my child/children participating in school events. These pictures will not be identified with the child/children's names or address.

I agree that my child/children's photograph may be reproduced on the school website, twitter on displays or on material used to promote the school.

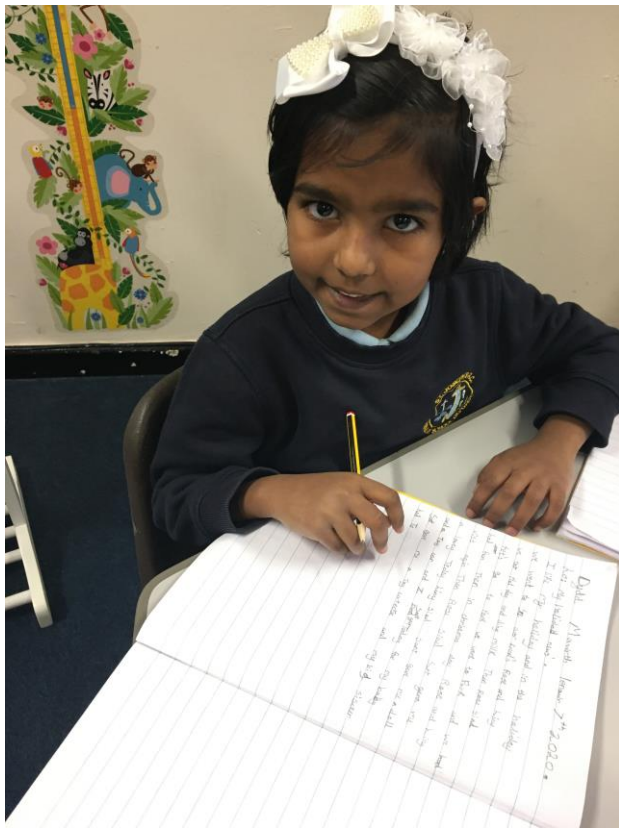
2. I accept that my child/children's work may be published on the school website and distributed as promotional material.

I agree that my child/children's work may be reproduced on the school website or on material used to promote the school.



3. I have read the school's behaviour policy published on the school's website (hard copy available from school office). I agree with the school's behaviour policy.

4. I agree to our child/children taking part in any school trips, visits (including visits to St. Benedict's for Mass), activities outside the school premises. I understand that I will be notified each time my child will be taking part in such a visit/activity and agree to his/her participation. I acknowledge the need for responsible behaviour on his/her part. If I am unwilling for my child to participate in any activities I understand that I may request for my child to be withdrawn from the activity.



### **School Organisation**

During 2020- 2021 classes will be structured as follows:-

Nursery	Age 3 - 4	Miss. C. Thomas
Reception	Age 4 - 5	Mrs. R. Weaver
Year 1	Age 5 - 6	Miss. R. Torrance
Year 2	Age 6 - 7	Mrs. E. Rowden
Year 3	Age 7 - 8	Mr. J. Reed
Year 4	Age 8 - 9	Mr. J. Reed
Year 5	Age 9 – 10	Mrs. C. James
Year 6	Age 10 - 11	Mrs. M. Mort

### **Breakfast Club**

Breakfast provision begins at 8am. The cost of early morning provision is £1.50 per child with a discount for siblings. All children are registered on arrival. No cars can be allowed down the driveway to drop off children and parents need to walk down with children and drop them off at the school. The breakfast on offer is healthy and nutritionally balanced. There are 4 food groups: Drinks or milk products; Cereals – not sugar coated; fruit; breads. A typical breakfast could be: cereal with milk and chopped fruit, a piece of toast and a drink. There will be supervisory assistants on duty at the breakfast club.

### **School Hours**

**First Session**                      **8.50 a.m. - 11.55 a.m.**

**Second Session**                **12.55 p.m. - 3.20 p.m.**

The morning nursery session ends at 11.30 a.m. Teachers cannot accept responsibility for children who arrive very early or are left waiting in the evening. Should a problem arise in this respect you are kindly asked to contact the Headteacher and make the necessary arrangements.

These sessions at the moment are different Due to COVID restrictions – please contact the school for further details.

### **Security Arrangements**

Security arrangements for pupils, staff, visitors and school premises are continually reviewed and improvements sought. Officers of the Diocese and the Local Education Authority are consulted on any changes made and all work is carried out by contractors recommended by these representatives.

Entry to the main school grounds is only possible through the main gates by voice entry system which has a camera .Entry to the main building by the main door is only possible for those in possession of a key or the code. Other visitors have to ring to gain entry. All visitors to the Early Years Block have to ring to gain entry.

The main entrance to the demountable block is locked during lesson time.

**It is essential that all visitors (including parents) enter the school by the main entrance and report and sign in to the school office upon arrival. Visitors are asked to sign in the visitors book and receive a badge.**

### **Parking**

Vehicles, with the exception of staff and deliveries, are not allowed in the school driveway between 8.00 a.m. and 9.15 a.m. or between 3.00 p.m. and 3.45 p.m. Also 11.15 a.m. and 11.55 a.m. There is a 5 m.p.h speed limit and all cars are asked to put on their hazard lights while driving down the lane and reversing in the turning spot which is clearly marked. Parking facilities are available at St. Benedict's Church and Coedgwilym car park. School bus space s should be respected and this includes all private vehicles and taxis. It is parents' responsibility to inform taxi services of the above rules.



### **Dogs on School Property**

In the interest of health and safety **dogs are not allowed** on school property. This includes the driveway and the wooded area adjacent to the school.



### **Pastoral Care Arrangements**

The school aims to create a warm, caring and secure atmosphere. The class teacher is first in the field of pastoral care and is responsible to the Headteacher for the general care of your child at school. Where necessary, the school liaises with outside agencies and, at the appropriate time, with receiving schools on transfer. Close cooperation between school and family is expected and parents are encouraged to provide any information which may affect the education and well being of the child.

We operate Rainbows for pupils from Reception upwards (a nurture programme for pupils experiencing loss or bereavement issues). As part of our school's aims to promote a happy and successful school, we are working towards recognition as a "**Rights Respecting School**". This is an award which is given to schools on behalf of UNICEF. RRSA links with our School Values, Restorative Practices and the work we do promoting Global Citizenship and Equal Opportunities and supports our Healthy School, Eco School accreditations. Restorative practice is being embedded throughout the school with the use of restorative cards to aid conferences and awards for Restorative Practice. Each class has a daily check-in and a check-out at the end of the day and mood boards. Our school is positive and child centred with a strong emphasis on pupil voice, personal responsibility and emotional literacy. We have also achieved silver Peace Mala Accreditation. Peace Mala focuses on the Golden

Rule, "Treat others as you would wish them to treat you." Its intention is to educate and remind everyone that this rule is recognised by many scholars, teachers and philosophers. It is also universal to all compassionate faiths.



## Well-being

### Being happy and healthy

Ensuring a happy, healthy environment in which our children enjoy learning is central to our ethos. We do our utmost to make it easy for children to approach staff with their problems or concerns. We teach that bullying is never acceptable behaviour. We promote healthy eating, provide fruit snacks for children in the Infants/ Juniors if required and encourage everyone to drink water throughout the day. We make the most of our wonderful outdoor space and, weather permitting, head outside as often as we can.

### Supporting each other

Collaboration and caring is encouraged at all levels, in both the staff and the pupils. Older children help younger children in the playground and the classroom. We have friendship stops. The school has adopted the Jesuit virtues and explores a virtue each month.

## CHILD PROTECTION

***The school policy continues to be implemented by all staff in line with guidelines and procedures recommended by the Education Authority.***

We have designated senior persons for child protection who have received appropriate training and support for this role. (Headteacher / ALNCO). We have a nominated governor responsible for child protection (Chair of Governors). Every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role. All staff and Governors have been provided with training for child protection.

### **Action to be taken by our School**

- We will attend relevant training on child protection on a regular basis.
- We will follow the All Wales Child Protection Procedures.
- All staff will inform the designated teacher of any concerns that a pupil is suffering or is likely to suffer abuse or of any disclosure of abuse.
- Referrals will be made immediately to Social Services by telephone and followed up in writing.
- Any child on the child protection register absent without explanation will be referred to Social Services and the Education Welfare Officer.
- All staff will inform the designated teacher of any allegations made against staff volunteers in the school.
- We will endeavour to build relations of understanding, trust and confidence with other agencies in order to ensure the best possible outcomes for children.

### **LOOKED AFTER CHILDREN (LAC)**

The designated member of staff responsible for promoting the educational achievement of looked after children is the Headteacher in liaison with the ALNCO.

### **School Health Nurse Service**

The School Health Nurse Service provides education, support, advice and assistance in all issues related to health and public health for school aged children and the wider school community. They will work closely with school to provide evidence based sessions in the classroom in line with the PSE & SRE curriculum. School Nurses are also available to discuss and advise on a 1:1 basis if appropriate. If you wish to contact the School Nurse, speak to the school office or **Vicky Bailey, Operational Team Leader, Swansea 01792 516588** [Victoria.bailey@wales.nhs.uk](mailto:Victoria.bailey@wales.nhs.uk)

### **Accidents/Injuries**

If an accident occurs at school, parents are contacted as soon as possible if needed. All accidents are recorded in the accident book. Should the child need urgent attention he/she will be taken to hospital and parents informed. It is important that the school has your current telephone number (together with an alternative one in case of emergency). If your child has an allergy a form must be filled in and the medicines made available to the school where a health care plan will be put in place.

### **Medicines**

The staff may not administer medicines and children must not be in possession of medicines at school. All medication is kept in the Head teachers office this includes inhalers for asthma sufferers for use as required. The Headteacher may agree to administer some medicines following consultation



with the child's parents and after a written acceptance has been filled in.

### **Good Attendance / Punctuality**

The school has high expectations regarding pupil attendance and punctuality. It is essential that all pupils attend regularly and arrive in school before the first bell at 8.50 a.m. There is a late book which needs to be signed if you arrive late with your child.

#### **School Prospectus Analysis**

Period : 01/09/2020 to 14/06/2021

Reg Group - NAM + Rec. + Y1 + Y2 + Yr.3 + Y4 + Y5 + Y6

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
NAM	37	30	81.1	10.0	5	13.5	0.4
Reception	23	21	91.3	6.9	2	8.7	0.1
Y1	25	23	92.0	4.1	1	4.0	0.0
Y2	29	26	89.7	5.9	1	3.4	0.0
Y3	27	24	88.9	9.1	1	3.7	0.1
Y4	32	25	78.1	6.8	1	3.1	0.1
Y5	30	30	100.0	6.9	3	10.0	0.1
Y6	34	28	82.4	4.0	3	8.8	0.2
Totals	237	207	87.3	6.4	17	7.2	0.1



### **Absences**

Pupils' absences are carefully monitored and parents will be contacted by telephone or letter where there are concerns. In some cases pupils may be referred to the Educational Welfare Officer who visits the school every other week. Medical and dental appointments should, as far as possible, be made out of school hours. All absences must be explained. An absentee line for parents has been set up and if no message is given parents are contacted straight away by text/ or rung. Since September 2013 no holidays are being authorised and parents are informed that absences will be unauthorised and given a 'g' code. If parents take their child out of school for a family holiday a Notification of absence form must be filled in by the parent. There is a risk of a penalty notice if a pupil has a minimum of 10 sessions or five school days lost due to unauthorised absences during the current term and bringing the overall school attendance to below 90% in the school year to date. Awards are given each week for class with the best attendance in Merit Award Assembly and attendance targets are reminded weekly to the whole school. We have SAM (mascot for attendance) which stands for School Attendance Matters. An attendance Pamphlet is available for all parents and is also available on the website. All pupils with 100% attendance will have chance to win a prize in a

raffle at end of each term. Cards are given out each term to pupils **RED/ ORANGE/ GREEN** which relate to their attendance for each term: **Red 80- 90% Orange 90- 95% Green 95% and over** .Good attendance is also rewarded at prize giving at the end of year presentation awards.



## School term and holiday dates 2021/2022

### Holiday dates and bank holidays

Term	Term begins	Mid-term holiday		Term ends	Total days
		Begins	Ends		
<b>Autumn 2021</b>	Thursday 2 September	Monday 25 October	Friday 29 October	Friday 17 December	72
<b>Spring 2022</b>	Tuesday 4 January	Monday 21 February	Friday 25 February	Friday 8 April	64
<b>Summer 2022</b>	Monday 25 April	Monday 30 May	Friday 3 June	Friday 22 July	59
<b>Total:</b>					<b>195</b>

### Bank holidays

Good Friday - Friday 15 April 2022

Easter Monday - Monday 18 April 2022

May Bank Holiday - Monday 2 May 2022

Spring Bank Holiday - Monday 30 May 2022

Please note that this calendar is subject to any changes that may arise as a result of Welsh Government issuing a Direction on term dates

The City and County of Swansea does not accept any liability for any losses incurred in respect of altered holiday arrangements following changes to the timetable in any direction issued by the Welsh Government.

### **School Discipline**

Discipline in the school goes along Christian lines, the purpose of which is to develop the character of the pupil and ensure an atmosphere where learning and order are encouraged. All incidents are dealt with restoratively through conferencing with pupils. All staff have received restorative training. We have a Behaviour / incident book in which incidents are recorded and communicated to parents. The Governors have decided that the school should use a policy of temporary exclusion, and if necessary, permanent exclusion.

### **The Merit Award System**

To actively encourage good behaviour, excellence in work and good attendance the school operates a Merit Award System. The school is divided into four Houses – David, Non, Teilo and Winifred. Merit Awards are presented each week during a special Celebration Assembly. Each Merit Award is worth points which are then attributed to each House. At the end of each term a trophy is presented to the House with the most points. At the end of each school year prizes are presented to the boy and girl gaining the most awards.

### **General School Curriculum**

At St. Joseph's we believe in a creative curriculum with literacy and numeracy at its heart. The school operates a broad and balanced curriculum which is mainly based on the child's experience. We follow guidelines laid down by the National Curriculum documents and those given by the City and County of Swansea Education Authority. The school uses the Cornerstones curriculum and a topic work approach each term.

Written policies exist for all curriculum areas and are regularly reviewed and developed. The curriculum is cross-curricular and these links occur these are used to enhance pupils' learning.

Moral and Religious Education permeates the atmosphere of the school which awakens healthy competition and develops a team spirit. All members of staff have special responsibilities for areas of the curriculum. A particular emphasis is placed on literacy and numeracy across the curriculum. High standards are expected and the ethos of the school is to develop highly motivated pupils who will achieve their maximum potential. All classes are mixed ability and teachers will plan activities according to the differing abilities within their class. Pupils will experience class, group and individual teaching. Academic and social developments are continually monitored and assessed. Parents are expected to play an active part in their child's education. Parents' Evenings are arranged three times a

year and parents can meet with teachers at other times, having beforehand made the necessary arrangements with the Headteacher. Complaints about the curriculum or any related matter should be taken to the Governing Body of the school. We have a complaints policy/ procedure in place which has been communicated to parents and is available on the website.

### **Homework Policy**

Homework is given in accordance with the needs of the child at the discretion of the class teacher. The amount and frequency of homework will depend largely on the age of the pupil. Basic number skills, reading and writing are important elements of homework.

Home/school tasks may be given by class teachers. Parental co-operation in these tasks is much appreciated as is constant encouragement for pupils regarding the completion of homework. Due to COVID all homework has moved online through HWB.

### **Charges and Remissions Policy**

The School has adopted the authority's policy on charges and remissions.

### **Inspection of Documents**

Documents required to be made available by Regulation may be inspected at the school, with the regulatory seven days notice. Copies made of any of the school's documents will incur a small charge.

### **Sex Education**

The school has adopted the new Diocesan HRSE policy and has begun implementation full implementation by September 2020. The school is trialling the new Ten: Ten resources in line with the policy from Spring Term 2019.

### **Arrangements for Religious Education**

St. Joseph's is a Voluntary Aided Catholic School and the basic religious ethos is to be found across the whole curriculum. We have adopted the Diocesan scheme of 'Come and See' which has been introduced since September 2013. The programme includes the celebration of the Liturgy and other forms of prayer which are an integral part of the school. School assemblies are meaningful events in which all classes take part. All pupils will attend Holy Mass during school time during the year. Parents are invited to join with us for Family Masses, liturgical celebrations and events throughout the year such as Easter celebrations, Christmas, Remembrance Services.



### **Special Educational Needs**

There is a clear written policy on Special Educational Needs which gives all staff guidance on catering for children in this category. Children with Special Educational Needs are taught in mainstream classes and are supported in class or withdrawn from class and catered for individually or in small groups. Progress is monitored and assessed and full consultation takes place with parents in accordance with the Special Needs Code of Practice. The consultation process also involves representatives of the Local Education Authority and other schools to which our children transfer.

The school encourages close links with parents of pupils with Special Educational Needs, who need not hesitate to contact the Headteacher should they have any concerns regarding their child's progress.

### **Equal Opportunities**

The school is committed to a positive policy of promoting equal opportunities, and eliminating any unlawful or unfair discrimination, by providing equal opportunities for all pupils in all aspects of the curriculum. We will encourage respect for, and tolerance of people of different gender, race, religion and way of life. We will regularly assess our teaching materials and resources, and also examine the organisation of the school for gender bias. We will work towards ensuring a school community based on mutual respect, offering equal opportunities for everyone. The equal opportunities policy will be reviewed as part of the monitoring process.

We believe that each pupil is equally important, and the beginning and end of good education is showing everyone that they are equally valued.

### **Use of Welsh Language**

Welsh is taught as a second language and is also used incidentally throughout the school.

Staff regularly attend courses to further their expertise in speaking and teaching the language.





An advisory teacher for Welsh visits the school regularly.

An annual Eisteddfod is held to celebrate St. David's Day

, giving pupils the opportunity to use the Welsh language and share their Welsh cultural experiences.

A Curriculum Cymreig week is held every year where the school celebrates our Welsh culture in a cross-curricular approach.

### **Sport**

The school aims to develop pupils' physical skills to the full. The emphasis is firmly on taking part and enjoyment. There are opportunities to participate in a wide range of activities including gymnastics, dance, organised games, athletics, cross country running and outdoor adventure activities. Pupils represent the school at football, rugby, cricket, netball, short tennis, cross country and athletics. Regular fixtures are arranged with other schools. Key Stage 2 pupils attend swimming lessons at Penlan during the year and Year 6 pupils receive bowls coaching at Coedgwilym during the summer term.



### **Extra-Curricular Activities**

There is an extensive range of extra curricular activities provided and encouraged by the school. These include –

preparation for the Sacraments, Chess Club, Philosophy Club,

Gaelic Football training, Choir Club, Football Training, Rainbows (Bereavement and loss group), Art Club, Mindfulness, Reading is Fun! Club, Clwb Joio! (bi-lingual youth group), Film Club. School visits and various fund-raising charity projects encourage our children to demonstrate concern for the needy and create a community spirit.

### **Pupil Voice**

We have a number of pupil groups within the school. Pupil participation is about developing a culture in schools where all children and young people have a voice and have the opportunity to play an active role in decisions that affect their learning and well-being, as set out in Article 12 of the United Nations Convention on the Rights of the Child (UNCRC). Although having an active school council is an essential part of this approach, it is only one aspect. We also have an Eco- Committee, Welsh Ambassadors, Rights Respecting Ambassadors, Peace Mala Ambassadors, Minnie Vinnie's, Sports Council and Young Apprentices.

## **School Uniform**

St. Joseph's has a school uniform which regularly attracts positive comments from visitors to the school and members of the wider community. All parents are required to support the school in maintaining these high standards. School uniform and games wear can be purchased from Bergoni ,J&S Embroidery and online at [www.SCHOOLTRENDS.CO.UK](http://www.SCHOOLTRENDS.CO.UK). Articles of clothing should be marked or labelled so that in the event of an article being mislaid, it can be traced.

Parents are asked to contact the school if in any doubt when purchasing items of school uniform. Uniform is not required for Nursery children. The wearing of school uniform (listed below) and the acquisition of a P.E. kit are compulsory for all pupils. A new school uniform policy was adopted by Governors in Autumn 2018 after consultation with parents and pupils.

## **Uniform Requirements**

### **WINTER UNIFORM – September to Easter Break**

#### **BOYS**

- Blue shirt – short or long-sleeved
- Navy jumper with school logo.
- Navy trousers
- Completely flat, plain, black shoes, cut below the ankle (no trainers)
- School tie (Available from School Reception Office. Cost £3.50)

#### **GIRLS**

- Blue shirt– short or long sleeved
- Navy jumper or cardigan with school logo.
- Plain navy blue or navy pinafore/ or navy long trousers or navy knee length skirt
- Completely flat, plain, black shoes, cut below the ankle (no trainers)
- School tie (Available from School Reception Office. Cost £3.50)

### **SUMMER UNIFORM – Easter Break to July**

#### **BOYS**

Polo shirts / navy shorts or trousers

\*Completely flat, plain, black shoes, cut below the ankle (no trainers)

#### **GIRLS**

Blue gingham Summer Dress

### **PE KIT – Boys and Girls (Reception to Year 6)**

Navy shorts / blue polo shirt  
trainers

school track suit- navy joggers and navy sweatshirt with logo  
school uniform is optional for Nursery Class

**NO HOODIES ARE ALLOWED**

Items may be ordered from Bergoni or School trends or J& S Embroidery East end garage  
Clydach

All items of school uniform must be clearly labelled with name tapes sewn in.

**Please Note:** Unusual or trendy hairstyles including coloured extensions are not acceptable.

Hair that is long enough must be tied back at all times.

*\*In Reception and Year 1, shoes with Velcro fastenings are strongly recommended.*

*From Year 2, children can wear shoes with buckles and laces. Children can only have laces if they can tie them up themselves.*

### **Hair style/colour**

Pupils hair should be neat and of a sensible style. Perms and dyed hair are to be discouraged.

Makeup is not permitted or painted nails.

### **Jewellery**

In the interests of health and safety children are to be discouraged from wearing jewellery at school.

The school will accept no responsibility for the loss of, or damage to items of jewellery.

### **Mobile Phones**

Mobile phones are not allowed in school.

### **School Meals**

School Meals A wide variety of meals are available and weekly menus are displayed in the dining hall. The School Meals Service operates a healthy eating policy which is reflected in the menus offered. School meals are paid for on a weekly basis (every Monday). Facilities are also available for the children to bring their own packed lunches. With the recent research into food and its effect on the child's brain and attitude to learning we do not allow sweets, crisps or pop in school at break times. Fruit is available to purchase on a weekly basis. All the children are encouraged to bring in a water bottle so that they can have access to water throughout the day. Money School dinners are paid using the electronic system 'Squid'. Unique details are provided for all children. All other money should be sent in a clearly marked envelope. Children may eat a cooked lunch or bring a packed lunch. Breakfast club money is required on the Friday before and can also be paid online through Teachers2parents – a password is also provided for this service.

### **Equal Opportunity**

We recognise the right of equality of opportunity for all individuals, staff and pupils irrespective of their ability, gender, status, race, religious beliefs or age. 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.

### **Healthy Eating**

Children are encouraged to eat healthy snacks – fruit, cereals, vegetables, cheese – during morning and afternoon breaks. Chocolate and crisps are discouraged. We are a healthy school and have just achieved Phase 4 in the Healthy Schools award. We also have achieved platinum green flag status this year.

### **Communication With Parents/Guardians**

The school communicates with parents/guardians in various ways eg letters, newsletters, text messaging service, questionnaires, interviews, informal evenings, school website and twitter. Parents/guardians are invited to Parents' Evenings, sports days, open evenings as well as children's performances and assemblies. The school is keen to support parents with family workshops and involves parents in policy decisions.

