2019-20

St Francis Catholic Primary School

School Prospectus

Executive Headteacher:
Mrs Sue Roberts

Acting Headteacher:
Miss Sarah Mansfield

Chair of Governors:
Mrs Joan Cole

Welcome to St Francis Catholic Primary School where we aim to provide a happy, caring school, well established within the community, where high standards are expected and a firm foundation is developed to support your child's future learning. I hope this prospectus gives you a feel of the School and what we are about.

Of course the best way to get to know us is to visit, so I look forward to showing you around. Please contact the School Administrator, Mrs Tracey Thomas, to arrange an appointment.

Mrs Sue Roberts

(Headteacher)

SAFEGUARDING

We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child's welfare."

(Safeguarding Children: Working Together under the Children Act.)

St Francis Catholic Primary School fully recognises the contribution it makes to child protection. Our school is committed to ensuring the safety and protection of all children and will take action to safeguard their well-being, and acknowledge that children have a right to protection.

Our school acknowledges the importance of its role in the welfare of children and young people and, through the general ethos of the school, will seek to encourage children in need of support to come forward.

St Francis Catholic Primary School will work with multi-disciplinary partners within the statutory framework established by:

• Pembrokeshire Safeguarding Children Board (PSCB)

- PCC Guidance for Safer Working Practice for Adults who work with Children and Young People 2019

• The All Wales Child Protection Procedures 2019

• Safeguarding Children: Working Together under the Children Act 2004 Section 28

• Safeguarding Children in Education – the role of local authorities and governing bodies under the Education Act 2002

• PSCB – Handling Allegations of Abuse Made against Adults who work with Children and Young People.

Our policy applies to all staff and volunteers working in the school and governors. This includes staff working in the school, such as the catering and cleaning staff, who may not be employed by the governing body – for example, staff employed by contractors. Teaching assistants, lunchtime supervisors, caretakers, administrative and support staff, governors, as well as teachers, can be the first point of disclosure for a child or a concerned parent. The Child Protection Policy will be reviewed annually under the direction of the Local Authority Designated Officer for Safeguarding in Education, taking into account any new policy documentation and/or guidance.

Our Mission Statement

'Together with Jesus we love and learn'

Our Aims

1. We aim to maintain sound Christian values and a sense of Christian community in the children through the teachings and practice of the Catholic faith.
2. To encourage the development of good personal relationships with each other.
3. To develop a school community which values all its members and encourages honesty and concern for others, irrespective of race, creed or colour.
4. To encourage all pupils to reach their true potential and become independent learners.
5. To offer a broad and balanced curriculum in order to facilitate the acquisition of knowledge and promote enjoyment of learning.
6. To develop in pupils a positive attitude and strong sense of respect towards others and themselves.
7. To develop positive attitudes towards, and concern for, the environment.
8. To encourage in the children a responsible attitude to their health and physical well-being.

St Francis Catholic Primary School

St Francis is a Voluntary Aided Catholic Primary School serving the Catholic and Christian community of Milford Haven. We are a Catholic Voluntary Aided School which caters for the religious and educational needs of Catholic children age 3-11 years. When there are vacancies we also welcome non-Catholic children following requests for admission by parents for their children because of the religious teaching and the Christian ethos of the school.

The school is a purpose built building with a new extension which houses good facilities. The present number on roll is approximately 136. St Francis School is in the Parish of St Francis of Assisi and stands in close proximity to the parish church.

Parents play a large part in the life of the school and are generally very supportive of its activities.

The staff, both teaching and non-teaching, work together as a dedicated team and the school's present development is the latest stage in the growth of an educational establishment with a rich spiritual and academic heritage.

Together with parents, teaching staff and our parish community, we aim to work together in partnership for the mutual benefit of all children in St Francis School

For further information and the opportunity to visit the school, please contact:

Mrs Sue Roberts
St Francis Catholic Primary School
Priory Road
Milford Haven
SA73 2EE
TEL: 01646-694830

SCHOOL GOVERNING BODY

The school governors meet as a whole once a term. There are also a range of smaller sub-committees which meet regularly each term. The Annual General Meeting of parents and governors is held during the autumn term if requested by parents.

GOVERNING BODY MEMBERS – ST FRANCIS CATHOLIC PRIMARY SCHOOL

NAME	STATUS	TERM OF OFFICE EXPIRES
Mrs J. Cole	Chair	July 2021
Mr Nick Turpin	Vice-Chair	July 2021
Vacancy	Additional Community Governor	Vacancy
Mrs J. McGuiness	Foundation Governor	October 2020
Father Paul Osuniyikanmi	Foundation Governor	November 2020
Mrs C. Bowen	Foundation Governor	February 2022
Miss C. Council	Foundation Governor	June 2020
Mr Nick Turpin	Foundation Governor	May 2021
Mr R. Colwill	Parent Governor	Feb 2022
Miss S. Mansfield	Acting Headteacher	-
Mrs S. Roberts	Executive Headteacher	-
Mrs B. Baker	Staff Representative	November 2020

ST FRANCIS CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2019-20

St Francis is a Catholic Primary School situated in the Diocese of Menevia and is maintained by Pembrokeshire Local Authority.
The Governing Body is responsible for determining and administrating the policy relating to admission of pupils to the school. It is guided in that responsibility by:

a) the requirement of the law
b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government
c) its duty towards the school and Catholic community it serves
d) the Catholic character of the school and its Mission statement

The ethos of the school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The school's admission number year beginning September 2021 is 19.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see note 4).

1. The school serves in the first instance Baptised Catholic children living in the parish of St Francis of Assisi, Milford Haven.
2. Applications for a place in the school must be made on the enclosed form and returned to the school no later than April 30th 2020.

3. The governing body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out overleaf.
4. Pupils who are admitted to the school will enter the Reception Class in September 2020.
5. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This panel must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal.

St Francis Catholic Primary School

Admissions Criteria

Where the number of applications exceeds the number of places available, the Governing body will apply the following over-subscription criteria in priority order:

1. Baptised Catholic children within the parishes served by the school.
2. All children baptised in the Orthodox Church living in the school's catchment area.
3. Other baptised Catholic children.
4. Children who have a brother or sister in the school at the time of admission.
5. Children of other Christian denominations.
6. Children of other faiths whose parents seek a Catholic education
7. Non-Catholic children whose parents seek Catholic education for their child.
8. Children for whom the LA has specifically asked for a place at the school

All schools have a duty to admit children with a Statement of Education Needs where the school is named in the statement.

In all of the above categories Looked After Children (LAC) will be given priority.

- In the event of any over-subscription, the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways. All Christian applicants will be required to produce baptismal certificates.

- Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- If the school is named in a statement of Special Educational Needs, the Governing body has a duty to admit the child to the school.
- As required by law, the Governing Body will not admit more than 30 pupils to any one Reception of Foundation Phase class.

PRE-SCHOOL VISITS & INFORMATION SHARING

During the school year prior to Nursery class admission, parents and children are invited to a series of introductory visits. We hope that these visits will make your child's admission a smooth and happy experience. Staff will also endeavour to visit you and your child at home. During such visits you will be asked to complete a number of questionnaires so that relevant information concerning your child can be held and used in school as seen fit. Some of the information will help us to decide how and when your child is to be introduced to formal learning. Other information provided will help us to settle your child quickly and happily into the school environment. Parents are also provided with and requested to complete the following documents for each child:

- Home School Agreement
- Informal local visits
- Consent for use of pupil images
- Personal Details – which includes an ethnicity disclosure at the request of WG.

ST FRANCIS SCHOOL STAFF

TEACHING STAFF	RESPONSIBILITY
Mrs S. Roberts	Executive Headteacher; RE; Sustainable Schools; ARR;
Miss S. Mansfield	Acting Headteacher; Maths and Numeracy AoLE; MAT; Welsh
Mrs N. Bowen	KS2 Curriculum Leader; Science & Technology AoLE; Welsh
Miss O. Davies	Foundation Phase Coordinator; Languages, Literacy & Communication AoLE
Miss L. Gallagher	Humanities AoLE; PE
Miss L. Colligan	Health and Wellbeing; ICT & DCF
Miss C. Lawrence	Expressive Arts AoLE; Eco Schools

NON-TEACHING STAFF

Mrs. P. Horn	LSA/Expressive Arts AoLE
Miss. S. Cooper	LSA/Health and Wellbeing AoLE/Cleaner
Mrs. B. Baker	LSA/Humanities AoLE
Mrs. J. Harding	LSA/Languages, Literacy and Communication AoLE/ELSA
Mrs. T. Thomas	School Administrator
Ms. K. Snape	Assistant Cook
Mrs A. Skilton	Cleaner
Mr C. K	Caretaker

SUPPORT STAFF

Mrs S. Starling	Behaviour Support Teacher
Ms K. Waters	Pupil Support officer/ Attendance Officer
P.C. J. Thomas	Police Liaison Officer
PCSO R. O'Neil	Community Support Officer
Mrs. S. Thomas	School Nurse
Mrs. R. Wilson	Speech & Language Therapist

SCHOOL OPENING TIMES

Year Group	Monday-Thursday	Friday
Nursery – afternoons	12:45pm – 3.15pm	
Nursery - mornings	8.50am – 12pm	8.50am – 12pm
Nursery - fulltime	8.50am – 3.15pm	8.50am – 1pm
Reception, Year 1 and Year 2	8:50am – 3:15pm	8:50am – 1pm
Year 3, Year 4, Year 5 and Year 6	8:45am – 3:20pm	8:45am – 1pm

At St Francis School we encourage independence. Children are not only taught this in lessons but we try to instil it throughout the school day. On arrival children will have support from classroom assistants with their coats and bags.

If arrangements for collecting your child from school are different from the usual ones, please inform your child's class teacher. This should preferably be in writing by either writing a note in your child's home/school diary, or by writing a note to your class teacher. When the arrangements are made at the last minute a phone call to the school will suffice.

RELIGIOUS EDUCATION

Religious education and observance form part of the education tradition in St Francis. Therefore, parents who elect to send their children to this school are expected to accept both. The school, as part of the Parish Community, involves itself in celebrating Parish Liturgy, the celebration of school, parish and class based Masses and supporting the preparation of children for First Holy Communion and Reconciliation. The Religious syllabus for Catholic Schools recommended by the Inter Diocesan Commission:

"A Religious Education Programme for Primary School –Come and See," is taught in every class.

St Francis has adopted a whole school approach in its teaching methodology such that every year group studies a particular theme of the Church, although topics will differ, at the same time matched to the children's level of knowledge and understanding.

PRAYER AND WORSHIP

Teachers take every opportunity to pray with the children at appropriate times of the day. Prayers are said in both Welsh and English. Every classroom has a focal point

for prayer and pupils are encouraged to take the opportunity to reflect and pray spontaneously at these focal points. Assemblies are conducted daily. On Monday mornings assembly is linked to the current RE theme/class assemblies with a discussion point linked to the four purposes; the weekly Welsh assembly takes place on Tuesday; on Wednesday morning there is a whole school assembly linked to the following Sunday's liturgy/the Catholic Pupil Profile; Thursday morning is the opportunity for whole school prayer focus and hymn practice and on Friday mornings we celebrate pupil achievement in the merit assembly.

Throughout the year families and staff attend Family Masses as well as First Holy Communion Celebrations and a range of services to celebrate the major feasts and seasons of the Church's calendar.

Parents have the legal right to withdraw their child from Religious Education lessons and collective worship. Parents who wish to exercise their right should contact the headteacher in the first instance.

ABSENCES

If a child is unable to attend school or is late, parents are responsible for contacting the school on the first morning of that absence and giving the reason for the absence. You can help us by contacting the school before 9:30am to let us know that your child will not be attending. When your child returns to school, please send a note to confirm the reason for absence.

Headteachers are no longer able to authorise family holidays taken within term time. Should parents choose to take their children out of school during term time their absences will be recorded as unauthorised. Absence forms should be filled in for all absences and they can be obtained from the school office. The school is required to keep attendance records and if attendance is poor the school will inform the LEA who will investigate. Fixed Penalty Notices will be issued where persistence absence is an issue.

BREAK TIMES

During recreational periods, two members of staff are on duty in each playground, or, during inclement weather, in the school. During the lunch period, supervision is carried out by the lunchtime supervisors. Children will have the opportunity to

access playground games. During inclement weather each class can access board games, books and various art materials.

INCLEMENT WEATHER

When inclement weather necessitates the early closing of the school, steps will be taken to invite parents to collect pupils early or to arrange for their safe passage home. The Pembrokeshire County Council website, as well as the school website and Twitter feed, will be kept up-to-date regarding school closures during this time.

SCHOOL SECURITY

Over recent years steps have been taken to make the school more secure for pupils and staff. All children are asked to use the side entrances to the school in the mornings with parents/visitors using the front entrance which has a security lock fitted to it and therefore has to be opened by a member of staff.

The school boundaries are securely fenced and children remain within these boundaries at all times.

School transport/staff cars only are allowed into the school parking area other than dropping your child off for Breakfast Club. Cars may be parked in the car park at the Meads Sports Centre. **PLEASE DO NOT DRIVE UP TO THE SCHOOL BUILDING WITHOUT FIRST SEEKING THE HEADTEACHER'S PERMISSION.**

SCHOOL TRANSPORT

Pupils who live not less than 3 miles and not more than 8 miles from school are given free transport. For advice about routes and regulations please contact the Area Education Office.

Pupils should be reminded by parents as well as by school that they must cross roads adjacent to school only at the designated crossing or where the Road Crossing Patrol Officers are on duty.

PASTORAL CARE

The Headteacher has the overall responsibility for the school and she depends upon the cooperation of all members of staff in caring for the pupils. Each child is allocated to a class for the purpose of registration and this enables the class teacher to be personally responsible for his/her pupils. Pupils 'check in' during the

registration period using a scale of 1 – 3, with 1 being *fine with no problems* to 3 being *I have a concern I'd like to talk to someone about*. Staff keep a note of pupils who check in at 3 and this helps to spot any patterns that may occur.

The school keeps a record of the telephone numbers (home, work and emergency) of parents and in case of accident or illness every effort is made to contact parents. If the parents are unavailable the child will be taken to a doctor, if necessary. It is, therefore, important that parents inform the school of any change in address or telephone. Minor accidents are dealt with by members of staff who are First Aid trained.

BREAKFAST CLUB

Currently the Welsh Government has funded a free breakfast initiative. The school therefore offers a free breakfast to every child between 8.00 – 8.20 am during term time. Please register your child at the school office if you are interested.

SCHOOL MEALS

School meals are cooked in Milford Haven Community Primary which is next door and served in our hall at a cost determined by the LEA. The present cost of a school dinner is:

Foundation Phase – £2.45

Junior children - £2.55

They use a 'Cashless dinner' service where you can pay for school dinners on the county council's website

Children bringing in a packed lunch are reminded that we are a 'Healthy School' and lunch should be prepared in accordance with school policy. We currently have pupils with severe nut and sesame seed allergies and we ask parents to bear this in mind when preparing their child's lunchbox. Free school meals are provided for children whose parents qualify for them and forms are available from the Area Education Office.

DRINKING WATER

We have a water cooling machine situated in the school hall and this is accessible to all children. Children are allowed to fill their water bottles at the machine during break times and lunchtime and have therefore have access to cold, fresh water

throughout the school day. Drinking plenty of cold, fresh water helps to develop concentration skills and the well-being of the individual.

HOME SCHOOL AGREEMENTS

In 1999 the government introduced home school agreements where the school (class teacher), the parents and the pupil agree to some simple principles to guide and help the pupil to make progress in all aspects of school life. These form part of the school's admission pack and are given to parents to sign when their child first starts school.

COMMUNICATING WITH PARENTS

Regular newsletters written by the Headteacher are published to keep parents informed of all developments, events and matters of concern. In addition parents are also sent reminder notes about forthcoming events etc.

Reading records and individual pupil diaries are used to communicate with parents by the class teacher on a daily basis. The school website is accessible via this link - http://www.stfranciscatholicschool.co.uk/

The weekly newsletter is added to the site on a Friday afternoon. All classes now have their own Twitter pages which are kept updated regularly with examples of pupils' learning. @st_francispembs

Curriculum – At the start of every term all parents are provided with a Curriculum Overview prepared by the class teachers. This outlines the topics to be covered that term in each of the subject areas. If parents then wish to purchase books etc. to accompany the topics they may do so.

ADMINISTERING MEDICINES IN SCHOOL

While we are prepared to administer prescribed medicines when necessary, it can only been done following a request, with written instructions, from the parents. A form is available in school for this purpose. For a child with special medical needs it is possible for a healthcare plan to be drawn up in consultation with the parents. This will apply to any child with long term medical needs, i.e. allergies, inhalers etc.

FIRST AID

Treatment for minor cuts and bruises will be given and parents will be notified as necessary. All minor injuries are logged and reported to class teachers who in turn notify parents at the end of the day. There are a number of qualified first aiders on the staff whose training is ongoing.

HEALTH WELFARE OF CHILDREN AT SCHOOL

We have no facilities or medical staff at the school for the care of children who are ill, so in their best interests and those of other children and staff at the school, they should be kept at home until they have recovered completely from their illness. Your doctor is the best person to advise whether or not a child is fit enough to return to school. We are presently taking part in the Welsh Government's *Design to Smile* project which is aimed to improve young children's dental care. All Foundation Phase pupils get the opportunity to brush their teeth in school each day.

PUPIL VOICE

Y Llais (The Voice) is our pupil voice forum. It consists of four members from each class – two who are class councillors and two who are eco-warriors. They meet every three weeks to discuss issues that arise during class council meetings. Their notice board displays the minutes of the meetings so that all pupils are aware of what the impact of their views is. Pupils are involved in all aspects of school life including the appointment of staff.

ANCILLARY SERVICES

The school is visited regularly by the school nurse and dental service. Parents are informed of these visits.

SAFETY IN SCHOOL

Teaching staff carry out supervisory duties before and after the morning and afternoon sessions and during break times. At lunchtime, four assistants, under the direction of the Headteacher, carry out supervisory duties. Procedures for emergency drill in case of fire are known to all staff and pupils and fire drill is practiced regularly.

P.E. equipment is only used with teacher supervision.

THE ORGANISATION OF THE CURRICULUM

Children are placed into classes according to age. All classes are of mixed-ability, some may contain children of different age groups. Sometimes children will be taught as a class, at other times in groups and when necessary, as individuals. The balance is subject to the professional judgement and discretion of individual teachers. In St Francis, our philosophy is to strive for 'independence' in our children. Learning is a continuous process. Children acquire knowledge at various speeds depending on their ability.

SCHOOL CURRICULUM

The school teaches according to the requirements of the revised National Curriculum and the Literacy and Numeracy Framework. This curriculum focuses on the development of skills, and aims to provide children with a positive attitude to education and a commitment to lifelong learning. Staff deliver a broad and balanced curriculum using a variety of teaching methods to deliver the curriculum to all pupils and to suit a range of learning styles. Teachers plan to ensure continuity, development and progression. There is an emphasis on developing numeracy and literacy skills, as well as digital competency. Daily lesson plans ensure every pupil is challenged through differentiated activities and learning outcomes. Work in ability-linked groups is used whenever appropriate. Extension and enrichment work is provided to extend our pupils; however, there is suitable challenge for all our pupils. All children are carefully monitored and assessed to ensure progress is being made. Staff encourage self and peer assessment and work hard to ensure that children know where they are in their own learning and the next step that they need to take in order to make progress. We ensure that other important elements such as PSE (Personal and Social Education), Curriculum Cymreig and ESDGC (Education for Sustainable Development and Global Citizenship) are included in an appropriate and relevant context across the curriculum.
Copies of all LA statements setting out its policy on the curriculum (Section 17(1) of the 1986 Education Act) are also available from the school office.

The curriculum is changing, please find out more on the link below:
https://hwb.gov.wales/draft-curriculum-for-wales-2022

LITERACY

The three components of English, Oracy, Reading and Writing, are an important focus in every subject area.

The school currently follows the Welsh Government's Literacy Framework. Children are encouraged to express their thoughts, ideas and opinions in a variety of contexts and to a range of audiences. We have an extensive selection of fiction and non-fiction books suitable for all ages and interests. We use a range of strategies to support the development of children's reading skills e.g. Read, Write, Inc - phonic based programme, reciprocal reading, paired reading, shared reading and also have a large number of support staff who are trained to deliver Accelerated Literacy Leaning for children needing additional support with their reading. From the development of their emergent writing skills to cursive writing, children are encouraged to see themselves as writers and to use the skills covered through oracy and reading to produce written work they are proud of. Alongside this we teach grammar, spelling and punctuation to ensure that our children have the necessary life skills for writing.

MATHEMATICS

The school currently follows the Welsh Government's Numeracy Framework and ERW scheme of work, closely linked to the National Numeracy Strategy. Children are taught to solve 'real life' mathematical problems and to use these skills across all areas of the curriculum. We aim to ensure that our pupils have a sound understanding of the key mathematical principles and can apply them with confidence. Children are encouraged to learn their multiplication tables and to understand the direct relationship between the four operations (addition, subtraction, multiplication and division). Mathematics is taught in a practical context whenever possible with the use of a wide range of resources, including interactive mathematical activities. All staff are trained in the use of Numicon, a highly effective mathematical resource.

SCIENCE

We place a strong emphasis on both the acquisition of skills in science and their application across the range of learning. The range of learning includes

Independence and Interdependence, The Sustainable Earth, How things work – Electricity, Forces, Sound and Light. Pupils also have the opportunity for field work across the county, at local farms, forests, waterways and beaches. Providing such a range of stimulating learning contexts within Science serves to engage and enthuse our pupils. We work closely with the Darwin Science team who help consolidate pupils' understanding through practical activities.

FOUNDATION PHASE CURRICULUM

From September 2010 pupils up to Year 2 have been known as the Foundation Phase. There are seven areas of learning:

1. Language, Literacy and Communication skills.
2. Personal and Social Development.
3. Mathematical Development.
4. Knowledge and Understanding of the World.
5. Physical Development.
6. Creative Development.
7. Welsh Second Language Development.

In the Foundation Phase, research shows that children learn largely through highly structured play activities. Progressively, the play is structured to give the child a wider experience which suits the needs of the individual.

There are a number of ways in which parents can help the work of the school, especially in the initial stages of a child's education. They should have practice in performing simple jobs and in following instructions. They should have practice in the following:

- Using the toilet properly
- Putting on their clothes and tying shoe laces
- Putting materials away tidily
- Washing their hands before meals
- Using eating utensils properly

Parents can help by reading to the child, telling him/her stories, poems and nursery rhymes and encouraging him/her to look at picture books. Reading is best accompanied by experience – trips, visits etc. Looking at and discussing favourite

television programmes, involving him/her with books about similar experiences, making use of the local library, providing him/her with paper, pencils, crayons and paints during pre-school period and giving him/her opportunity for self-expression are all helpful.

PHYSICAL EDUCATION

As a healthy school pupils are made very aware of the importance of exercise in their daily lives. There are numerous opportunities for pupils to take part in physical activity throughout the week including sporting clubs. These clubs will often lead to pupils taking part in inter-school competitions. Key Stage 2 pupils have an optional PE uniform which may be worn into school in place of the regular school uniform on Wednesday, which is PE day. This consists of the school hoodie and plain navy blue joggers; girls also have the option of wearing plain navy leggings. This cuts down on changing time before and after swimming sessions. Pupils in Foundation Phase are expected to be able to change themselves as part of their Foundation Phase outcomes and therefore this opportunity is not available to them.

THE REVISED NATIONAL CURRICULUM

Pupils in Year 3 – 6 follow the National Curriculum which includes R.E, English, Mathematics, Science, Geography, History, Design & Technology, Information Technology, P.E, Art, Music and Welsh. All teachers teach all subjects and have responsibility for specific areas of the curriculum throughout the school.
Class teachers ensure that the needs of every child, including the very able, are met through differentiation. As far as possible, children with physical disabilities are fully integrated into school life. Pupils requiring significant levels of support are considered under the process as laid down by the 2002 SEN Code of Practice, Wales and the Revised Guidance Criteria, September 2007.

NATIONAL TESTING

The National Literacy and Numeracy Tests are tests that all Y2-Y9 children will take at schools in Wales from May 2013 onwards, and are part of a new National Literacy and Numeracy Framework (LNF).
Their main aims are to:

- Give schools an accurate gauge of individual children's skills and abilities
- Help drive up literacy and numeracy standards in children throughout Wales
- Paint a clearer picture of how children are performing nationally.

THE CURRICULUM – EQUAL OPPORTUNITIES

Opportunities will be given to every pupil to be involved in each of the following main areas of learning and experience:

- Aesthetic and creative
- Human and social
- Linguistic and literary
- Mathematical
- Moral
- Physical
- Spiritual
- Scientific
- Technological
- Welsh Second Language Development

The curriculum in St Francis is planned by teachers to be 'BROAD, BALANCED, RELEVANT and DIFFERENTIATED' for each child.

The Governing Body at St Francis is dedicated to a policy of equal opportunities for all children. Under Section 2 of the Education Reform Act 1988, the curriculum of the School will comprise of a basic curriculum which includes Religious Education for all pupils regardless of age and the national Curriculum. The National Curriculum comprises core and foundation subjects:

Core Subjects:	Foundation Subjects:	
Religious Education	History	Music
English	Geography	Art
Mathematics	Welsh	Physical Education
Science	Design and Technology	P.S.E.
	Information Technology	
	Curriculum Cymreig	

COMPLAINTS ABOUT THE CURRICULUM

The Education Act (1988) requires LEAs to make arrangements to deal with complaints that the LEA or Governing Body is acting or proposing to act unreasonably or failing to discharge its duties in relation to a school's curriculum. A copy of the authority's policy and details of the complaints procedure are available from the Education Office.

GENERAL COMPLAINTS

The school follows the Pembrokeshire County Council's guidance for dealing with complaints. Please ask for a copy at the office if you require it.

PERSONAL DEVELOPMENT AND RELATIONSHIPS.

Personal Development and Relationships programme will be taught in the context of relationships. Topics and themes will be repeated from year to year in greater depth taking account of the pupil's development and the spiritual curriculum.

ADDITIONAL LEARNING NEEDS & MORE-ABLE AND TALENTED

At St Francis Catholic Primary School, we aim to maximise the entitlement of all pupils with additional learning needs whose parents wish them to be in a mainstream school. Admission arrangements at St Francis ensures that there is no discrimination against pupils with additional educational needs. In accordance with the school's Admission Policy, we would accommodate any child whose parents expressed a preference towards the school provided all his/her additional needs can be met by the school.

Mrs Baker is presently the ALN Co-ordinator. Mrs Baker decides in consultation with parents and staff on any action to be taken. The school has adopted a graduated response as recommended by the SEN Code of Practice:

- Early Years Action or School Action
- Early Years Plus or School Action Plus
- Statutory Assessment or Statement

Pupils with additional educational needs have a right to access a broad, balanced and relevant education based on the National Curriculum or Foundation Phase Outcomes for Children's Learning before Compulsory School Age. If parents or

teachers feel that a child has additional educational needs, meetings will be arranged to discuss those needs and to decide on the necessary course of action. This may involve using the expertise of outside agencies e.g. the LA's Child Support Service, Behaviour Support Service. Descriptions of children's individual additional needs are made against Local Authority guidelines. A comprehensive policy is in place which is reviewed on a regular basis. The ALNCO (Additional Needs Co-ordinator) and the ALN Governor communicate with the full Governing Body as to developments in the area of Special Needs on a regular basis.

We also acknowledge the talents of our *more able and talented (MAT)* pupils.

In Wales we have a very inclusive definition of 'More Able and Talented'. As reported by Estyn (Supporting More Able and Talented Pupils in Primary Schools, July 2011):

'*the term 'more able and talented' refers to about 20% of pupils who require enriched and extended opportunities to develop their abilities or talents in one or more areas……These pupils include those who are more able across the curriculum and may be capable of achieving above the expected level in the end-of-key-stage teacher assessments. They also include those pupils who show ability or are particularly talented in one or more specific areas, such as music, drama, art or sport.'*

These pupils are entered onto the school's MAT register and work is differentiated to provide the necessary challenge.

ARRANGEMENTS FOR DISABLED PUPILS

Admission of pupils with Disabilities

The Governing Body accept applications from parents/guardians of any child who may have a disability. Admission is offered to any pupil disabled or otherwise, in accord with the school's Admission Policy. Every effort is made in addressing the full needs of any child, disabled or otherwise, who is admitted to St Francis. These needs may well need to be met with appropriate support as determined by the parents and school in consultation with the LA and, if necessary, the Welsh Assembly Government.

Steps to be taken to prevent disabled pupils being treated less favourably than other pupils.

The Governing Body has developed a set of policies to prevent less favourable treatment of any disabled pupil in respect to other pupils. Policies include:

- Disability Access Plan
- School Mission Statement
- Disability Equality Scheme
- Disability Equality Action Plan
- Equality Policy

The Governing Body has undertaken a comprehensive programme of works to modify the school building to improve access, convenience and mobility to all pupils – especially disabled pupils. There is now a disabled toilet and a lift which enables access to both levels. Disability access has been provided within the new extension. A disabled member of the school community has worked with the Headteacher to draw up a comprehensive disability asset management plan and disability equality action plan.

LOOKED AFTER CHILDREN

Clear policies and procedures are in place for Looked After Children who attend St Francis School. Looked-after children and young people should enjoy the same opportunities as their peers. Like other children and young people, they should receive support to recognise, develop and achieve their full potential.

Stable education that is built on high aspirations and encourages individual achievement is central to improving immediate and long-term outcomes among looked-after children and young people. This includes encouragement and support to progress to further and higher education or training.

Taking part in activities that promote wellbeing and participation in the wider community provides an opportunity to meet and interact with others and can help improve social skills and self-esteem.

ELSA SUPPORT

Mrs Harding is a trained Emotional Literacy Support Assistant and provides sessions for pupils with identified needs. These sessions are timetabled on a weekly basis,

but she is also made available to deal with pupils' emotional issues as and when the need arises.

USE OF THE WELSH LANGUAGE

The school is in the English speaking area of the county and is classed as an English medium school according to the language policy of Pembrokeshire County Council.

We were the first school in Wales to achieve the Gold Award of the Welsh Language Charter and we are now working on 'Cynnal yr Aur' (Maintaining the Gold). We are very proud of the hard work by all staff and pupils to create such an ethos where the language can be celebrated.

At present all pupils are learners. All of the teaching staff have attended Welsh courses, some choose to study further in their own time. All children are encouraged to speak Welsh and the 'Tocyn Iiath' reward incentive is used throughout the school to promote the use of the language. At St Francis School the pupils are made aware of their Welsh culture and heritage through a cross-curricular approach, especially through Geography, History, Art and Music. Two members of staff have taken part in an intensive Welsh Sabbatical scheme delivered by the Welsh Government to enrich the teaching of Welsh in primary schools. The *Cyngor Cymraeg* (Welsh Council) lead Welsh assembly every Tuesday morning where Welsh prayers and songs are shared and rewards given to pupils who demonstrate high levels of skill, or indeed effort, in the Welsh language. We have been nominated for the county's Shwmae Awards which is presented for commitment to developing Welsh as a living, spoken language, for the past five years. We have pupils attaining level six at the end of Key Stage 2 which is significantly higher than what is required for the expected level four at the end of KS2.

HOMEWORK

At Foundation Phase level children are encouraged to take books home to share with parents. In Foundation Phase this will encompass discussing stories with children. Class teachers will advise parents on how best to achieve meaningful reading with their children. This approach will hopefully lead to pupils eventually becoming more proficient and independent readers by the end of KS2. However, home reading, in which all children are encouraged to take a full and active part, is

not regarded as homework. Rather, we prefer parents to engender a 'love for reading' at home which the school strives to develop in each child from their initial entry to St Francis.

At KS2 (Year 3,4,5 & 6) pupils will be expected to learn weekly spellings and multiplication tables. Recently, after receiving feedback from parents and pupils, we have changed what we offer as homework. There is an optional homework grid which is sent home each half-term related to their topic. The children can complete as many or as few tasks on the grid as they like.

In Years 3, 4, 5 and 6 children are issued with homework diaries to be completed each week, signed by parents and returned to school each Monday. Younger pupils' parents can communicate through their reading records.

Some evenings are free so that children can pursue their own interests as members of social and communal organisations e.g. Cubs/Scouts, Rainbows/Brownies/Guides which are highly recommended as important to the child's general education.

HOW ARE PARENTS INFORMED ABOUT HOW THEIR CHILD IS PROGRESSING?

We are very committed to ensuring parents are kept fully informed about their child's progress. This takes place in the following ways:

- Twice yearly meetings with class teachers to discuss progress and set targets for future development. These take place in the Autumn and the Spring Terms.
- A written annual school report which comments on the progress made in every area of the curriculum.
- Class teachers make themselves available to parents at the end of the school day. If you do have any concerns, please come in and talk to the teachers. They will be happy to discuss and help sort out any problem or concern you may have. It is advisable to make an appointment as sometimes teachers are not available due to meetings, courses etc.

ASSESSMENT

The school has an assessment policy, which provides a clear framework for the process of assessment, recording and reporting. It establishes:

- Routines for the planning of assessments.

- Routines for assessing pupils at work and assessing their work.
- Monitoring and recording pupil progress in a consistent manner.
- Encouragement of self-assessment.
- Building up of profiles through samples of work.
- Regular reporting to parents through opportunities to attend twice yearly meetings with class teachers and the annual written report.

These are arrangements for assessing pupils' progress and measuring standards of achievement against the requirements of the National Curriculum. A rigorous process of Teacher Assessment takes place instead where pupil performances in Maths, English and Science and Second Language Welsh at Key Stage 2 are measured accurately alongside National Curriculum levels.

DISCIPLINE AND SCHOOL RULES

Overall responsibility for school discipline rests with the Headteacher, but it is a matter for everyone connected with the school, including parents, with the overall aim being to develop self-discipline in the children. Children are expected to conform to certain standards of behaviour. They are encouraged to show regard for others and to respect the rights and property of others. Punishment administered for misbehaviour will be reasonable, such as a parent might expect a child to receive if he/she does wrong. Should a child's behaviour give cause for concern, the parents will be notified and a meeting arranged. If, however, a pupil's disruptive behaviour fails to improve after parental consultation, the welfare of all other children must be considered and the ultimate sanction would be exclusion from school. At all times the Governing Body will be made fully aware of developments. We are a restorative Practice School and all staff have been trained in the use of the principles that surround this method of restoring friendships and preventing further conflicts.

SCHOOL RULES

Underpinning our school rules are the Gospel Values from The Beatitudes. Children are expected to behave in a reasonable and responsible manner both to themselves and to others, showing courtesy to others and respect for their environment at all times. It is hoped that an imposed discipline will gradually give way to a growing sense of self-discipline. The school rules have been devised to maintain a secure,

orderly and purposeful atmosphere for all who work in the school. Class councils work together to devise their own class-based rules.

- Be kind and polite to each other.
- Listen when your teacher is talking.
- Knock on the door before you enter the classroom/office.
- Clothing should be clearly marked with your name.
- Keep our school clean.
- Keep your classroom tidy.

Our aim is to very much praise rather than to censure, to commend successes, emphasise potential and highlight good behaviour.

ANTI-BULLYING POLICY

The school has a zero tolerance approach to any form of bullying. A comprehensive anti-bullying policy is in place which was written in full consultation with the Local Authority making extensive use of the Welsh Assembly Government 'Ant-Bullying Toolkit'.

SCHOOL UNIFORM/DRESS CODE

St Francis School has a school uniform, the provision of which is voluntary.
However, all parents elect to send their children to school in uniform which we pride ourselves on. A P.E. uniform is also available to purchase from the school office. For swimming lessons children will need a towel, swimming costume, goggles and a hat. Special attention should be made to the wearing of sensible footwear. Fashion shoes should not be worn to school in the interests of children's safety.
Pupils must not wear facial or body jewellery at any time; small stud earrings are permitted but be removed and preferably left at home, on days when P.E. or other games activities take place. This will avoid them having to be removed or covered. This is for health and safety reasons.

BOYS' UNIFORM

SUMMER	WINTER
Pale blue polo shirt	Pale blue shirt
Grey trousers or shorts	School tie
Grey jumper	Grey trousers
Black shoes/sandals	Grey trousers
	Black shoes

GIRLS' UNIFORM

SUMMER	WINTER
Pale blue gingham dress	Pale blue blouse
White cardigan	Grey skirt/pinafore
White/blue/black sandals	Grey cardigan
	Black/blue shoes

School sun hats and fleeces are also available. Hair should be kept tidy and of reasonable length and style. Hair below collar length should be tied back. In accordance with Governing Body Policy; hair must not be dyed or bleached. 'Wedges', 'tramlines', 'motifs' including 'shaped', 'diamonds', 'zig-zags' etc. are unacceptable.

Sports activities are part of the curriculum and all children are expected to participate. Medical notes are to be provided if children are to be exempt from any sporting activity.

CHARGING POLICY

We wish to make it clear that no pupil will be denied participation on educational visits on the grounds that no contribution has been made on his/her behalf. However, if insufficient funds are received, then the visit may have to be cancelled. On occasions, children involved in school visits may also need a packed lunch, suitable clothing and a small amount of spending money. Detailed arrangements of school visits are usually forwarded to parents before they occur. However, some visits are made at short notice, e.g. park, library, and parents are therefore asked to complete a generic permission slip for 'walking visits' at the start of the school year. Please note that educational visits are considered to be a valuable part of children's school experiences.

Residential Visits

Year 5 children take part in a two-day Residential Course Cardiff Urdd Gobaith Cymru. This is a very popular annual event where the children have the opportunity to appreciate the culture and vibrance of our capital city. The week also gives pupils ample opportunity for the children to practise their Welsh language skills. At the end of year 6 pupils have the opportunity to take part in a residential stay at the Urdd Centre in Llangrannog where all activities are of an outdoor, adventurous nature.

Lunchtime & After School Clubs

There are a wide range of lunch-time and after-school clubs on offer in school which are designed by the pupils. They include:

- Welsh Club
- Gardening/Eco Club
- Netball
- Prayer Group
- Art & Craft Club
- Lego Club
- ICT/Coding Club
- Mini-Vinnies Club

These may vary from term to term depending on uptake by pupils.

SECONDARY SCHOOL LINKS

Arrangements are made to have a variety of transition activities in year 5 and 6. St Francis School is a feeder school for Milford Haven Secondary School. There are very strong transition links with the school. The designated Head of the first year of the Secondary School also visits the school, usually the first Friday of July, and meets the children and answers questions. A series of *'Master Class'* lessons are run for selected pupils prior to starting. Year six pupils and parents are invited to meet the Headteacher at an evening meeting at the end of June at the Secondary School and are given a tour of the school. Year 2 pupils also get to join in a Sports Festival at the school as part of their own transition between key stages. Transition from Foundation Phase to Key Stage 2 is also something which we give time and consideration to here in St Francis.

SCHOOL HOLIDAYS

The school terms and holidays for the academic years **2019-20 and 2020-2021** have been confirmed by the Education Authority and are attached at the end of this prospectus. Pembrokeshire County Council has recently published up-to-date advice for parents regarding penalty notices for pupils with poor attendance.

IN CONCLUSION

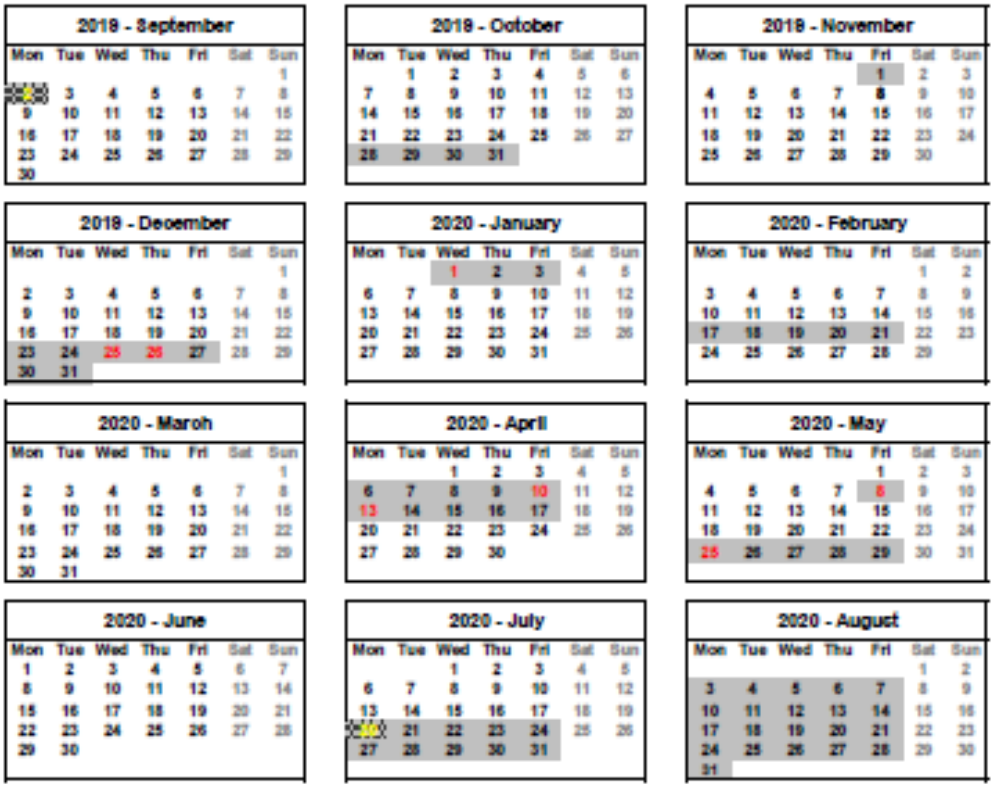
Thank you for taking the time to read this prospectus. We are pleased to issue this booklet with the intention of providing you with useful information about our school. If there is any more you would like to know, please contact the school directly.

We look forward to the prospect of working together with you and your children here at St Francis School.

ATTENDANCE

To support our drive to increase pupil attendance a decision has been taken by ERW, our regional Education Consortium, that no absences due to holidays during term times will be authorised by Headteachers. This means absences due to pupils being taken on holiday during term time will be recorded as unauthorised. We hope that you can support this policy change and arrange your holidays around the existing 175 days the schools are closed through weekends and school holidays and help us support your child in achieving success in school. From January 2015 the Local Authority will be introducing penalaty notices for pupils with poor attendance.

PEMBROKESHIRE COUNTY COUNCIL
SCHOOL TERM DATES 2019-20



DESIGNATED STAFF TRAINING CLOSURE DAYS

SCHOOL HOLIDAYS

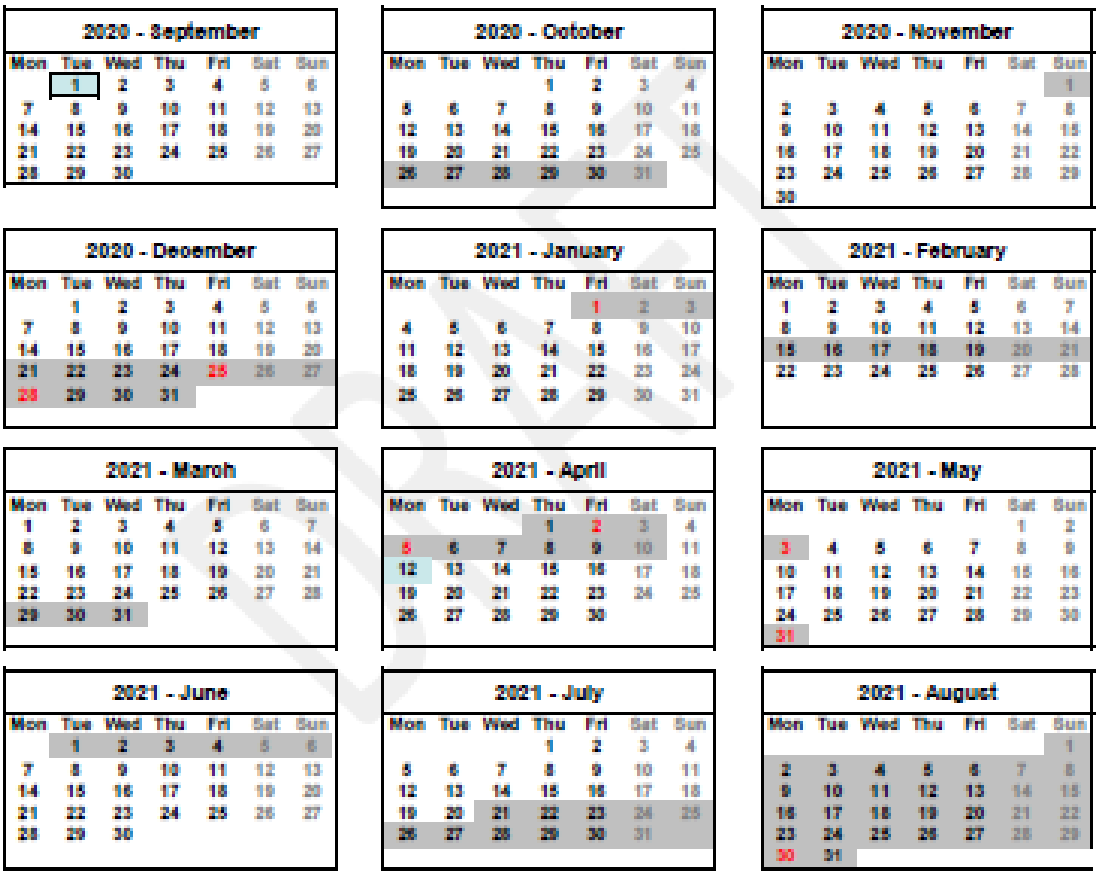
Bank holidays

Good Friday	10 April 20	Early May Holiday	08 May 20
Easter Monday	13 April 20	Spring Bank Holiday	25 May 20

Term	Begin	End	Mid-term break		Begin	End	School days
			Begin	End			
Autumn 2019	Mon 2 Sep 2019	Fri 25 Oct 2019	Mon 28 Oct 2019	Fri 1 Nov 2019	Mon 4 Nov 2019	Fri 20 Dec 2019	74
Spring 2020	Mon 6 Jan 2020	Fri 14 Feb 2020	Mon 17 Feb 2020	Fri 21 Feb 2020	Mon 24 Feb 2020	Fri 3 Apr 2020	60
Summer 2020	Mon 20 Apr 2020	Fri 22 May 2020	Mon 25 May 2020	Fri 29 May 2020	Mon 1 June 2020	Mon 20 Jul 2020	59
Plus designated staff training closure days		Mon 2 Sep 2019 and Mon 20 Jul 2020					2
						TOTAL	195

Please note that this calendar is subject to any changes which may arise as a result of government policy decisions. Pembrokeshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

PEMBROKESHIRE COUNTY COUNCIL
DRAFT SCHOOL TERM DATES 2020-21



DESIGNATED STAFF TRAINING CLOSURE DAYS TR

SCHOOL HOLIDAYS

Bank holidays

Good Friday	2 April 21	Early May Holiday	3 May 21
Easter Monday	5 April 21	Spring Bank Holiday	31 May 21

Term	Begin	End	Mid-term break		Begin	End	School days
			Begin	End			
Autumn 2020	Tue 1 Sep 2020	Fri 23 Oct 2020	Mon 26 Oct 2020	Fri 30 Oct 2020	Mon 2 Nov 2020	Fri 18 Dec 2020	73
Spring 2021	Mon 4 Jan 2021	Fri 12 Feb 2021	Mon 15 Feb 2021	Fri 19 Feb 2021	Mon 22 Feb 2021	Fri 26 Mar 2021	55
Summer 2021	Mon 12 Apr 2021	Fri 28 May 2021	Mon 31 May 2021	Fri 4 June 2021	Mon 7 June 2021	Tue 20 Jul 2021	65
Plus designated staff training closure days			Tue 1 Sep 2020 and Mon 12 Apr 2021				2
						TOTAL	195

Please note that this calendar is subject to any changes which may arise as a result of government policy decisions. Pembrokeshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.