



# St. Woolos Primary School



**St. Woolos Primary School and  
Nursery  
Stow Hill  
Newport  
South Wales  
NP20 4DW**

**Chief Education Officer:  
James Harries  
Dept. of Lifelong Learning & Leisure  
Civic Centre  
Newport  
NP20 4UR**

**Chair of Governors:**

**Dr Paul Glover**

**Parent Governors:**

**Mrs N Bashir  
Ms C Bradfield  
Mrs A Khan  
Mr B Ormrod**

**Teaching Staff:**

Miss H. Vaughan	MA BA (Hons) PGCE PGDip.Lang, NPQH	<i>Headteacher</i>
Mrs S. Couch	BEd. (Hons) NPQH	<i>Deputy Headteacher</i>
Miss V. Spray Miss H. Bishop	BA (Hons) QTS BEd. (Hons)	<i>Foundation Phase Leader Inclusion Manager (SENCO)</i>
Mrs. J. Barton	MA BA (Hons) PGCE	
Miss M. Carlyle	BA (Hons) QTS	
Mrs L. Davies	BA (Hons) QTS	
Mrs K. Dickenson	BSc. (Hons) PGCE	
Miss H. Driscoll	BA (Hons) PGCE	
Miss C. Ennis	BSc (Hons) PGCE	
Miss K. Goodwin	BA (Hons) QTS	
Mrs K. Jones	BEd. (Hons)	
Miss E. Lott	BA (Hons) PGCE	
Mrs A. Parry	LRWCMD LRCM, PGCE	
Miss S. Pretty	BSc (Hons) PGCE	
Mr J. Roberts	BSc (Hons) PGCE	
Miss M. Spearey	BA (Hons) PGCE	
Mrs J. Woodsford	MA BA (Hons) QTS	<i>EAL Teacher (GEMS)</i>

**Nursery Nurses:**

Mrs J. Fowler NNEB, Mrs S. Abbas NNEB  
Mrs J. Lockett NNEB, Mrs G. Parkinson NNEB,

**Teaching  
Assistants:**

Miss Y. Abdulla      Mrs H. Bedborough  
Mrs E. Graham      Mrs C. Jones

*'Celebrating achievement for all in a caring environment.'*



**St. Woolos Primary School**  
Miss K. Winfield

**GEMS Staff**

Mrs S. Abid   Mrs A. Begum   Mrs S. Elahi

**School Support  
Officers:**

Mrs. L. Martin  
Mrs L. Kidd

**Cook:**

Mrs D. Lord

**Canteen Assistant:**

Mrs. D. Anthony

**Dinner Supervisors:**

Mrs L Aweys, Mrs. M. Babb, Mrs Forward, Mrs Kaur, Mrs Sarfraz, Mrs  
Uddin, Mrs Wainwright, Mrs Walsh

**Cleaners:**

Mrs J. Anning, Mrs H Jones

**Caretaker:**

Mr E Foster



St. Woolos Primary School  
*Celebrating achievement for all in a caring  
environment*  
**OUR AIMS**



*We will ensure that St. Woolos Primary School is a caring and secure school for all children.*

*We will provide a warm and welcoming school where pupils are encouraged to be polite, honest and respect the feelings of others.* Pupils are encouraged to discuss problems or concerns as they arise. These situations can be resolved through formal or informal discussions with a class teacher, other staff or school council members. The School Council will give all children an opportunity to express their views.

*We will have stimulating classrooms which offer challenges.*

*We will prepare children for life outside school* by developing their social skills, numeracy, literacy and IT skills, across a wide range of subjects.



*We will ensure that all pupils' efforts are valued and rewarded* on a whole school and class level and that pupils with special educational needs receive a suitably differentiated education.

*St. Woolos Primary School will make a difference to each and every child and will maximize their true potential.*



*'Celebrating achievement for all in a caring environment.'*



# St. Woolos Primary School GOLDEN RULES

*At St. Woolos we care and share by:*

- Following instructions first time



- Keeping hands, feet, objects and unkind words to ourselves



- Listening carefully to the chosen speaker



- Using an appropriate voice



- Walking safely indoors





## St. Woolos Primary School

# BEHAVIOUR

We expect pupils to show the kind of behaviour required by a responsible parent. We have a few guiding rules and we expect pupils to:

- Respect one another in all aspects of life
- Show consideration for the needs of others
- Take a pride in their appearance and that of the school building and grounds.

The school believes in praising and rewarding positive behaviour and we expect pupils to behave in a polite and caring manner.



Pupil of the Week and Lunchtime Award certificates are given out every week at a Friday Celebration Assembly. Children in Key Stage 1 are rewarded with praise and stickers, but once children enter Key Stage 2 there is a house point system with points given for work, effort and behaviour.

Pupils annually elect House Captains and Vice-Captains for each of the four houses: Usk, Ebbw, Wye, Severn.

The school operates a behaviour system comprising of yellow and red warning cards for inappropriate behaviour. If a child has received a red card then they will miss the next day's breaktime.

A strong partnership between home and school is a major contributor to your child's progress and success.

Where there is cause for concern, we will always work with parents so that issues can be resolved in partnership.





# St. Woolos Primary School **SCHOOL UNIFORM**

Our uniform is as follows:

## **GIRLS**

Red sweatshirt with school crest  
Grey skirt or pinafore. Trousers may also be worn.

White/red polo shirt with school crest.

White or grey socks (or white, grey or black plain tights in cold weather)

Black or brown school shoes (these must be of sensible heel height)

A black or white plain headscarf may be worn if desired



## **BOYS**

Red sweatshirt with school crest

Grey trousers

White/red polo shirt with school crest

White or grey socks

Black or brown school shoes (Trainers only permitted for PE)

## **SUMMER UNIFORM**

In the summer, the girls may wear red and white check school dresses and the boys may wear grey shorts.

## **P.E.**

White T-shirt

Black Shorts (Girls may wear close fitting black leggings for religious purposes)

Trainers or daps for outside activities

P.E bags are available from the school



*Please ensure that all items of clothing are clearly marked with your child's name.*

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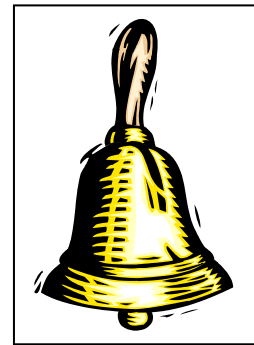


## St. Woolos Primary School ATTENDANCE

<i>Attendance statistics for school year 2013-14</i>	
<b>TOTAL ATTENDANCE</b>	<b>93.6%</b>
Authorized Absence	5.3%
Unauthorized Attendance	1.2%

The school rewards good attendance with a weekly and half-termly Early Bird attendance prize draw.

School starts: 8.50am (Doors open at 8.45am)  
Lunch: 12.15pm (Infants)  
12.30pm (Juniors)  
Afternoon session: 1.30pm  
School finishes 3.30pm (Reception doors open at 3.20pm)



If your child is unable to attend as a result of illness, please either telephone the school or send a note in on your child's return. (Or **TEXT 07451 644956.**)

We will be unable to provide authorization for legal absence if we receive no notification.

If your child visits the doctor or the dentist then this will be recorded as an authorized absence.

Children arriving after 9.00am will be marked as **late** and this is an unauthorized absence.

**Schools in Newport are not permitted to authorize any time off for holidays during term time.**



**FOR ANY ABSENCE, PLEASE INFORM US BY PHONE OR NOTE AS SOON AS POSSIBLE.**



## St. Woolos Primary School

*A separate Attendance Leaflet accompanies this Prospectus.*

# CLUBS AND ACTIVITIES

Thanks to parents, peripatetic staff, ancillary staff and teachers, many extra curricular activities take place, some of which only occur at specific times of year. These include:

\*Association Football



\*Crafts

\*Swimming

\*Cricket

\*Sewing

\*Tennis

\*Gymnastics

\*Cookery

\*Dance

\*Gardening

\*Instrument Tuition



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## St. Woolos Primary School

# JEWELLERY

For Health and Safety reasons only neat ear studs are to be worn. If your child is young and not yet able to remove their earrings for P.E., please send tape or plasters so that they may be safely covered. Children are not permitted to wear any other piercings.

Children are allowed to wear one ring, but decorative bracelets and necklaces are not permitted.

Children may wear a wrist watch but, together with rings, they must be removed for P.E. activities.

Governors are unable to accept responsibility for damage or theft of personal items brought to school.

## PASTORAL CARE

Minor cuts and bruises will be dealt with at school, but if further medical treatment is needed then a child's parent or guardian will be contacted.

It is important that we maintain an up to date record of telephone numbers and addresses for contact purposes, and so we ask you to notify the office immediately if there are any changes.

Medicines requiring three doses daily are expected to be administered at home, before school and then at home time. If a lunchtime medicine dose is necessary, then parents are invited to administer the dose in school.

However, if your child has a medical condition requiring *essential regular medication* it will be necessary for you to complete the forms held with the Secretary before nominated staff are permitted to dispense it.

Children are not permitted to have any form of occasional self-medication in school eg. throat sweets or lip-salve unless there is written permission from the parent.





St. Woolos Primary School  
**NATIONAL CURRICULUM**

The school, in keeping with the aims of the National Curriculum, provides a broad and balanced curriculum. We aim for each child to develop his/her skills to the full.

The Foundation Phase curriculum for Early Years' pupils is divided into the areas of:

Language, Literacy and Communication  
Mathematical Development  
Personal, Social and Well-being  
Knowledge and Understanding of the World  
Physical Development  
Creative Development  
Welsh Language Development

The National Curriculum in Wales details the subjects taught at Key Stages One and Two and these are:

English\*  
Maths\*  
Science  
Information Communication Technology (ICT)\*  
PE  
History  
Geography  
RE  
Personal, Social and Health Education (PSHE)  
Music  
Design Technology

(\* *Key Skills* occurring throughout the curriculum)

In addition, the following Common Requirements (or Key Skills) for schools in Wales to be delivered throughout all subject areas are:

*Communication Skills*  
*Mathematical Skills*  
*Information Technology Skills*  
*Thinking Skills*



## St. Woolos Primary School

# WELSH

Creating a Welsh ethos in the school is important so that pupils are aware of the language, culture, history and geography of Wales.

Children begin to learn incidental Welsh when they are in the Nursery and a programme of teaching Welsh occurs throughout the school.



*Crowning the Bard*

## RELIGIOUS EDUCATION

Religious Education follows the Agreed Syllabus for R.E. (Newport)

We seek to develop and enhance the children's understanding of other faiths.

Pupils may be exempt from Religious Education upon written request from their parents.

## SCHOOL WORSHIP

An act of worship is held daily.

Assemblies provide opportunities for promoting thoughtful attitudes regarding relationships with one another, our community and the world.

These assemblies may be teacher led, pupil led or we may have a visitor to

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## St. Woolos Primary School

take them. They are nondenominational and provide moral guidance and an opportunity for quiet reflection.

We take the opportunity to visit other places of worship.

Pupils may be exempt from assemblies upon written permission from parents.

## **PERSONAL, SOCIAL AND HEALTH EDUCATION**

At the end of their time in St Woolos, we expect children to have gained a simple understanding of the human body, of conditions for healthy living and of the interdependence of humans and the natural world.

We also encourage the development of skills enabling pupils to choose a healthy diet, practise dental hygiene and road safety, communicate their ideas about health education and use their knowledge to keep themselves clean and tidy.

We are supported in this by talks and visits provided by medical and emergency services.

Pupils are encouraged to develop an awareness of their own and other people's feelings and to share and co-operate.

The Governing Body believe that Sex Education is a parental responsibility. However, the Science curriculum in Year Six leads up to this. A copy of the school's Sex Education Policy is available on request.

A Healthy Week is held every year.

We make special note of the moral and religious views of all parents in all aspects of school life.



## St. Woolos Primary School

# **CHARGING AND PERMISSION**

The Governing Body recognises the valuable contribution that a wide range of additional activities and experiences can make towards pupils' personal and social education.

A voluntary contribution may be requested for visits to theatres, museums and other places of educational interest. Charges will be calculated to cover admission prices and transport costs and will be subsidized whenever possible by fund-raising within the school.

Visits to school by theatre groups, musicians and professional writers are generally funded by the Friends of St Woolos or School Fund as part of the curriculum, but Governors retain the right to seek voluntary contributions for participation in such visits.

Activities for which charging is allowed under L.E.A. policies are residential visits to Talybont Outdoor Pursuits Centre or for swimming lessons. Children in receipt of free school meals may have a reduction in residential costs and wherever possible, the school subsidizes the cost of visits.

Activities for which voluntary contributions are sought may well be cancelled if the cost to the school is not adequately covered, although many class visits are subsidized from School Funds.

## **VISITS**

All children take part from time to time in visits to places of interest outside the school. The cost is kept to a minimum and no child is excluded solely because of their inability to pay. These visits usually take place because of their relevance to a topic being studied by the pupils.



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St. Woolos Primary School

## **PARENTAL INVOLVEMENT**

The school has an active Parents' Association and their aim is to further co-operation between home and school. It is hoped that as many parents and grandparents as possible will become involved with The Friends of St Woolos who arrange a programme of activities, such as Summer Fayres, throughout the year and who have given practical and financial help to the school.

All parents are automatically members of The Friends of St Woolos.

Parent volunteers are time-tabled for classes, and are involved in many activities including reading and cookery. Parents are also involved in educational visits and inter-school matches. We welcome any talks from parents about interesting hobbies or about their occupations.

During the past year, we have had parents and grandparents coming into school to help with such things as hearing readers and playing maths games.

The school regularly participates in Family Learning projects and parents are invited to attend these sessions which are of great benefit to both children and parents.

*Your help is greatly appreciated and plays an important part in the life of our school.*



St. Woolos Primary School  
**DINNER MONEY AND LUNCHTIME**  
**ARRANGEMENTS**



The School Meal Service is run by Chartwell Catering.

Payment for school dinners must be made daily and school meals cost £2.00 for each child.

Children will be given a dinner money purse and this is to be used to bring their money in daily. Change will be given at the till if necessary. (Spare purses are available for 50p.)

Halal meals are available if desired and individual dietary requirements are catered for after consultation with dieticians from Gwent Health.

Children may bring sandwiches to school at lunchtime if you wish. However, since we are a member of the Healthy Schools' network, we would ask you that you ensure that your child is sent with a healthy lunchbox containing fruit and an appropriate balance of food.

We are a member of the Eco Schools' network and all food packaging will need to be taken home by your child for you to recycle.

*Please do not send your child in with cans of fizzy drink or glass bottles.*

Children are not allowed to bring bars of chocolate or sweets to school although they may have a chocolate snack, biscuit or crisps in their lunchbox if you choose.

We operate a Fruit Tuck Shop at breaktime and children may bring in fruit or buy a piece in school for a cost of 20p daily. No crisps are permitted on the yard.

The school philosophy is to encourage children to make healthy food choices and to develop lifelong habits of healthy food eating.

*Whilst we are unable to guarantee that our school environment is nut-free we would ask you not to send in any food products with your child which contain nuts.*



St. Woolos Primary School  
**SCHOOL TERMS AND HOLIDAY**  
**DATES 2014-15**

Term dates for the academic year 2013-14 follow:

<b>TERM</b>	<b>Begins</b>	<b>Half term begins</b>	<b>Half term ends</b>	<b>Ends</b>
<b>Autumn</b>	01.09.14	27.10.14	31.10.14	19.12.14
<b>Spring</b>	05.01.15	16.02.15	20.02.15	27.03.15
<b>Summer</b>	13.04.15	25.05.15	29.05.15	20.07.15

May Day Bank Holiday – Monday 4<sup>th</sup> May 2015

INSET Days confirmed so far:

- Thursday 4<sup>th</sup> September 2014
- Friday 5<sup>th</sup> September 2014
  
- Mon 12<sup>th</sup> January 2015

Additional INSET Days will be posted on the school website:

[www.stwoolosprimary.org](http://www.stwoolosprimary.org)





St. Woolos Primary School  
**COMPLAINTS PROCEDURE**

The school operates an open door policy and if you have a question about your child's education, you are very welcome to contact your child's class teacher either before 8.45am or after school. If you wish to discuss a matter in further detail, then you are welcome to make an appointment to see your child's class teacher

You are welcome to discuss any additional or unresolved issues with the Headteacher.

Should you feel that an issue has not been resolved and you have cause to complain, the following procedure according to Section 23 of the Education Act 1988, should be followed:

- Notify the Headteacher, who will investigate the complaint and respond to it.
- If you are dissatisfied with the response, you may notify, in writing, the Chairperson of the Governing Body (address at the front of this booklet). The Governors will investigate your complaint and respond to it.
- If you are not satisfied with the response, then you may notify, in writing, the Chief Education Officer, Civic Centre, Newport. Your complaint will be investigated and you will be notified of the Director's decision.

If you have a complaint, rather than a general enquiry, it is important to discuss this with the Headteacher first. It is not appropriate to make an official school complaint to a member of staff or a Parent Governor.



St. Woolos Primary School  
**NOTES**

