



# St. Woolos Primary School



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

**Chief Education Officer:**  
**Sarah Morgan**  
**Dept. of Lifelong Learning & Leisure**  
**The Civic Centre**  
**Newport**  
**NP20 4UR**

**Chair of Governors:**

Dr Paul Glover

**Parent Governors:**

Ms C Bradfield  
Mr A Guest  
Mrs A Khan  
Mr D Phillips

**Community Govrenors:**

Mrs C Meloy  
Mr M Tucker  
Cllr. K Thomas  
Cllr. M Al-Nuaimi

**Staff Governors:**

Miss H Vaughan  
Mrs S Couch  
Mrs G Parkinson

**Teaching Staff:**

Miss H. Vaughan	MA BA (Hons) PGCE PGDip, NPQH	Headteacher
Mrs S. Couch	BEd. (Hons) PGCert NPQH	Deputy Headteacher
Miss V. Spray Miss H. Bishop	BA (Hons) QTS BEd. (Hons)	Foundation Phase Leader Inclusion Manager (ALNCO)
Mrs E. Agland Mrs. J. Barton Mrs L. Davies Mrs K. Dickenson Miss H. Driscoll Mrs K. Jones Miss C Murphy Mrs M. Morton Mrs A. Parry	BA (Hons) PGCE MA BA (Hons) PGCE BA (Hons) QTS PGCert BSc (Hons) PGCE BA (Hons) PGCE BA (Hons) QTS BSc (Hons) PGCE BA (Hons) QTS LRWCMD LRCM, PGCE	



# St. Woolos Primary School



Miss S. Pretty	BSc (Hons) PGCE
Mrs K Jones	BA Ed (Hons)
Miss M. Spearey	BA (Hons) PGCE PGCert
Miss A. Watkins	BA (Hons) QTS
Mrs A. Hayes	BA (Hons) PGCE

**Teaching Assistants**

Mrs S. Abbas NNEB  
Mrs J. Fowler NNEB  
Mrs J. Lockett NNEB  
Mrs G. Parkinson NNEB  
Mrs N. Bashir  
Miss J. Collins  
Mrs E. Graham  
Mrs M Jarrett (HLTA)  
Mrs C. Jones  
Mrs Y Ramzan  
Mrs C Sobey  
Miss K. Winfield

**School Support Officers:**

Mrs. L. Martin  
Mrs L. Kidd

**Cooks:**

Ms J. Rogers      Mrs J Prosser

**Dinner Supervisors:**

Mrs L Aweys, Mrs. M. Babb, Mrs Kaur, Mrs Ottery, Mrs Sarfraz, Mrs Uddin, Mrs Walsh

**Breakfast Club Supervisors:**

Mrs Walsh, Mrs S Jones, Mrs Ottery, Miss Chick

**Cleaners:**

Mrs J. Anning, Mrs H. Jones, Ms H. Jones

**Caretaker:**

Mr C Brock



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 to respect the feelings of others.** We provide many opportunities for pupils to take on positions of trust and responsibility. We ensure that pupils are listened to and their views are taken into account.

**We will have stimulating classrooms which offer challenges.**



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

**We will ensure that all pupils' efforts are valued and rewarded.** We recognise and reward pupils for good and kind behaviour and for good learning dispositions. We celebrate their successes and achievements with them.

**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





## CITIZENSHIP

We expect pupils to show the kind of behaviour required by a responsible parent and we aim for them to develop as caring, considerate members of the school community and the wider world. We expect pupils to behave in a polite and caring manner towards others and we encourage them to develop a sense of responsibility towards themselves and others.

Our Golden Rules are followed throughout the school 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.

We believe in praising and rewarding positive behaviour. Our aim is to give a child praise and attention by 'catching them being good'.

pupil

We reward children in many ways. Pupil of the Week and Lunchtime Award certificates are given out every week at a Friday Celebration Assembly.

Children in the Foundation Phase are rewarded with praise and stickers, and, in addition to this, 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.

We have robust behaviour for learning approach and any incidences of misbehaviour or bullying are dealt with promptly and fairly. Our aim is to teach children how to make the right decisions in all circumstances and to equip them for later life.

A strong partnership between home and school is a major contributor to your child's progress and development. The support that you provide for your child is crucial in their future success and we believe in working closely



## St. Woolos Primary School

with you in at all stages of your child's education. It is always helpful to us if you let us know of any concerns or any changes at home which might impact on your child in school.

### **SCHOOL UNIFORM**

#### **GIRLS**

Red sweatshirt or cardigan with school crest

White polo shirt with school crest.

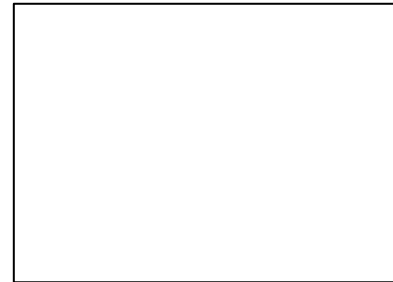
Grey skirt or pinafore.

Trousers or shorts may also be worn.

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

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

A black, white or red plain headscarf may be worn if desired



#### **BOYS**

Red sweatshirt with school crest

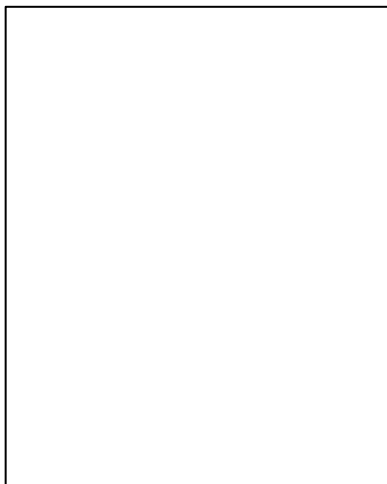
White polo shirt with school crest

Grey trousers

White or grey socks

Black school shoes

(Trainers only permitted for PE)



#### **SUMMER UNIFORM**

In the summer, pupils may wear red and white check school dresses or grey shorts.

#### **P.E.**

White T-shirt with a round neck

Black Shorts (Girls may wear close fitting black leggings)





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Trainers or daps for outside activities

These items must be kept in school in P.E bags (available from the school).

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

## ATTENDANCE

Attendance statistics for school year 2016-17	
<b>TOTAL ATTENDANCE</b>	<b>93.5%</b>
Authorized Absence	5.5%
Unauthorized Attendance	1.0%

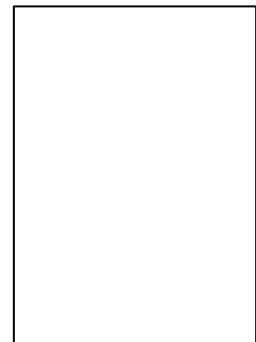
The school rewards good attendance with a weekly and half-termly Early Bird attendance prize draw.

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 authorisation for legal absence if we receive no notification.

We follow Welsh Government regulations for marking the register.

- If your child visits the doctor or the dentist then this will be recorded as an **authorised absence**.
- Children arriving after 8.50am will be marked as **late**.
- The register closes at 9.20am. (Half an hour after the official start time)
- Children arriving after this time have an **unauthorised absence**.



The school will only authorise holidays if a child has attendance of 95% or higher.



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



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:

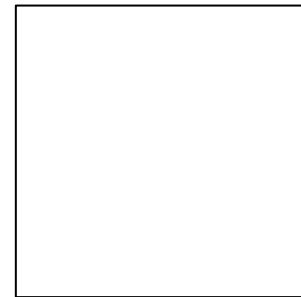
\*Association Football



\*Craft

\*Cricket

\*Colouring Club



\*Tennis

\*Cookery

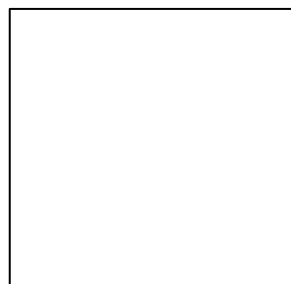


\*Music



\*Playground Games

\*Instrument Tuition



\*Welsh Country Dancing

\*Minecraft

\*Code Club





## **JEWELLERY**

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.

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 such as nose studs.

The Sikh kara may be worn but it should be taped up during gymnastics.

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

## **PASTORAL CARE**



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.

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.

The school will administer prescription medication if necessary (once appropriate forms have been completed) but medicines requiring three



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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.

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.

## **THE NATIONAL CURRICULUM**

The school is responding to the new Successful Futures Curriculum in Wales proposed by Professor Donaldson and we will provide opportunities for children to develop as:

- Ambitious, capable learners
- Enterprising, creative contributors
- Healthy, confident individuals
- Ethical, informed citizens

The curriculum has been arranged into six Areas of Learning Experience (AoLEs) and these are:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication (Including Welsh)
- Mathematics and Numeracy
- Science and Technology

In addition, there are three frameworks that we embed across the curriculum and these are:

- Literacy
- Numeracy



## **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) and we seek to develop and enhance the children's understanding of other faiths.



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

### **SCHOOL WORSHIP**

An act of collective 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 take them. They are non-denominational and provide moral guidance and an opportunity for quiet reflection. They include stories from world religions and from literary traditions.

We take the opportunity to visit other places of worship as part of our Religious Education curriculum.

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 in the Nursery and in Reception classes take part in a tooth brushing scheme.



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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.

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

A Healthy Week is held every year and the school holds Healthy Schools' awards. In addition, it holds the Eco Schools' Gold Award and its working towards accreditation for the Platinum Award.

### **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.

No child is excluded from an activity which is part of their curriculum because of their inability to pay.

The school has a separate Charging and Remissions Policy which is available for you to see.

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



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Residential visits can be charged for but, wherever possible, the school subsidizes the cost of visits. Financial regulations prevent any school from making a profit on curriculum trips and activities.



### 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 take place because of their relevance to a topic being studied by the pupils.

### PARENTAL INVOLVEMENT

The school has an active parents' and grandparents' association called the Friends of St Woolos 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 welcomed into the school to help with many activities, including reading and cookery. Parents are also involved in helping with adult ratios on 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, supporting in the class or making resources.



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 very important and plays a key role important in the educational development of your child and in the life of our school.

## **DINNER MONEY AND LUNCHTIME ARRANGEMENTS**



The School Meal Service is run by Chartwell's Catering.

Payment for school dinners must be made via Parent Pay, which is an online payment system. Further details are available from the school office.

School meals cost £2.10.

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 children are expected to take all food packaging ,or uneaten food, home.

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.

## **SCHOOL TERMS AND HOLIDAY** **DATES 2018-19**

Term dates for the academic year 2017-18 follow:

<b>TERM</b>	<b>Begins</b>	<b>Half term begins</b>	<b>Half term ends</b>	<b>Ends</b>
<b>Autumn</b>	3.9.18	29.10.18	2.11.18	21.12.18
<b>Spring</b>	7.1.19	25.2.19	1.3.19	12.4.19
<b>Summer</b>	29.4.19	27.5.19	31.5.19	22.7.19

Reception pupils start on Wednesday 5<sup>th</sup> September at 10.00am





INSET Days confirmed so far:

Monday 3<sup>rd</sup> September 2018  
Monday 5<sup>th</sup> November 2018  
Friday 23<sup>rd</sup> November 2018

Dates for 2019 will be confirmed in the Autumn term.

May Day Bank Holiday – Monday 6<sup>th</sup> May 2019

Additional INSET Days will be posted on the school website:

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

You may also access school information on our Twitter page:

**@StWoolosPrimary**

## **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 after school.

You are welcome to discuss any additional or unresolved issues with the Headteacher. Should you feel that an issue has not been resolved you have cause to complain, according to Section 23 of the Education Act 1988.

The updated School Complaints Policy is available from school.



## St. Woolos Primary School

It is not appropriate to make an official school complaint to a member of staff or a Parent Governor. Their role is to listen to any general concerns and to provide you with help should you need further information.

They are your voice on the School Governing Body.

In all issues we seek to resolve concerns through talking and understanding one another's viewpoint and by clarifying information.

## **NOTES**