



St Francis R.C Primary School

Ysgol Gynradd Gatholig Sant Francis



Governors' Annual Report to Parents

Adroddiad Blynyddol y Llywodraethwyr

I'r Rhieni

2024/2025

Our Mission Statement

Together with Jesus we love and learn.

Ynghyd â Iesu wrth ein bodd a dysgu

A message from our Chair of Governors

Dear Parents/Carers,

On behalf of the Governing Body of St. Francis' Roman Catholic Primary School I am pleased to present this Annual Report for the academic year 2024-2025

The purpose of this report is to give an update on the 2024-2025 academic school year. Statutory legislation means that we no longer have a duty to hold an annual face-to-face meeting with Parents/Carers. However, you have the right to request to meet with governors.

Further advice on how parents may go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>

The governors would like to thank Miss Langsdale and all school staff for their hard work and commitment to the school. The Governing Body is immensely grateful to all staff at St. Francis who continue to work tirelessly to provide the highest standards. Staff at St. Francis continue to work extremely hard to ensure a continuity in the learning and wellbeing of our children.

The school continues to make progress ensuring children have learning experiences that are current, relevant and engaging.

Governors visit the school to monitor quality of teaching and learning. Governors have opportunities to meet with learners who are very happy to talk with governors and give valuable feedback on school life.

As Chair of Governors, I would like to extend my thanks and appreciation to all children, parents/carers, staff members, Governors and members of the community that make our school successful. We will continue to work together for the good of our children, to ensure they receive the education and support that they all deserve. The children at St. Francis are a credit to the school and their parents/carers when are out in the community.

As Governors, we are representatives of the Archdiocese of Cardiff, the catholic community and local community.

As a governing body, we have a strategic role working collaboratively with the Headteacher and staff to ensure the school succeeds in providing good high-quality teaching and learning for all pupils and to continue to raise standards.

The work undertaken by Governors includes:

- Responsibility for the performance of the school
- Responsibility for school policies
- Responsibility for school admissions
- Responsibility for the appointment of all teaching and non-teaching staff apart from catering staff
- Advising and supporting the Headteacher and staff
- Helping to decide what is taught
- Ensuring the needs of all pupils are being met
- The Buildings, Health and Safety I and Wellbeing
- Determining and how school budget is spent to ensure money is spent wisely and make good use of resources.
- Reviewing and updating of any policies that require reviewing including The Admission policy as and when required throughout the year.

Governing body meetings and committee meetings have taken place face-to-face and on occasions virtually via Teams and secured in terms of confidentiality. Copies of the minutes are available on request.

We hope that you find the report informative.

If you do have any questions or require any further information, then please do not hesitate to contact us at the school.

Any correspondence should be addressed to: Chair of Governors marked "Private and Confidential" c/o St Francis RC Primary school.

Alex Kydd

Our Governing Body

Name	Category of Governor	Term of Office End Date
Miss M. Langsdale	Headteacher	
Mrs Alex Kydd	Foundation	31.08.29
Sister Ann Byrne	Foundation	31.08.29
Mr Matthew O'Brian	Foundation	31.08.29
Fr Solomon Ugwummadu	Foundation	31.08.29
Mrs Melanie Fegan	Parent	15.02.27
Mrs Irene Humphreys	Local Authority	31.08.29
Mrs Cathryn Wetherhead	Parent	
Mrs Natalie Philp	Staff	
Mrs Ann Williams	Teacher	
Mrs Pam Cotter	Clerk	

Staff List

Headteacher Miss Langsdale

Deputy Headteacher Mr Philp

Class	Teacher	TA
Nursery	Mrs Francombe	Mrs Hancock
Rec	Mrs Davies	Mrs Payne
Rec	Mrs Harding	Mrs Cooke
Year 1	Mr Windross	Ms Hicks
Year 1/2	Mrs Boyd	Mrs Stratton-Ross
Year 2	Miss Kennett	Mrs Mohammed
Year 3	Mrs Humphreys	Mrs Skinner
Year 3/4	Mr McConkey	
Year 4	Mrs Sim	
Year 5	Miss Mathias	Miss Stephanakis
Year 5	Miss Jones	
Year 6	Mrs Coray	
Year 6	Mrs D McHugh	
PPA	Mrs Dando Mrs A Price Mrs Coray Mrs Scott	

Foundation Phase Teaching Assistants

Mrs T Gauci

Key Stage 2 Teaching Assistants

Mrs P Edwards

Mrs C Hillberg

Miss N White

Mrs Thomas

Administration

Mrs S Canter

Miss Walsh

Estates Manager

Mr N Hillberg

School Aims and Vision

Vision Statement

At St. Francis Primary School, where together with Jesus we love and learn, we nurture all children and understand that success follows happiness. We provide our children with a curriculum that is inclusive, engaging, promotes Welsh culture, prepares them for the modern world and teaches them that they are to be valued and heard in school, in society and within the world at large. A curriculum that gives, shows and offers a child a vision for their future; a future where there are no barriers to what a child can achieve.

Datganiad Gweledigaeth

Yn Ysgol Gynradd Sant Ffransis, lle rydym ni, ynghyd ag Iesu, yn caru ac yn dysgu, rydym ni'n meithrin pob plentyn ac yn deall bod llwyddiant yn dilyn hapusrwydd. Rydym yn darparu cwricwlwm i'n plant sy'n gynhwysol, yn ymgysylltu, yn hyrwyddo diwylliant Cymru, yn eu paratoi ar gyfer y byd modern ac yn eu dysgu eu bod i'w gwerthfawrogi a'u clywed yn yr ysgol, yn y gymdeithas ac yn y byd yn gyffredinol. Cwricwlwm sy'n rhoi, yn dangos ac yn cynnig gweledigaeth i blentyn ar gyfer ei ddyfodol; dyfodol lle nad oes rhwystrau i'r hyn y gall plentyn ei gyflawni.

As a school community, we respect each other's individuality and ensure the development of skills and talents accordingly to pupils' age and ability.

We recognise the importance of basic skills and all staff throughout the school are responsible for improving basic skills across the curriculum

We aim to provide a broad and relevant curriculum, which centres on the teaching and practices of the Roman Catholic Church.

The school ensures that the religious dimension of the school will permeate all aspects of the Curriculum.

Our educational aims are to:-

- develop a sound knowledge of the Roman Catholic faith by helping to produce responsible individuals able to care for themselves and get on with others different from themselves, recognising that each has different individual needs;
- work with the Parish community of St Francis to help support each child's parents in leading their child along his/her personal faith journey;
- develop a religious and moral values, a respect for oneself and others, which informs everyday life and relationships, promoting appreciation of other races, friendliness, politeness, as well as respect for one's own property and the property of others and the school environment;
- help pupils to develop lively and enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills;
- provide opportunities for pupils to acquire skills which enable them to reach their maximum potential;
- help pupils to appreciate human achievements and aspirations in order to inspire their lives and encourage high aspirations in themselves;
- develop each child's creativity, literacy, numeracy, ICT and wider key skills
- evaluate our work and aims at regular intervals adapting them as necessary;
- help pupils to understand the world in which they live and their interdependence of individuals, groups and nation;
- foster mutual respect and understanding between all members of the school community and to develop positive relationships;

- ensure a seamless transition to Mary Immaculate High School.
- ensure a sensitive transition from Nursery to Early Years/Foundation Phase class.



Catholic Life of the School and Religious Education

The Religious dimension of the school permeates all aspects of school life. Children take part in Prayer and Liturgy each day. Staff lead assemblies each week and the Headteacher leads the gospel assembly each Monday. Class chaplains are involved in the preparation and planning of assemblies and Masses.



This year we have been a part of something very special with all the Cardiff and the Vale of Glamorgan Catholic Faith Schools! We received the specially created Pilgrim Staff from St Mary's RC Primary school in Canton on Wednesday 14th May. They travelled by foot from their school to ours and we received the Pilgrim Staff from them. We then joined together and enjoyed a worship assembly and thought about our hopes for the future. We really enjoyed this peaceful morning in our school.



On Friday 16th May we journeyed to Mary Immaculate High School to present them with the Pilgrim Staff. We were excited to walk there and it took us exactly 29 minutes! The weather was glorious and we were all in great spirits. We were welcomed by children and Lizzy the school Chaplain where we took part in a Worship Assembly, handed over the Staff, enjoyed a tour of the school, had a snack and drink and then walked back! The children behaved wonderfully and did themselves proud. They were so proud to be a part of something special during the Jubilee Year of Hope!



Each year Year 6 children attend the Year 6 leavers' Mass at St David's Metropolitan Cathedral. All the Catholic Primary School children in Cardiff attend.



Year 6 also celebrated their Leaving Mass at St Francis RC Parish with Fr Solomon.



Attendance

At St Francis we monitor attendance regularly. Our attendance is also monitored by school governors and the Local Authority. Attendance at school is extremely important for all pupils so that they can achieve as well as possible. Attendance is now part of safeguarding procedures. The government expectation is that attendance for each pupil should not fall below 95% and ideally should be 96% or above. If your child is unwell please contact the office otherwise the absence cannot be authorized. Pupils are encouraged to attend regularly and on time and arrive at school no later than 8:55a.m. The doors are open from 8:45 however the school day officially begins at 8:55.

School Session Times

The school has a part time Nursery.
The morning Session runs from 9am – 11:30am
The afternoon session: 12:30pm – 3:00pm

	Foundation Phase		Key Stage 2
8.55	School day begins Registration	8.55	School day begins Registration
9.10	Session 1	9.05	Session 1
		9.45	Session 2
10.30	BREAK TIME	10.45	BREAK TIME
10.45	Session 2	11.00	Session 2
12.00	LUNCH TIME	12.00	Session 3
		12.40	LUNCH TIME (12.40-1.20)
1.20	Registration Session 3	1.20	Registration Session 4
3.00	End of School Day	3.00	End of School Day

School Inset Days

Each year the school is allocated five In-Service Education and training days, known as INSET. Welsh Government has allocated a sixth inset day to support their commitment to the new curriculum.

01.09.25

02.09.25

24.10.25
 19.12.25
 23.02.25
 20.07.26

School Improvement

The head teacher works with all stakeholders to identify priorities, plan and action developments and to closely monitor outcomes. The Governing Body monitors school improvements priorities.

School Improvement Plan Targets for 2024-2025 were:

Priority	Priority Objective	Success Criteria
1	'To review and continue to refine approaches to assessment and progression to ensure high standards in teaching and learning'.	<ul style="list-style-type: none"> ● Children, by understanding their next steps, make progress. ● Staff understand where pupils are in their learning, where they need to go in their learning and what needs to be done for them to get there, taking account of any barriers to their learning ● Data analysis, of formal assessments including then National personalised tests, identifies trends over time, including gaps in provision ● Develop systems that successfully demonstrate progress over time.
2	To consider the needs of the whole school community including developing the school as an anti-racist community and continuing to support families in the local community.	<ul style="list-style-type: none"> ● All staff will be trained and be confident in dealing with racist incidents ● All teaching staff will be confident in including opportunities for anti-racist learning in their planning and approach ● The school environment will promote and celebrate our cultural diversity ● The development of learning resources (including books) to support the promotion of anti-racist attitudes ● Celebrations of the different cultures within our school community will be held throughout the year
3	To further develop excellent teaching and learning.	<ul style="list-style-type: none"> ● Teaching and Learning is consistently good across the school through the use of the Teaching and Learning Charter.

		<ul style="list-style-type: none"> ● The systems and strategies in place lead to consistently good/better teaching and learning, the quality of teaching has a positive impact on progress. ● Data shows that teaching and learning is consistently good, the quality of teaching has a positive impact on progress. ● To develop holistic and meaningful learning for all learners developing the three 'enablers', identified in the guidance https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/enabling-learning as: enabling adults, engaging experiences, effective environments.
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The School Curriculum

The new curriculum in Wales sets out the following four purposes

The Four Core Purposes are at the heart of everything we do ensure that all our children will be:

1. Ambitious capable learners, ready to learn throughout their lives
2. Enterprising creative contributors, ready to play a full part in life and work
3. Ethical, informed citizens of Wales and the world; and
4. Healthy, confident individuals, ready to lead fulfilling lives as valued members of society

The children, parents, staff, governors and community, work together to create a happy, stimulating, inspirational and safe environment in which all children are motivated and encouraged to become independent learners, capable of achieving the success they deserve. We aim to encourage the moral, social, intellectual, emotional and cultural development of each and every child. For this to happen, we realise that our children must be valued and given the respect they deserve. They are encouraged to take responsibility for their own actions, to be tolerant of others and to care for the environment in which they live. We recognise that we are all individuals who learn in different ways, therefore teaching and learning will be of a high standard involving a variety of approaches, ensuring everyone reaches their full potential, including vulnerable groups.



Maths workshop



Maths workshop



I.T. workshop



I.T. workshop



Admissions

St Francis R.C. Primary School is a Voluntary Aided School. The Governing Body of St. Francis RC Primary School is the Admissions Authority for this school. The Admission number is 55 children. This Admission number applies to the Reception year and every other year in the school. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between the 1st September and 31st August of that academic year.



Oversubscription Criteria for Admission.

1. Baptised Catholic looked after children and previously looked after children.
2. Baptised Catholic children living in St. Francis' Parish and St Clare's Parish, Ely.
3. Baptised Catholic children of neighbouring parishes.

Confirmation of Baptism will be required in each of the above categories.

4. Looked After Children and previously Looked After Children of other Christian or Non-Christian faiths.
5. Children from other Christian faiths whose parents wish them to have a Catholic education. Each application should be supported by a letter or evidence of practice of worship from their religious leader.
6. Non-Christian children whose parents wish them to be educated in a Catholic School.

Provision for Toilets

The school has enough toilet facilities for the children in both buildings.

Identifying and supporting pupils with additional learning needs (ALN)

The school's ALNCo (Additional Learning Needs Co-ordinator) is Mr Philp. If you have a concern about your child's learning or development you should initially speak to their class teacher. The teacher may suggest a further meeting with the ALNCo should it be deemed necessary. This may lead to additional support or an intervention.

Transition to Mary Immaculate High School

There are many opportunities to support children transferring to Mary Immaculate High School. There is an Open Evening for parents and children. A programme of activities is in place for Year 5 and Year 6 pupils to help ensure a smooth transition.

Finance

Financial Statement April 2024 - March 2025 is available on request from the school office.

Financial Report: The schools finances are balanced. The budget is kept under scrutiny to ensure effective use of the limited available resources is made. The school has a Finance Officer who we work closely with to ensure spending is balanced appropriately. The Finance Committee meet before every Governor Meeting to discuss the current finances and to plan future spending to ensure value for money.

Full details of the Income and Expenditure can be made available if required. If you do wish to see a copy please contact the school office who will help as required.

Communication with Parents

- Newsletters inform parents and carers of general school information and celebrate the successes of the week. This is available on the school website and is also sent via the Group Ed App
- The Group Ed App is our main form of communication with parents. Please download this using the following method if you have not done so already. This is a quick and effective method of communication.
- The school website has been updated and revamped. This is an important means of communication.
- Parental questionnaires are distributed on occasions to gain views and opinions.

Reading

Reading takes a high priority in the school. Home/school reading is embedded and classrooms include areas to encourage children to pick up a book. Older children who are Reading Buddies support younger children and read them stories.



Our Learning Journey
World Book Day 2025

Year 2/3 had a wonderful World Book Day. We wrote and decorated invitations and invited Year 5 to our 'Starbooks'. We were very excited when they came down to read with us, have a milkshake and a chocolate cupcake. We used our knowledge of money to pay Year 5 for our cupcakes and it was really fun having them come into our classroom.

Year 5 loved their 'Starbooks,' cafe experience! We were so pleased to receive our invitations to read with our friends in Year 2 and Year 2/3! Thank you for inviting us!

There were lots of fabulous costumes in both Year 5 classes! I loved hearing about all of their favourite books and recommendations!


El's with Daisy

A collage of photos from the World Book Day event. It includes a large photo of a group of children in costumes sitting on the floor, several smaller circular photos of children reading, and photos of children in costumes holding up their 'Starbooks'.

Welsh



Welsh Language development is very important at St Francis. In 2024 we proudly received a Silver Award Siarter Iaith (Welsh Charter) Award. This award demonstrates that the children and staff in St Francis RC Primary love to use the Welsh language and learn about Welsh traditions, culture and history.

St David's Day
Dydd Dewi Sant 2025



So proud of Year 3H - We had 19 very different, clever, unique home-school competition entries! From a Google Slides presentation to caking baking we had it all. The staff found it an impossible task to choose 3 winners! **Ardderchog pawb!** They all sang 'Y Gwch' beautifully for the Eistedfodd performance.

Year 6 Competitions
For our handwriting competition we wrote the Welsh National Anthem 'Hen Wlad fy Nhadau'. For our art competition we made pencil shaded Celtic crosses. We made some beautiful home-school competition entries which included cakes, a handmade book and information pages on Wales.



Ei'n taith Ddraig

Sporting, Physical Activities and After School Clubs

The Governing Body recognises and thanks the school staff who devote their time to offer after school activities.

During the school day pupils take part in a variety of physical activities. These include: Forest School Sessions, Cycling Proficiency Lessons for Year 6, and Sports transition events for Year 5 and Year 6 at Mary Immaculate High School. Many physical activities are combined with outdoor learning opportunities. Year 1 and 2 Pedestrian Training was successful the programme leader complemented the children on their learning and behaviour.



Storey Arms Visit

Year 6 children enjoyed a busy few days at Storey Arms. The activities enabled the children to develop a range of skills including team building, resilience and independence. The children took part in caving, canoeing and gauge walking. The staff praised the Year 6 children who went saying they were excellent. Thank you to Mr Philp, Mrs McHugh, Mrs Coray and Mr Windross and Miss Mathias for taking the children.

Expressive Arts

The curriculum is designed to enable children to experience expressive arts and support them in the development of all their talents and gifts.



This year we performed The Lion King which was a huge success.



The school also has a choir which participates at many events and also sings for the local community.

Eisteddfod 2025

An enjoyable day was had by all. The children and staff dressed up in Welsh costumes etc. There were performance and certificate for the Art, handwriting and Crown poem. The day culminated with the crowing of the *Bard* and the Welsh National Anthem. Thank you to parents and staff for supporting the children with this. Thank you to Mrs Price for the organisation of the day.

Parents and the community

We very much value the contribution of parents and the community. The whole school community works hard to fund raise and support a variety of charities including CAFOD which we raised £117.25, Cardiff Food Bank, Children in Need £96.00 and The Royal British Legion £239.00.



Harvest Celebration

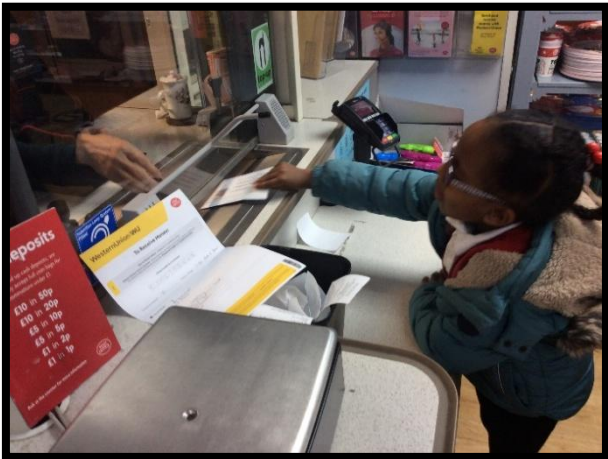


Family Thrive groups continue to take place working with parents and children together.

Easter Bonnet making in Foundation Phase was a huge success. Families were invited in to work alongside their children while making Easter bonnets.

The school also benefits from the continued support of the 'Friends of St Francis', a group of parents who support our school through fun activities and fund-raising events.

Thank you to businesses in the local community for your support this year.



School Prospectus

The school prospectus is updated annually (or when required) to reflect changes in staffing, to the curriculum and school policies. Copies of the prospectus are given to the parents of all new pupils at the school. Paper copies are available from the school office upon request or on the school website.

School Term Dates 2025-2026

AUTUMN TERM

Starts: Monday 1 September 2025 INSET DAY

Tuesday 2 September 2025 INSET DAY

Pupils start Wednesday 3 September 2025

Half term: Monday 27 October 2025 to Friday 31 October 2025

Ends: Friday 19 December 2025

SPRING TERM

Starts: Monday 5 January 2026

Half term: Monday 16 February 2026 to Friday 20 February 2026

Ends: Friday 27 March 2026

SUMMER TERM

Starts: Monday 13 April 2026

Half term: Monday 25 May 2026 to Friday 29 May 2026

Ends: Monday 20 July 2026 INSET DAY

School Term Dates 2026-2027

AUTUMN TERM

Starts:

Half term: Monday October to Friday November

Ends: Friday December 2026

SPRING TERM

Starts: Monday January 2027

Half term: Monday February 2027 to Friday February 2027

Ends: Friday April 2027

SUMMER TERM

Starts: Monday April 2027

Half term: Monday May 2027 to Friday May 2027

Ends: Monday July 2027 INSET DAY