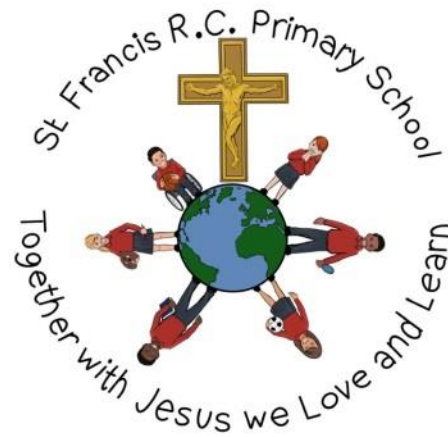


# St Francis R.C. Primary School



**“Together with Jesus we love and learn.”**  
**“Ynghyd â Iesu wrth ein bodd a dysgu.”**

## School Prospectus

**Ysgol Gynradd Francis Sant**  
**2022 - 2023**

## Contact Details

**Headteacher: Miss M. Langsdale**

**Address: Wilson Road, Ely, Cardiff, CF5 4JL**

**Telephone: 02920 591666**

**E mail: [stfrancisprm@cardiff.gov.uk](mailto:stfrancisprm@cardiff.gov.uk)**

**School website: <https://www.stfrancisprm.cardiff.sch.uk/>**

**Chairperson of the Governing Body: Mrs Alex Kydd**

*St. Francis is a Voluntary Aided Catholic Primary School in the Archdiocese of Cardiff in which Religious Education is at the heart of the curriculum. It is in the trusteeship of the Archdiocese of Cardiff.*

*The school is directed by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.*

Welcome to St Francis Primary School  
"Together with Jesus we love and learn."

This Prospectus has been designed to give you a flavour of our school and help you decide whether St Francis is the best place for your child to learn, develop and grow. We understand that choosing the right school for your child is one of the most important decisions you will make and access to all the necessary information is essential to help you make the right choice.

The school's Roman Catholic character is central to our ethos, as is summed up by our school mission statement –We have close links to local parishes and the teachings of the Catholic Church underpin everything we do here. Our aim is to help our children grow

into well-adjusted, caring, responsible and compassionate world citizens.

Happy reading - I hope you find our school prospectus helpful.

If you have any questions please do not hesitate to contact us. You are very welcome to visit our school at any time, by prior arrangement.

We look forward to welcoming you to our school and to a happy and successful partnership with all our new children and families.

**“To educate the young  
is to transform the world.”**

Juan de Bonifácio SJ (c.153-1606)



## The School's History

St Francis is a Voluntary Aided Catholic Primary School situated in Ely, Cardiff.

The school was opened on 3<sup>rd</sup> October 1927 followed in 1929 with a separate Infant school. In 2005 the Governing Body decided to amalgamate the two schools creating St Francis R.C Primary School.

## Our School Today

Our school is situated in Ely which is a district and community in western Cardiff. The school is set within a large area of housing with a Recreation Ground and Plymouth Woods to the north. The school is split into two buildings: Foundation phase and Key Stage Two (KS2). The building is a mixture of modern and traditional with a self-contained nursery and Flying Start.

Our pupils play an active part in helping. We have an active School Council and an Eco School Committee.

## **Our Patron Saint: Saint Francis - Feast day: October 4<sup>th</sup>**

St Francis was born in Assisi, Italy in 1182. His life was privileged being the son of a wealthy cloth merchant. Francis loved learning and education. He often sang and wrote the words to the prayer 'Make me a channel of your peace' which we often sing in school.

When Francis grew up he got involved in a battle. During the battle St Francis was captured and taken prisoner. He was held prisoner in a dungeon for a year before his father paid the ransom and he was set free.

Over the next few years St Francis had many visions from God that changed his life. It was while praying in church that Francis heard God tell him to "repair my church, which is falling in ruins."

St Francis gave all his money to the church. His father became very angry with him. St Francis then left his father's home and took a vow of poverty.

As St Francis lived his life of poverty and preached to people about the life of Jesus Christ, people began to follow him. He had one basic rule in life which was "To follow the teachings of our Lord Jesus Christ and to walk in his footsteps".

St Francis was a devoted follower of the Catholic Church. He and his followers travelled to Rome to get the approval for their religious Order from the pope who understood their vow of poverty and blessed the Order.

St Francis was known for his love of nature and animals. There are many stories about Saint Francis and his preaching to animals. It is said that one day he was talking to some birds when they began to sing together. Then they flew into the sky and formed the sign of a cross.

It was also said that St Francis could tame wild animals. One story tells of a vicious wolf in the town of Gubbio that was killing people and sheep. The people of the town were frightened and didn't know what to do. Francis went to the town to confront the wolf. At first the wolf growled at Francis and prepared to attack him. However, Francis made the sign of the cross and told the wolf not to hurt anyone else. The wolf then became tame and the town was safe.

St Francis died in 1226. He was declared a saint of the Catholic Church only two years after his death.



## Our Mission Statement

**"Together with Jesus we love and learn."**



The school has a vibrant Catholic ethos, which is at the heart of everything that we do. Christ is the reason for this school, the unseen but present teacher in its classes, the model for its children and the inspiration for its staff.

It is as a friend for life that children come to know Him here, meeting Him in liturgy, trusting Him in prayer and guided by Him in learning.

We follow Christ's example, giving respect and care to everyone in our school, our parishes and the wider community. We recognise that we are all created in the image and likeness of God, each a unique person equal in the eyes of a loving and forgiving Father.

## Our 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.*

**Our Parish Priest is Fr David O Donnell**

**Tel: 02920 591503**

## School Aims

***"Schooling has been, and remains, an important part of the mission of the Church.***

***The aims of our schools are to help everyone within the school community to grow in faith; to make the most of every ability they have been given; to achieve academic excellence and to prepare well for adult life in a modern and diverse society."***

***(Catholic Bishops Conference of England and Wales 2007)***

**St Francis is a school where we actively promote the academic, moral, spiritual, cultural and physical development of every child. We strive to provide a stimulating, safe learning environment within a happy and well-ordered school community where all children's achievements are recognised and valued.**

Develop a sound knowledge of the Catholic faith by helping to produce responsible individuals able to care for themselves and get on with others different from themselves, recognizing that each has different individual needs.

We aim to develop good relationships with the Governing Body, St Francis Parish, the local community, home and support services, in order to meet the children's needs and educational requirements.

Develop 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 a respect for one's own property, the property of others and the school environment.

We wish to give children the confidence and ability to question and apply themselves to situations, to tackle and solve problems with flexibility and openness of mind to meet challenges. Make judgements and encourage them to reach their full potential; in all they do.

We wish to give children a sense of enjoyment and pride in their achievements, a positive self-image, respect and dignity and real aspirations to achieve their goals.

Encourage pupils to appreciate human achievements and aspirations in order to inspire their lives and encourage high aspirations in themselves.

Develop the child's knowledge, skills and understanding across all areas of the curriculum.

Evaluate our work and aims at regular intervals adapting as necessary to identify the training needs of all staff.

Help each child to know and understand the world in which they live, with special reference to Wales, Welsh culture and language.

Maintain and further develop links with Mary Immaculate High School.

## Our Values

As a Catholic School in the Archdiocese of Cardiff, we have embraced the Catholic Schools' Pupil Profile, which teaches the children a set of eight pairs of virtues to be internalised and cultivated - enabling them to grow in wholeness as fully rounded individuals in the image of God.

The pairs of virtues are:

- ❖ Grateful and generous
- ❖ Attentive and discerning
- ❖ Compassionate and loving
- ❖ Faith-filled and hopeful
- ❖ Eloquent and truthful
- ❖ Learned and wise
- ❖ Curious and active
- ❖ Intentional and prophetic



## At St Francis, the children are growing to be:

- ❖ **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, now and in the future.
- ❖ **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- ❖ **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- ❖ **Faith-filled** in their beliefs and **hopeful** for the future.
- ❖ **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- ❖ **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- ❖ **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- ❖ **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

### School Term Dates 2022-2023

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn Term	Wednesday 05.09.22	Monday 31.10.22	Friday 04.11.22	Friday 23.12.22
Spring Term	Monday 09.01.23	Monday 20.02.23	Friday 24.02.23	Friday 31.03.23
Summer Term	Monday 17.04.23	Monday 29.05.23	Friday 02.06.23	Monday 24.07.23

## School Term Dates 2023-2024

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn Term	Starts: Monday 4 September 2023	Monday 30 October 2023	Friday 3 November 2023	Friday 22 December 2023
Spring Term	Monday 8 January 2024	Monday 12 February 2024	Friday 16 February 2024	Friday 22 March 2024
Summer Term	Monday 8 April 2024	Monday 27 May 2024	Friday 31 May 2024	Monday 22 July 2024

## The Governing Body

All schools have governing bodies made up of different categories of governors. All Catholic school governing bodies are made up of foundation governors and also include parent governors, staff governors, the head teacher (or equivalent) and local authority governors.

The main role of the governing body is to operate at a strategic level, leaving the head teacher and senior school leaders responsible and accountable to the governing body for the operational day-to-day running of the school. As such, the three core functions of the governing body are:

- i. Ensuring clarity of the Catholic vision, ethos and strategic direction;
- ii. Holding the head teacher to account for the educational performance and Catholic character of the school and its pupils; and
- iii. Overseeing the financial performance of the school and making sure its money is well spent.

Foundation governors are specifically appointed by the Bishop to ensure the preservation and development of the school's Catholic character, to ensure that the school is being conducted as a Catholic school, and to represent the Bishop's education policy to the governing body. However, *all* categories of governor in a Catholic school are required to preserve and develop the Catholic character of the school in addition to their other legal duties. Foundation governors always outnumber all other governors by at least two ensuring a majority vote where matters of particular Catholic importance arise.

## Our Governing Body

Name	Category of Governor	Term of Office End Date
Miss M. Langsdale	Headteacher	
Mrs Alex Kydd	Foundation	31.08.25
Sister Ann Byrne	Foundation	31.08.25
Mr Matthew O'Brian	Foundation	31.08.25
Mrs Patricia Murphy	Foundation	31.08.25
Mrs Irene Humphreys	Local Authority	26/05/24
Mrs Charlene Smith	Parent	22/02/26
Mrs Theresa Bray-Ellis	Parent	28/11/22
Mrs Kathleen Hillberg	Staff	06/06/25
Mr David Boyd	Teacher	01/05/25
Mrs Sharon Canter	Clerk	

## Teaching Staff Deployment 2022 / 2023

Name	Accountability/ Responsibility	Class
Miss Langsdale	Headteacher Strategic Leadership Finance Buildings Governing Body Teaching and Learning Performance Management Lead DSP - Designated Safeguarding Person Performance Management	Non-Teaching
Mr Philp	Deputy Headteacher ALNCO and inclusion Leader for Nurture Forest Schools Teaching and Learning Performance Management Deputy Lead Designated Safeguarding Person Line Manager TAs	Non-Teaching
Mrs McHugh	KS2 Leader (SLT) Leader for Learning Mathematics and Numeracy Leader Designated Safeguarding Person Performance Management	Year 6

Mrs Coray	Humanities AOLE Coordinator P.E	Year 6
Mrs Dando	IT Curriculum Coordinator International Links Rights Respecting School School Ambassadors	Year 5
Mr Boyd	DCF Coordinator Assessment Educational Visits Co-ordinator MAT Leader	Year 4/5
Mrs Sim	Leader for Languages, Literacy and Communication AOLE (SLT) Acting NQT Mentor	Year 4
Mrs Price	Welsh Coordinator KS2 Siarter Iaith Curriculum Cymraeg	Year 3/4
Miss Mathias	NQT	Year 3
Mrs Williams	Expressive Arts AOLE Coordinator Families Connect Co-ordinator Family Engagement DSP	Year 2
Mr Windross	Science and D.T Coordinator Healthy Schools Eco Council	Year 1/2
Miss Brenchley	Support for Welsh Coordinator FP	Year 1
Miss Kennett	Thinking Skills	Reception
Mrs Humphreys	Religious Education Coordinator Foundation Phase Leader – Acting (SLT)	Reception
Miss Williams	Nursery Co-ordinator Thinking Skills	Nursery

### Teaching Assistants

- Ms T. Gauci
- Ms P. Edwards
- Mrs C. Hillberg
- Mrs M. Skinner
- Miss R. Thorne
- Ms N. White
- Mrs T. Bray Ellis
- Mrs A Cooke
- Mrs A. Stratton Ross
- Mrs L. Payne

**Administration:** Mrs S Cantor

**Caretaker** Mr Hillberg

## THE SCHOOL DAY

**The school has a part time Nursery.  
The school day runs from 8:55am – 3:00pm**

## Our Curriculum Policy

The Governors of St Francis R.C Primary School acknowledge the revised Curriculum Policy of the Cardiff Education Authority, which states: “In both its content and delivery, the curriculum should reject discrimination against pupils on grounds of sex, race, religion and colour

The curriculum must be “Broad, Balanced, Relevant and Differentiated” for each child.

The Governing Body of St Francis is dedicated to a policy of Equal Opportunities for all children.

Under Section 2 of the Educational Reform Act 1988, the curriculum at the School will comprise of a basic curriculum, which includes Religious Education for all pupils regardless of age, and of the National Curriculum.

St Francis committed to working towards race, gender and disability equality, and to the creation of an inclusive culture in which every individual, regardless of ability and background, is enabled to participate and is valued as a member of the school community. We therefore promote positive approaches to difference and foster respect for people of all cultural backgrounds. Stereotyped ways of thinking may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the community, and through this involvement aims to provide positive images, which challenge stereotyped thinking

The school is opposed to all forms of prejudice and discrimination, whether based on race, gender. We recognise that British and Welsh society is made of up people from many different racial, cultural, religious and linguistic backgrounds.

It is important that all pupils be prepared to live in such a diverse society. For a full copy of the Equal Opportunities policy, together with any other school policy, please contact the school office. Any complaints concerning the curriculum should be referred in the first instance to the Head Teacher.

## THE CURRICULUM, EDUCATIONAL ORGANISATION AND TEACHING METHODS AT THE SCHOOL

St Francis is a large school which is split over two buildings, Foundation Phase and Key Stage Two. In total there are 12 classes plus the Nursery. The Majority of year groups have two classes.

The school currently has two mixed age classes.

Teachers work together to plan lessons. Lessons are differentiated to ensure that tasks meet the needs

of all learners. A range of teaching approaches are used from class based to small group teaching. The grouping of children in all classes is flexible with children working in mixed ability or ability groups depending on the task, subject or particular needs of the learners. Children requiring additional help may receive this through intervention programmes either within the classroom or via withdrawal.

We aim to offer an exciting curriculum, which inspires all of our children and staff to achieve their full potential. It is our aim to foster and encourage children to be highly motivated, have thirst for knowledge, a love of learning and most importantly to have confidence in them and what they can achieve.

### **A New Curriculum for Wales!**

This is an exciting time for the young people of Wales. A brand new Curriculum for Wales is on its way, designed to enthuse learners aged 3 to 16 and give them the foundations they need to succeed in an ever-changing world.

The New Curriculum has more emphasis on equipping young people for life. It builds their ability to learn new skills and apply their knowledge more confidently and creatively. As the world changes, they will be more able to adapt positively. They will also get a deeper understanding of how to thrive in an increasingly digital world, developing digital skills across the curriculum to prepare them for the opportunities and risks that an online world presents.

### **The purpose of the New Curriculum is to support our children and young people to achieve 4 Core Purposes, which are:**

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

### **It has six 'Areas of Learning and Experience (AoLE)':**

- Expressive arts
- Health and well-being
- Humanities (including RE)
- Languages, literacy and communication (including Welsh)
- Mathematics and numeracy
- Science and technology

### **It includes three Cross-Curricular Responsibilities:**

- Literacy
- Numeracy
- Digital Competence



The New Curriculum arrangements give more flexibility to schools to design their own curriculum that meets the specific needs of their pupils and their wider community.

Our school community is always prepared to embrace new initiatives, which will assist in our aims.

We seek to achieve this through a curriculum that:

- delivers statutory requirements.
- is both 'literacy rich' and 'numeracy rich'

- has highly effective interventions to support and challenge all learners
- supports environmental sustainability and global citizenship
- teaches and celebrates our Welsh heritage
- teaches respect for other religions and cultures
- is based on a wide range of inspiring topics and educational visits

Lessons teach or build upon the Literacy and Numeracy framework skills, which ensure literacy, and numeracy is taught across all curriculum areas. Teachers plan activities to develop these skills through subjects, which are taught discretely, and through carefully planned Contexts for Learning. These contexts for learning offer opportunities for children to apply their skills across the curriculum. This is the approach that “Successful Futures” and the New Curriculum bring to learning and teaching in Wales. In addition, as in the Foundation Phase, the Key Stage 2 curriculum has the National Literacy, numeracy, and digital Competency Frameworks woven into the Key Stage 2 subjects. Staff will plan regular opportunities for children to apply their skills in literacy, numeracy, and DCF across the curriculum. Pupils may be taught as a whole class group, in small groups or work independently.

St Francis Catholic Primary School is an English Medium school however; we are proud of our Welsh roots and take every opportunity to celebrate our heritage. We use incidental Welsh around the school at every opportunity and encourage pupils to use Welsh phrases in lessons and on the playground. We also incorporate Welsh heritage in our learning topics e.g. pupils in year 6 enjoy an annual visit to Storey Arms and we hold our own annual Eisteddfod.

### Religious Education (RE) and Collective Worship

Religious faith and practice has a high profile both in the school as a community and through the curriculum. Because St. Francis is a Catholic school there is a particular focus on the Christian faith, but we also recognise the value and richness of a multi-faith community and endeavor to draw upon this community in order to promote a positive school environment.

Religious Education is at the heart of our curriculum. We follow the Come and See Religious Education curriculum scheme recommended by the Archdiocese of Cardiff. During each term, the children study the same themes throughout the school but at different levels, based on age. The themes studied give each child an opportunity to relate what they find out about the Catholic faith to their own feelings and encourages an atmosphere of respect and reflection. Our programme mainly focuses on Christianity; however, we also study and visit other world faiths to promote tolerance and mutual respect.



The school holds collective worship regularly throughout the week; through school assemblies as well as in class. There is a class assembly weekly with a religious theme and our Parish priest celebrates year group and whole school Masses. Teachers and children take part prayer services in their classrooms. This liturgy happens both in school and in St Francis church. The children are involved in preparing these celebrations themselves and parents/carers are warmly invited to attend and share the

children's work and worship with them. The children also attend St. Francis church to participate in special liturgies throughout the school year and again parents/carers are invited to attend these services.

### Maranatha, Come Lord Jesus

**Christian Meditation** has been introduced as daily practice within the school from Nursery to Year 6, with staff regularly practicing as well. Through Christian Meditation, children and staff meditate upon the Aramaic word 'Maranatha' which translates as 'Come Lord Jesus'. Teachers and children like to have a Christian Meditation session after lunch at the start of the afternoon session. The session gives the children the opportunity to spend a few moments of silence with God.

All teachers have attended a Christian Meditation Inset, furthering their understanding and expertise in delivering meditation sessions, which fully supports children in developing their Spiritual development.

### Cwricwlwm Cymreig

We believe that it is important that the opportunity to learn about and experience the traditions and aspects of Welsh life is an essential part of the curriculum in St Francis. We have an annual Eisteddfod on St David's day where there is an opportunity to compete and perform. Competitions include poetry, handwriting, art and models. All classes perform a traditional Welsh poem, song, drama or dance to celebrate our Patron Saint's day. Our Eisteddfod culminates with the 'Chairing of the Bard.'



## World of Work

Throughout both the Foundation Phase and Key Stage 2, the children are exposed to as different types of jobs.

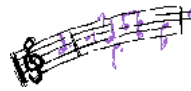
- Visit by the school nurse, fire brigade and police
- Visits- to explain their jobs- when the topic in Religion is ‘Special People’ or ‘Vocation and Commitment’.
- Dental visit
- Library visit



## Enrichment

In order to enhance the children’s learning increasing use is made of I.T. and fieldwork, visitors to the school, theatre companies and workshops. Learning takes place in a stimulating environment supported by a variety of experiences, which include...

- Peripatetic Music Lessons
- Visits
- Residential Visits
- Themed Curriculum Days and Weeks
- Links with Mary Immaculate High School
- 



## Themed Weeks

Children thoroughly enjoy taking part in a range of activities and visits during our school themed weeks each year eg. Healthy and Fit week, Science Week, Art Week, Black History week... Our themed weeks are based around current events and topics of interest (such as the World Cup) and the children are encouraged to practice their investigative skills to further their knowledge.

## Learners who speak English as an Additional Language (EAL)

Many children at St Francis speak English as an additional language. These children are offered extra support, if it is needed, from our EAL teacher who works with them in small groups or in class alongside the class teacher. The staff are experienced in planning and delivering lessons specifically designed to develop spoken and written English.

## **More Able and Talented Learners**

The term 'More Able and Talented' (MAT) is used to describe those pupils requiring opportunities for enrichment and extension that may go beyond those provided for the general cohort of pupils. More Able pupils will be set challenging activities in class on a daily basis. School also networks with other schools for MAT pupils to attend events eg More Able Writers Day, More Able Mathematicians Days.

The term 'more able and talented' encompasses pupils who are more able across the curriculum as well as those who show talent in one or more specific areas.

## **Learners with Additional Educational Needs**

Children with Additional Learning Needs have different strengths and abilities. Some pupils show academic ability early and need to be encouraged and appropriately challenged. Others need more time or assistance to develop their skills across the curriculum. We work hard to identify these children and to make appropriate provision for them in line with our Additional Learning Needs Policy. This incorporates the statutory Additional Learning Needs Code of Practice 2021 and aims to provide equal access to the curriculum for all children.

Account is taken of individual needs through appropriate differentiation of the curriculum both in the classroom and where appropriate, in an individual or small group situation. We stress the importance of involving parents at every level of their children's education and of identifying a child's additional needs at an early stage. In liaison with parents, the class teacher and the ALNCo (Additional Learning Needs Coordinator) work to devise individual development plans, (IDPs), where appropriate. Further funding is used to employ the services of specialist members of the Pupil Support Services, e.g. Educational Psychologists and specialist teachers.

The admission to school of children with additional educational needs is arranged with parents, in full consultation with the Headteacher and with the support of services provided by the Local Education Authority. We seek to ensure that all children with additional learning needs are fully integrated into the academic and social life of the school.

## **Provision for Pupils with Disabilities**

In keeping with its mission as a Catholic school, the governors of St Francis RC Primary apply the school's admissions criteria in a way, which aims to avoid any discrimination, whether intentional or otherwise, to applicants with disabilities.

In essence, children with disabilities are very much welcomed to St Francis as long as the school has the necessary resources to enable them to benefit fully from the school's provision. In some, hopefully rare, cases, it may be to the pupil's advantage to benefit from the specialist provision elsewhere. A disability, which inhibits mobility can usually, be managed at St Francis.

Due to our level site, the school grounds are accessible. The school is modified to enable access for the disabled, e.g. ramps to external doors, handrails where needed and disabled

toilet facilities suitable for adults and children.

### **Children Looked After in the Care of the Local Authority**

Children who are Looked After in the care of the Local Authority have priority in their applications at St Francis. The progress of looked-after children, both educationally and in their wellbeing and social progress, is carefully monitored by the designated member of staff.

The school works closely with all those involved in the care and welfare of looked-after children, such as attending strategy meetings, PEP (Personal Education Plan) Reviews, LAC Reviews and following PEPs, and plans specific provision for these pupils, as identified and needed.

### **Sport**

There is a wide range of sports activities undertaken during the year where children represent the school. These include rugby, football, netball, athletics, multi sports, dance and gymnastics.

Children have the opportunity to take part in after school clubs and are on occasions chosen to represent the school in tournaments and competitions.

All pupils have access to sport through the curriculum with PE and games lessons being taught weekly. Classes also take part in a jog around the playground a few times each week using a course based on the daily mile.

### **Equalities**

Staff at St Francis understand the importance of creating an inclusive community in which every person is treated with dignity and respect and appropriately to their individual circumstances, irrespective of their age, gender, disability, sexual orientation or gender reassignment, language, race, religion or belief. This includes respect for a person's religious or non-religious beliefs. Our Equalities policy is available on our web site.

St Francis is a multi-cultural school with richness of diversity. The school celebrates and values this diversity and aims to create an environment where the religious and non-religious beliefs of all its pupils and employees are respected.

### **Child Protection**

The safety and protection of children is extremely important. We have in place robust procedures to ensure that we meet our responsibilities for safeguarding children from harm. These policies, including the Safe Guarding Policies and Anti Bullying Policy available on the school website.

The school's Child Protection Officer is Miss Langsdale; the Deputy Child Protection Officer is Mr Philp. The school Child Protection Policy, available on our web site clearly explains the responsibility of the Child Protection Officers to make referrals and share information with other agencies to safeguard children.

### **A summary of the charging and remission policy determined by the Governing Body.**

The provision of the 1988 Education Reform Act recognizes the principle of free school education for all, but also permits the Local Authority, and hence schools, to charge for optional extras which are provided out of school hours. In order to allow schools to make available as broad and balanced and varied an education as possible within the limits set out under the National Curriculum, schools may request parents to make voluntary contributions. No pupil, however, will be penalized because of financial difficulties. Equality of opportunity applies to all.

The Governing Body of the School recognises that legislation prohibits charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the National Curriculum.
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- Transport provided in connection with an educational visit which is part of the National Curriculum.

#### **Schools and local authorities may charge for:**

- music tuition, in limited circumstances;
- optional extras;
- any materials, books, instruments or equipment, where the child's parent wishes for him / her or the child to own them.

The Governing Body may charge for activities outside school session time. All charges or requests for voluntary contributions must comply with the law.

The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure. Parents must be aware that if sufficient donations are not received the activity will be cancelled.

## Education during school hours

Where an activity is part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities, and transport to swimming or other sports facilities.

No charge will be made for materials to be used in lessons, although a charge may be levied if parents have indicated in advance that they wish to own a finished article. Any charge will not exceed the cost of materials. The parent must know the charge for the product in advance. Alternatively, the parent may be required to provide the materials in question.

The only area of school curricular provision for which a charge may be made is instrumental music tuition for individual pupils or pupils in groups of up to four where that tuition does not form part of the National Curriculum or of a public examination syllabus being followed by a pupil.

## Promoting Good Behaviour

Our behaviour policy is rooted in our Mission Statement:

**“Together with Jesus we love and learn.”**

**“Ynghyd â Iesu wrth ein bodd a dysgu.”**

Good behaviour is concerned with making positive choices. We believe that every child is responsible for their own behavior, as a Christian community we support the children by teaching the skills necessary to make positive choices.

Our PSD/ PSDWCD curriculum supports the development of skills, which raise self-esteem and help to develop positive attitudes. These skills develop self-discipline and ultimately to take responsibility for their actions. We believe that the best way to encourage good standards of behaviour in our school is to define a clear code of conduct. We all have a right to respect, a right to learn and a right to be safe and happy which forms the basis of our school rules.



All who work in the school take responsibility for developing high standards of behaviour at all times and they aim to develop a positive ethos to support our pupils. Christian living is based on care and respect for one another and Christ himself gave us the example of how to behave. Making good choices is a fundamental part of our Christian lives.

Our behaviour policy emphasises:

- the creation of a relaxed environment where friendly relationships can flourish
- encouragement of the children to value each person's individuality
- the development of co-operation, honesty, empathy, tolerance and forgiveness
- the promotion in pupils of self-respect and respect of others

Good behaviour at St Francis is understood as that which conforms to reasonable expectations and requirements. It is based upon mutual respect for the needs and aspirations of all in the school and upon care for the school environment. Emphasis is placed upon praise and reward for such good behaviour.

Children are expected to treat all members of the school community with courtesy and respect, ensure that they come equipped for the day and are always punctual and polite.

### **Good to be Green**

Children also follow the 'Good to be Green' behaviour scheme. The 'Good to be Green' scheme is an effective way of promoting positive behaviour, rewarding those pupils who consistently behave appropriately, and is a means of being able to track those pupils who find it harder to meet the school's expected behaviour code. The scheme is very visual, with child friendly resources which allow our pupils to easily see how they are doing in class. We believe that it is important to promote a positive message regarding behaviour management at all times- 'Good to be Green' is a means of promoting our high expectations of positive behaviour. If a child has had a bad day, they can start afresh the following day.

The class teacher has responsibility for the pastoral care of children. If parents have any worries regarding their child's behaviour or emotional well-being, they are encouraged to contact either the Class Teacher or Headteacher. Minor disputes between children are dealt with in school. If problems persist parents are informed verbally by the classteacher or in writing by the Headteacher.

Parents are invited to the school to discuss a way forward. Behaviour books, contracts etc are set up to encourage good behaviour, parental support for these programmes is expected.

Parents may be asked to remove their children from the school at lunchtime or from Breakfast Club if the child misbehaves during this time and does not respond to warnings. Exclusion, with Governors approval after written warnings, is the last resort. Children will be provided with a meal to take home if the need for this arises.

### **Newsletter**

Our weekly school newsletter includes information about the school and its daily life. These can be found on our school website and also go out via Schoop each week.

If you would prefer a paper copy we will distribute the copies via your child each Friday.

### **Attendance**

Under section 39 of the 1944 Education Act Parents have a legal responsibility to ensure that their child attends school regularly. We believe that it is important to work with parents to encourage all children to attend school.

All absences from school are required by law to fall into two categories-

- Authorised
- Unauthorised

If your child is absent from school all parents/carers are asked to;

- Inform the school by letter or telephone, if your child is ill. The school has a dedicated telephone line on which you may leave a message.
- Give your child a note to explain their absence on their return to school.
- Letters are sent reminding parents to send in notes to explain absence.
- Requests for your child to be absent from school must be made in writing to the Headteacher stating the destination and duration of absence.
- Clearly, absence with no explanation from parents will be recorded as unauthorised.
- Frequent absence - below 90% unexplained absence per term would be reported to the Mary Immaculate Cluster School Attendance Officer  
She will follow this up with a visit to your home and if necessary will contact the Educational Welfare Officer.

### Punctuality

- We ask parents to ensure that children are punctual. Children arriving at school after 8:55am are late and lose valuable teaching time.
  - Children arriving at school after 8.55am need to sign in on the Inventory system. Punctuality is monitored and parents informed if a child's punctuality gives cause for concern.
  - Teachers are required to record lateness in their register.
  - Children who arrive after the registers close at 9.30 and 1:45 are recorded as absent.
  - Unless attending breakfast club, it is not recommended that children arrive in school before 8.45, parents are advised to wait with their children on the playground

### Entering / Leaving School

- We have a free breakfast Club
- If your child is not attending the breakfast club, the school doors open at 8:45am. If children wish they may enter the classroom and read quietly under the supervision of the teacher. If children prefer they may wait on the playground under the supervision of the teacher until school starts at 8:55am
- At the end of the school day, Children in the Foundation Phase wait in their classrooms until parents/ adults collect the child from the teacher. The children

are not to leave the school unless a named adult accompanies them.

- In Key Stage 2, the children exit the school via the entrance doors. If parents are going to be late, we request that you telephone the school.

### Family Holidays

Parents are discouraged from taking holidays during term time.

- Every effort should be taken to avoid family holidays during term time. Holidays during term time disrupt your child's education and have a negative impact on their learning.
- If parents wish to withdraw children from school during term time, please write to the Headteacher informing them of the destination and duration of absence.
- Parent removing their children from school during term time maybe issued with a Fixed Penalty Notice. – See the Cluster Attendance Policy on the School Web Site for further details.

### What happens if my child is ill?

If your child is ill, please keep him/her at home until he/she is well enough to return to school.

It is important that the school be informed of any specific health difficulties, which may affect your child.

***If a child is taken ill at school parents/carers will be contacted by telephone and asked to collect their child. Please ensure that your emergency contact numbers are always up to date. It is important that the school is informed immediately of any change of address or home/work emergency contact number.***

- Should your child contract an infectious disease he/she should be kept at home until your G.P. advises a return to school.
- If a child is injured in, an accident at school parents/carers will be contacted. A qualified first aider on site can give First Aid. Parents are advised to take the child to the Health Centre or hospital on leaving school.
- If the accident is serious the Emergency Services will be contacted and the child taken to hospital by ambulance.
- All injuries will be recorded in an accident book, which is kept on file at the school; accidents are also reported to the LEA.
- Teaching Staff at school do not administer medication to children however, the Headteacher and Deputy Headteacher will administer prescribed medication only on condition that the medicine is essential.
- If your child requires medication in school, you are asked to complete a form of authorisation stating the required dosage.
- Staff will not administer medicine to children without authorization.
- Please do not ask us to administer medicines that have not been prescribed eg

paracetamol or cough mixture.

- Children with Special Educational Needs - Medical, and require regular medication will have medicines administered to them by their Teaching Assistants.
- The School Staff, School Nurse and Parents will draw up care Plans.
- If a child falls over in school, we will ensure that any grazes and cuts are cleaned with water and covered with a dressing. A short note will be sent home with the child explaining the treatment that the child has received.
- A similar procedure is followed for bumps to the head- after examination and the application of an ice pack the child is given a note to take home. Parents will be contacted for serious bumps.
- All schools have problems with head lice. Please inform the school, Secretary, or your child's class teacher. We will issue advice letters to all parents of pupils in any class affected. Parents will be responsible for administering the recommended treatment.
- If your child has a chronic condition, he/she may obviously bring medication along with written instructions about dosage, and signed parental consent. Parents must complete consent forms available from the Secretary before medication can be administered.
- If your child is ill, please keep him/her at home until the medication is finished.

## **FIRST AID**

Treatment for minor accidents, eg. Grazes, bruises, will be given at school by appropriate staff. Parents will be notified of any accidents that occur to their child. Where staff consider that further medical attention is required, the parent/guardian will be informed.

### **The following members of staff are qualified first aiders:**

Mrs Edwards  
Mrs Cooke  
Mrs David  
Mrs Bray Ellis

### **Emergency First Aiders:**

Mrs Gauci  
Mr Philp  
Mrs Hillberg  
Mrs Stratton Ross  
Mrs White  
Mrs Mishra

### **Pediatric First Aid:**

Mrs Payne  
Miss Williams

## SCHOOL UNIFORM

School uniform is encouraged as appropriate dress for school

The Governing Body strongly requires that pupils in our school wear school uniform at all times for the following reasons: -

- Financially it excels in wear and durability and solves the problem of “what to wear”
- It encourages good discipline inside and outside of the school premises
- It presents a good image of the school - the children not only look smart but also are easily identifiable
- It reduces the potential for emotional bullying when children could otherwise compare and contrast how their peers dress – including competition in fashion design

### **Boys**

Dark grey/ black trousers/shorts  
Red pullover  
Red/white shirt / Polo Shirt  
School Sweatshirt with school logo

### **Girls**

Dark grey/ black skirt/tunic/ trousers  
Red pullover/cardigan  
Red/White shirt/ Polo Shirt  
School Sweatshirt with school logo

In summer, the girls can wear red and white gingham dresses.

Book Bags may be purchased from school.

School uniform may be purchased online or in person from Designs and Signs 348 Cowbridge Road, Canton CF5 1HD. 029 2066 6762. [contact@designs-signs.co.uk](mailto:contact@designs-signs.co.uk)

## Dress for Physical Education

Indoor Lessons - shorts, t-shirt, trainers

Outdoor Lessons- shorts/tracksuits, t-shirts, trainers

- When your child reaches Year 6, they will take part in a 2-week swimming course at Western Leisure Centre. Pupils will require bathing costume or swimming shorts/trunks, the children may wear swimming goggles.
- Children taking part in after school rugby/football clubs will need appropriate footwear - rugby/football boots. School Matches are played in school colours and the kit is provided. After use, the kit must be returned to school.
- The wearing of jewellery (except for small stud/sleeper style earrings) is not permitted in school for health and safety reasons. All jewellery must be removed for PE lessons. Children who are unable to remove earrings cover their ears with either a plaster brought from home or Micropore tape in school. Parents' co-operation is requested in this matter.  
The school will not take responsibility for any items of jewellery that is lost.

## **The role of water in learning.**

At St Francis, we recognize the importance of water in learning. Drinking water is an important way of protecting our health and contributing to our wellbeing. Research also tells us that regular intakes of small amounts of water can help improve mental performance. When we are thirsty, the first conscious sign of dehydration is that mental performance deteriorates by 10%.

Pupils also find it easier to concentrate because they are not distracted by feelings of dehydration, thirst, tiredness and irritability.

Children achieve higher standards when both their health and learning needs are met.

At St Francis, we promote a regular water intake throughout the school day for all.

Children may have free access to filling up their water bottle during the day but will need to take it home each evening to ensure that it is washed and clean for the next day.

## **Healthy Eating**

St Francis promotes healthy eating through the curriculum and throughout the whole school day. Children are encouraged to bring fruit or vegetables to eat at breaktime. No sweets or crisps are allowed. A fruit tuck shop sells fruit to children at break and lunchtime each day. At lunchtime, we encourage a healthy lunchbox. All school meals are cooked on the premises and offer the children a healthy balanced diet.

## **Lunch Time Arrangements**

Many pupils choose to have dinner prepared in the school kitchens. The school uses the 'Parent pay' system for the payment of school lunches. When new pupils start at the school, The office staff will issue parents and carers with a user name and password so that they can set up accounts which can be used to pay for school meals. School meals currently cost £2.60 per day. Children of families who are in receipt of income support or job seekers' allowance (income based) are entitled to free school meals. There are also other advantages to registering your child free school meals: all pupils in receipt of free school meals will benefit from free places on all educational and residential visits and are also entitled to free places at after school extra-curricular clubs. Provision is also made for pupils bringing packed lunches. Mid-day supervisors are on duty to ensure the safety of pupils remaining in school at lunchtime.

All meals are cooked on the school premises and offer the children a delicious, health and balanced nutritious diet. If you would prefer your child to bring sandwiches or food from home, please remember that we have a healthy eating policy and discourage chocolates and biscuits.

## **Breakfast Club**

The school operates a healthy eating breakfast club. Children are welcome to attend from 8.00am onwards. Breakfast Club is free; all children attending this club must eat a healthy breakfast provided by the school. Pupils who have free school meals have priority places in this club. If you wish your child to attend, please see the school secretary and ask for an

application form.

## **School Council**

At St Francis Primary School, we have a very successful School Council. Our School Council, which regularly meets, is a representative group of learners elected by their peers from Year 2 to Year 6 to discuss matters about their education and raise concerns with the senior managers and governors of the school.

### **The Pupil Voice:**

We adhere to The Welsh Assembly Government's requisite for all learners in Wales to enjoy their education and to feel that their school responds to their needs. As part of the council, the pupils have the opportunity to let adults know their feelings and opinions that affect them.

The learners are also able to have a say about decisions, and to play an active role in making their school a better place. The learners are made aware of the U.N. Convention on the 'Rights of the Child', a list of basic rights that all learners have. There are 41 rights (Articles) and Article 12 is of particular interest to our School Council. It states that learner's must '**participate in anything to do with your life**'. Our School Council at St. Francis R.C. Primary supports our rights under *Article 12*.

### **Our School Council has these main aims:**

- To encourage learners to participate in their communities as active citizens.
- To develop learners' self-esteem and personal responsibility.
- To foster and encourage positive attitudes and behaviour.

### **In essence, at St Francis we expect our council to be effective by:**

- Promoting a sense of shared ownership of and responsibility for the school.
- Encouraging learners to take an active role in school life
- Improving communication between learners and staff.
- Reducing disaffection by promoting positive behaviour
- Providing a focus for environmental improvements
- Developing community links
  - Contributing to school improvement.

## **Extra-Curricular Activity**

St Francis School rightly prides itself in its sporting tradition. We enter teams in rugby and football tournaments, netball matches and athletics meetings.

Music is valued and guitar classes and a recorder group meet each week to make music together. St Francis have peripatetic teachers visiting each week. Violin, percussion, guitar, Keyboard and Drum lessons are available at school from the County Music Service.

Each year many education visits are arranged by the school for the pupils to develop social awareness and extend their understanding of subject areas of History, Geography, Science,

Art and Literature. The school also offers an outdoor pursuit's to Storey Arms for older pupils, in order to build the children's self-confidence, self-esteem and self-reliance.

A number of after school clubs take place weekly. These clubs include Gym Club, Choir and Drama Club, Art Club, Board Game Club, Football, Rugby, Netball

### Liaison with Parents

A productive partnership between parents and the school is essential if children are to develop to their full potential. The school also communicates via

- Home/School Agreement
- Annual Reports
- Parents' Evenings
- Newsletter and other written communication
- The local church Newsletter
- The Friends of St Francis
- Writing individually to parents or asking them to come to the school.
- Using the School web site

However, St Francis wants the relationship between school and home to be interactive. You are, therefore, very welcome to contact the school, preferably in person if there are any queries or concerns about your child's progress.

### Parents Evenings

- These take place termly allowing for full consultation on your child's progress.
- Three parents' evenings are held each year during the Autumn, Spring and Summer Terms.
- The purpose of these consultations is to work with parents and each consultation has a different focus:

**Autumn Term:** This consultation is planned to enable parents to meet with their child's new class teacher. The teacher and parent will discuss the previous year's progress, and set targets for the child's future development.

**Spring Term:** Children's books are available for parents to read. The focus of the discussion will be:

- (i) How the child performs academically
- (ii) Areas for further development
- (iii) Review of progress towards targets set.

**Summer Term:** Parents are invited to attend to discuss their child's 'end of year' report and to discuss targets and strategies with their child's teacher aimed at improving attainment.

## Reporting to Parents

Parents will receive a formal written report of their child's progress annually. This is usually presented in the Summer Term.

Every pupil receives an annual report, which also contains a section where both pupils and parents can respond to the report.

Reports generally vary a little for different year groups. Year 6 reports, for example, contain details of Standardized Tests and Teacher Assessment. These reports will indicate to parents Teacher Assessment of their child's attainment at the end of the Foundation Phase and Key Stage 2 (Year 6). All parents will be given an opportunity to discuss their child's report.

## Parents' visits to the school

Parents should feel free to come to the school at any time to discuss matters concerning their child. We would only ask that you telephone the school before coming to avoid a wasted journey as the member of staff you wish to see could easily be unavoidably be engaged or off site at a meeting or training session.

Parents are encouraged to attend Masses, Assemblies, concerts, celebrations and sporting events.

## Home School Agreement

Before starting school, parents will be asked to sign a Home School Agreement. This document defines and acknowledges the respective responsibilities and aspirations of the school community; the governors, staff, parents and children. It is signed by parents and if appropriate the child. It reinforces the commitment of the parents and school to the development of the whole child.

## School Security

The Governing Body aim to ensure the highest standards of safety and security for each member of our school community.

- All school gates, are locked during the school day. All visitors are asked to report to the main entrance.
- CCTV has been installed, surveillance cameras inside and outside the school monitor the external buildings 24 hours a day
- The school has 1.8m metal railings surrounding the perimeter
- All school doors are locked during the school day. All visitors are asked to report to the main entrance.
- Each classroom has an internal telephone line installed
- Children are supervised at all times.

- The playground is separated from the carpark by railings.
- There is an alarm system fitted to the building.
- Children and staff practise regular fire drills. Dogs other than guide/assistance dogs, dogs must not be brought onto school premises.

It is vital that we know who is collecting your child from school.

Staff will only let each child go to the people who have been nominated by you. If someone else is going to collect your child other than the nominated person, please tell your child's class teacher beforehand or contact the school to inform us of this.

Any member of staff or anyone who is working with your child have all had a DBS check, which means that they have had a police check so that they are able to work with children. The Health and Safety Policy is displayed on the school website.

### No Smoking Policy

The school operates a no smoking policy. This applies to all parents and staff. Smoking is not permitted on the school site or in the school grounds.

### No Dogs!

We respectfully ask all parents not to bring dogs onto the school site. A number of children are scared by dogs and become distressed at their presence on the playground.

If you bring your dog with you when collecting your child please wait outside the school gates.

### Transfer to Secondary School

Children in Year 6 transfer to Mary Immaculate High School. A separate application form must be done when applying for a place.

Mary Immaculate High School

Caerau Lane,

Wenvoe,

Cardiff CF5 5QZ

**Phone:** 029 2059 3465

Headteacher: Mr. H. Powell

Children who are not baptised may transfer to a local Authority School.

### Complaints Procedure

The following procedure has been compiled using Diocesan and Welsh Government guidelines.

The full complaints procedure is available on the website.

### Expressing Concern

Our Catholic school is staffed by teachers who are not only qualified and expert in their own field but also have become teachers because they care for children and wish to help them in every way possible. Nevertheless, as in any other organisation, misunderstandings can from time to time arise which may lead to any parent wishing to express a concern. A concern is not a complaint and should not be treated as such by either the parent or the school. Only a very small number of concerns raised by parents will need to be investigated using the formal procedure. Most concerns will be resolved by discussion with the class teacher or head teacher and these are the ones the parent should speak to first. When concerns are addressed and resolved there will be no need to follow the formal procedures. An initial request for action or an inquiry is not a complaint

### **Making a Complaint**

At St Francis, we are committed to taking concerns seriously at the earliest stage. We hope that the school can resolve any issues that parents may have. Therefore, any concerns in the first instance should be made to the class teacher and then the Headteacher if necessary. It is hoped that in most cases problems will be dealt with at this level. If the complaint at this level cannot be resolved you may wish or be asked to follow the school's formal complaints procedure.

A full copy of the Complaints Policy is available on the school website.

#### **FIRST - THE HEADTEACHER**

If you are worried about something concerning your child at school, you should first ask to discuss the difficulty informally with the head teacher. You can do this by phoning, writing a letter or making an appointment to meet. It may be suggested to you by the head teacher that it would be more appropriate for you to first talk with another senior member of staff or one of the teachers in which case you should do this. If, however, having spoken with a teacher you are still dissatisfied you should then ask to meet the head teacher. Most complaints will have been resolved at this informal stage and all complaints must start here.

#### **SECOND – THE GOVERNORS**

If, after the head teacher has responded to your complaint and you are still unhappy then the next step is a formal complaint to the governing body. You should now put your complaint in writing within ten days of the head teacher's response. Send your letter to the Chair of Governors at the school, keeping a copy for your records. The governors will let you know who will investigate your complaint and how they will deal with it. Normally about three governors will be involved and they will hold a meeting about your complaint. The meeting will usually be held within ten days of the day the Chair receives your form or letter. You may be invited to the meeting so that you can speak about your complaint in more detail. You can take a friend or representative with you if you wish. You will be given at least three days' notice of this meeting and every effort will be made to see that the date and time are convenient to you. After the meeting, even if you have attended, the governors will write to you and tell you the result. They will also tell you of any action taken or to be taken.

### **THIRD – THE DIOCESE**

If you are dissatisfied with the way your complaint has been dealt with by the School, you may ask the Diocese to carry out a review of the process. You should write to Archdiocese of Cardiff Education Department, Pastoral Resources Centre, 910 Newport Road, Rumney, Cardiff CF3 4LL or email [schools@rcadc.org](mailto:schools@rcadc.org)

### **Severe Weather Conditions**

During severe weather conditions, every effort will be made to keep the school open. If the weather is severe first thing in the morning, the decision as to whether or not to send your child is yours. When the weather deteriorates during the day, the school will remain operational until every child has left the premises under the care of a parent or their representatives. If the decision is taken by the Local Authority to close the school due to severe weather forecast then information will be broadcast to parents on local radio on the scrolling banner on the front page of our website will be updated with the decision.

## **Admissions to St Francis R.C. School**

### **Admissions Policy and Oversubscription Criteria for St Francis R.C Primary School**

#### **Indicated Admission Number 55**

#### **The admissions policy applies to admissions in the academic years 2022-2023**

St Francis Catholic Voluntary Aided Primary School aims to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of school life. It is essential that the Catholic character of the school's education be fully supported by all families in the school. It is expected that all applicants desire a Catholic education for their child and will therefore give their full, unreserved and positive support for the aims and ethos of the school.

The Standard Admissions Number (SAN) for the Reception class intake is 55.  
The governing body has sole responsibility for admissions to this school.

St Francis RC Primary School will act in accordance with all relevant provisions of the statutory codes of practice (the Welsh Assembly Government School Admissions Code and the School Admission Appeals Code of Practice 2013) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to "admission authorities" shall be deemed references to the Voluntary Aided Governing Body of St Francis RC Primary School. References to "the Local Authority" or "LA" shall be deemed references to the Cardiff County Borough Council. In particular, St Francis Catholic Primary School will have regard to Archdiocese of Cardiff advice and will participate in the co-ordinated admission arrangements operated by the Local Authority.

In line with Cardiff, school admission policies application for admission to St Francis RC Primary School will be made in line with parental preference.  
The Indicated Admission Number is 55

St Francis RC Primary School will accordingly admit at least students in the relevant age group each year if sufficient applications are received.

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

### **Opening statement**

Parents have the right to express a preference that will be considered individually and complied with wherever possible. When St Francis RC School is oversubscribed, preferences will still be considered but according to the criteria set by the admitting authority, the Governing Body of St Francis RC School. In making the decision on which children to admit to St Francis School, the Governing Body will apply the criteria set out in the order of priority shown in the oversubscription criteria (1.being the highest priority) The Admissions Committee of the Governing Body will examine the merits of each case by considering the application against the criteria set out in each category in the oversubscription criteria. The Governing Body of St Francis RC School will not normally exceed the school's admission number or breach the limitations imposed by statutory maximum class size (30) where this applies.

### **Nursery Education at St Francis RC School**

When a child attends the based nursery unit at St Francis RC Primary School transfer into a mainstream school at statutory age is **not** automatic.

Nursery education is non-statutory and cannot be used for prioritising entry into full time education. Application for admission to the school must be made and the application treated against the oversubscription criteria.

### **Admission arrangements**

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.

### **How to Apply**

Parents/Guardians applying for a place in the Reception Year at the school must complete the school's application form which you can request from the school office at [stfrancisprm@cardiff.gov.uk](mailto:stfrancisprm@cardiff.gov.uk) or phone the school direct on 02920 591666.

Parents/Guardians must also express a preference for a place at the school on the Council's School Admissions Portal at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) Applicants will be notified of the result of their application in writing by the Governing Body on the offer date of Monday 17 April 2023, unless you have been offered one of your higher preferences through the coordinated admissions process.

Parents/Guardians have the right to express a preference for a school. The preference will be considered individually and complied with wherever possible. Welsh Government imposes a statutory, maximum, infant class size of 30 pupils. Places are provided for

children who due to ALN (Additional Learning Needs), have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Francis R.C. Primary School is clearly named on the statement in accordance with the Education Act 1996.

Any parent may apply for his/her child to be admitted to the school. Every application will be considered by reference to the policy herein by an admissions committee of the Governing Body.

If numbers of applications exceed the admission number then the following over-subscriptions criteria shall be applied.

**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.

**Requirements**

Confirmation of Baptism will be required for categories 1-3 and 5 by the provision of a copy of the baptism certificate from the relevant parish or confirmation in writing from the current Parish Priest/Minister.

The child's birth certificate.

Evidence of permanent residence must be supplied. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living.

**Guidance Notes:**

**Siblings**

Children, who have a sibling on roll at St. Francis RC Primary School in the September the applicant would begin school, will be given priority in each of the above categories. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.

**Definition of Sibling**

Any sibling connection must be stated on the application form. For admission purposes a sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

### **Multiple birth children (e.g. twins / triplets etc.)**

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s).

### **Proximity**

Where it is possible to admit some, but not all of the children who fall within one particular category within the Oversubscription Criteria, preference will be given to those children whose homes are within the shortest safe walking distance to the main entrance of the school and the council will calculate this.

### **Looked After Children / previously Looked After Children**

The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (Looked After Children) or provided with accommodation by them e.g. foster parents.

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places.

### **Waiting List**

Children not offered a place will be placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on the waiting list.

If offers of a place are refused then the place will be offered to the first child on the waiting list. The order of the waiting list will vary as late applications are received, refused and placed on the waiting list in the order of the oversubscription criteria. The waiting list will be maintained until 30 September.

### **Right of Appeal**

When a child is refused a place at the school the Governing Body will write to the parent giving full details of why the application was refused. Parents have a right to appeal this decision. Parents wishing to appeal must contact the school for details of the appeal process and request an appeal form which must be returned to the school within 10 working days of the receipt of the decision letter.

The appeal will be heard by an independent appeal panel.

### **In Conclusion**

The aim of our prospectus is to inform parents of our pupils or potential parents of our pupils of the opportunities available at St Francis Primary School. A complex organisation

such as a school cannot be fully described within this brochure. If you would like any further information concerning anything in this booklet please do not hesitate to contact the Headteacher.

School Website address - <https://www.stfrancisprm.cardiff.sch.uk/>

