

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL'S PROSPECTUS



Learn, Live, Believe

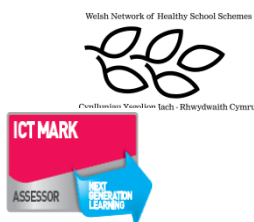
2024/25

**St Bernadette's Catholic Primary School
Ysgol Gatholic Gynradd a Meithrin Y Santes Bernadette
Bryn Heulog, Pentwyn
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Llywodraeth Cymru
Welsh Government

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WELCOME/CROESO

Dear Parents/Guardians

Welcome to St Bernadette's Catholic Primary School. Choosing the right school for your child is vitally important. Most parents want a good education for their children, but they also want them to be happy and to feel safe and secure. At St. Bernadette's we believe we can offer all these things. We pride ourselves on the broad, balanced and full Catholic education we provide from the Foundation Phase through to the end of Key Stage 2, and the high standards of the teaching and learning are a credit to the hard work of both staff and pupils.

St Bernadette's is an inclusive and caring community and we are very proud of the atmosphere of friendliness and cooperation. Many visitors to the school comment on the warm welcome they receive and the politeness and maturity of our pupils. We strive to ensure that all of our children are happy, well-motivated and supported to enable them to fully develop their talents and to reach their full potential.

We value our pupils and believe that their time in school should be rewarding and fulfilling and we seek to achieve this through our school mission:

'We are a Christ centred community, reaching out to others.
We learn, grow and celebrate together.
We bring our faith to life.'

We work closely with our families and our parish church, St Philip Evans and strongly believe that Primary education is a partnership between home, school and the parish.

We hope that this prospectus gives you a flavour of what our school has to offer. If you have not already visited St Bernadette's, I encourage you to come and see our wonderful school.

If you would like to visit or have any questions about the school, please contact the school office using the details on the front page.

Suzanne Williams
Headteacher/Pennaeth



ST BERNADETTE'S VISION STATEMENT

St Bernadette's is a Christ centred community, valuing every one of our children and giving them the opportunity to thrive and be successful in their lives. We aim to develop children who are well rounded individuals, equipped with life-long skills to be the best that they can be, contributing to their families, the church and the wider community.

We want every child to know that they have their own purpose in life and to develop into resilient, ethical and faith filled young people who respect themselves and others, and are joyful and celebrate together.

We provide an interesting, stimulating curriculum within a continually developing Catholic environment. To support this, we:

- * Lead the whole school community to a positive awareness of God
- * Affirm the relationship which exists between home, parish and school
- * Meet the personal and spiritual needs of the whole school community

God is present in all that happens within school. Every area of our lives, as different as they are, enters into the plan of God, who desires that these very areas be places where the love of Christ is revealed and realised for both the glory of the Father and service of others. (CFL:58-59)



**ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL
SCHOOL MISSION STATEMENT**



Learn, Live, Believe

**We are a Christ centred community,
reaching out to others.**

We learn, grow and celebrate together.

We bring our faith to life.



Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru

St. Bernadette's School Aims

St Bernadette's is a caring school community in which every child is given a sense of security and recognition at each phase of their school life. We are a Gold Rights Respecting School and our mission is to embed such values into daily school life and give pupils the best chance to lead happy, healthy lives and to be responsible active citizens. We have high expectations that enable all pupils to achieve their potential. We offer a broad and balanced education that enables pupils to make links between the different areas of learning and experience and apply their learning to new situations and contexts. Teaching and learning in St Bernadette's is underpinned by the 4 purposes of the Curriculum for Wales. We aim to help all learners become:

∅ Spiritually aware through a knowledge of their faith; strengthening their relationship with God

∅ The best they can be academically, spiritually and morally; being guided by the virtues of the Jesuit Pupil Profile

∅ Ambitious, capable learners, ready to learn throughout their lives

∅ Enterprising, creative contributors, ready to play a full part in life and work

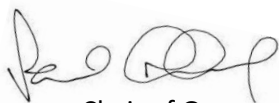
∅ Ethically informed citizens of Wales and the world

∅ Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Through these aims we envisage an open, friendly and professional relationship with parents so that they may be involved in the education of their children and the development of home, school and parish links.



Headteacher



Chair of Governors

SCHOOL RELIGIOUS EDUCATION OBJECTIVES

1. To communicate the Christian message in a manner appropriate to the age and life experience of the children, and to 'live' our Mission Statement.
2. To provide opportunities for experiencing prayer, to pray spontaneously, to teach the formal prayers of the church and to encourage children to pray liturgically.
3. To introduce and prepare pupils for the celebration of Mass.
4. To encourage home, school and parish links through involvement in the Mass, Feasts, festivals and assemblies.
5. To introduce pupils each year to the different aspects of the Liturgical Year.
6. To develop pupils' ability to form relationships and be part of a living and loving community.
7. To promote and encourage among pupils active, committed participation of the life of the church and community of St Philip Evans.
8. Follow the Religious Education Curriculum as directed by the Archdiocese.
9. To ensure assessment in Religious Education links with planning and pupil outcomes
10. To recognise Religious Education as an opportunity to promote a range of stimulating teaching strategies that enhance pupils' skills and understanding.
11. To develop cross-phase links through visits and the transfer of information with our feeder school, Corpus Christi.

ABOUT THE SCHOOL/AM YR YSGOL

St Bernadette's is a Catholic, primary school in the North of Cardiff in the Archdiocese of Cardiff. The school is maintained by Cardiff City Council and is a Voluntary Aided, co-educational primary school;

therefore, pupils who are enrolled in the school receive a free education.

The language of the school is English.



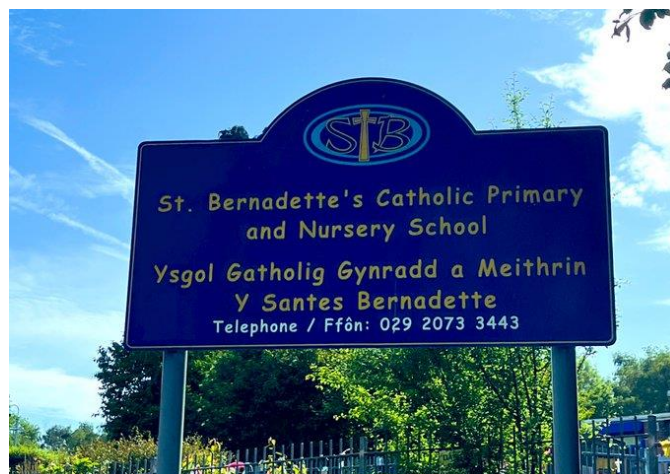
The school, serves mainly the Roman Catholic community in the Pentwyn and Pontprennau areas of Cardiff and is part of the parish of St Philip Evans

Parents can apply for their child to join the Nursery in the term of their 3rd birthday. Children in the Nursery attend for just over 2 hours each day from Monday to Friday, where their learning

is based on the Foundation Phase curriculum.

An application for the Reception class can be made on behalf of a child who will have their 5th birthday between September 1st and August 31st.

The Admission Policy, containing the school's Oversubscription Criteria, is available on the school website, www.stbernadettesprm@cardiff.gov.uk or can be obtained from the school office. Applications for children in later year groups will be considered by the Governing Body when they are submitted to the school. Parents/carers will be asked to provide a copy of the child's Birth Certificate and Baptismal Certificate (if applicable).



Curriculum Statement

St Bernadette's recognises that the Church strives to offer parents a distinctive approach to education based on its faith and teaching that inspires our lives by the spirit of Christ. At St Bernadette's we deliver a curriculum in line with the requirements of the Curriculum for Wales.

We aim to teach children how to grow into positive, responsible people, who can work and cooperate with others while developing knowledge and skills, so that they achieve their true potential.



RELIGIOUS EDUCATION

While recognising the central role of the family in the Religious Education of their children, St Bernadette's aims to fulfil its task of educating pupils in the Catholic Faith in order that each pupil will grow to know and love Jesus Christ and follow the teaching contained in the Gospels.

Catholic children receive their initial knowledge of the Faith from their parents who are their first and most important teachers. But as the children grow older, the parish community, and later the school, support the parents in partnership and share in that process by which children are brought to a greater understanding of the meaning of their Baptism and the mission of the Church.



The Catholic character of the school permeates all of our school's curriculum. In line with the synod of the Bishops Conference and CES, the school follows the expectations of the Religious Education Directory 'To Know You More Clearly'.

Christian Meditation is regular practice within the school. The sessions give the children the opportunity to spend a few moments of silence with God.

The **Examen** provides the children an opportunity to reflect on what they have done and to always strive to be even better in the eyes of God.

St Bernadette's Pupil Profile

As a Catholic School in the Archdiocese of Cardiff, St. Bernadette's have embraced the Catholic Schools' Pupil Profile, which teaches the children a set of eight pairs of virtues which are rooted in the Christian

tradition. Each half term, two new virtues are introduced to the school community which together we all strive towards achieving, enabling us 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 Bernadette’s, the children are

- **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.

In school, Religious Education is at the heart of everything we do. It is taught through regular lessons, the seasons of the Church’s year and various liturgies and assemblies to create a school ethos which reflects the values of the Gospel.



Relationships and Sexuality Education (RSE)

As a Catholic primary school in the Province of the Diocese of Cardiff, we use the term Relationships and Sexuality Education (RSE) as we believe that sex education is set in a wider context of relationship education that is about all aspects of growing a fulfilled and happy life. Sex education is but one dimension of this greater whole.

We acknowledge our statutory responsibility to provide a broad and balanced curriculum which; *“promotes the spiritual, moral, cultural, mental and physical development of the pupils at the school and of society; prepares the pupils for the opportunities, responsibilities and experiences of adult life.”* NCC (1999) Curriculum Guidance 3 The Whole Curriculum

Our RSE Policy lays out the foundation for Relationships and Sexuality Education at St Bernadette's. It is closely linked to the teaching of the Catholic Church and Government legislation has been incorporated in the policy. The Church has endeavoured to ensure that the education, pupils and young people receive is adequate to their requirements considering their total formation as persons. They recognise that RSE is an integral part of the growth and development of pupils and that it cannot be neglected if St Bernadette's is to fulfil its statutory obligation.

At St Bernadette's, in the Autumn term, parents are invited to look at and discuss the content of the RSE programme.

The aim of RSE is part of our aim to educate the complete human person. This is expressed in Fit for Mission Schools (2009) as follows:

The fundamental needs of the human person are the focus of Catholic education – intellectual, physical, emotional, social, and spiritual, and eschatological (Our eternal destiny). These fundamental needs can only be truly fulfilled through a rich and living encounter with the deepest truths about God and the human person.

This is why Christ and His Gospel must be the foundation of the educational project of each school and college, because He is 'the perfect Man in whom all human values find their fullest perfection' (Congregation for Catholic Education, The Religious Dimension of Education in a Catholic School). Therefore, at St. Bernadette's Catholic Primary School we are called to keep the Gospel whole and alive amongst pupils, families, and staff.

Our Relationships and Sexuality Education Policy is available on our Website.

Fertile Heart and Life to the Full

To deliver the RSE curriculum we use the recommended resources by the Archdiocese of Cardiff; Fertile Heart and Life to the Full. The programmes include teaching about personal health, physical and emotional well-being, strong emotions, private parts of the body, personal relationships, family structures, trusted adults, growing bodies, puberty, periods, life cycles, the dangers of social media, where babies come from, an understanding of the Common Good and living in the wider world. The curriculum is tailored to deliver concepts at age appropriate levels.



The programme's entire teachings are underpinned with a Christian faith understanding that our deepest identity is as a child of God – created, chosen and loved by God. Our curriculum is fully inclusive of all pupils and their families.

Jigsaw and RSE

Our whole school approach to delivering other aspects of the RSE curriculum is supported by Jigsaw. RSE has a positive and empowering role in pupil's education and plays a vital role in supporting them to realise the four purposes as part of a whole-school approach. Jigsaw helps our pupils to form and maintain a range of relationships, all based on mutual trust and respect. Jigsaw supports the development of emotional well-being, resilience and empathy.



UNCRC

We are a Gold Rights Respecting School.

The UNCRC is an international agreement that protects the human rights of children and young people up to the age of 18. It covers all aspects of a child's life and sets out the rights that all children everywhere are entitled to, including education provision. UNCRC is one of the key principles of policy making with regards to children and young people in Wales.



Curriculum for Wales at St. Bernadette's

At St Bernadette's we have created and deliver a broad and balanced education for children aged 3 -11.

The **four purposes** are the shared vision and aspiration for every pupil at our school. In fulfilling these, we

set high expectations for all, promote individual and national well-being, tackle ignorance and misinformation, and encourage critical and civic engagement.

All our pupils will be supported to develop as:

ambitious, capable learners who:

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and have the skills to connect and apply that knowledge in different contexts
- are questioning and enjoy solving problems
- can communicate effectively in different forms and settings, using both Welsh and English
- can explain the ideas and concepts they are learning about
- can use number effectively in different contexts
- understand how to interpret data and apply mathematical concepts
- use digital technologies creatively to communicate, find and analyse information
- undertake research and evaluate critically what they find and **are ready to learn throughout their lives**



enterprising, creative contributors who:

- connect and apply their knowledge and skills to create ideas and products
- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risk lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit and **are ready to play a full part in life and work**



enterprising, creative contributors who:

- connect and apply their knowledge and skills to create ideas and products
- think creatively to reframe and solve problems
- identify and grasp opportunities
- take measured risks
- lead and play different roles in teams effectively and responsibly
- express ideas and emotions through different media
- give of their energy and skills so that other people will benefit **and are ready to play a full part in life and work**

ethical, informed citizens who:

- find, evaluate and use evidence in forming views
- engage with contemporary issues based upon their knowledge and values
- understand and exercise their human and democratic responsibilities and rights
- understand and consider the impact of their actions when making choices and acting



- are knowledgeable about their culture, community, society and the world, now and in the past
- respect the needs and rights of others, as a member of a diverse society
- show their commitment to the sustainability of the planet **and are ready to be citizens of Wales and the world**

healthy, confident individuals who:

- have secure values and are establishing their spiritual and ethical beliefs
- are building their mental and emotional well-being by developing confidence, resilience and empathy
- apply knowledge about the impact of diet and exercise on physical and mental health in their daily lives
- know how to find the information and support to keep safe and well
- take part in physical activity
- take measured decisions about lifestyle and manage risk
- have the confidence to participate in performance
- form positive relationships based upon trust and mutual respect
- face and overcome challenge
- have the skills and knowledge to manage everyday life as independently as they can **and are ready to lead fulfilling lives as valued members of society.**



Area of Learning Experience

The curriculum is delivered through 6 Areas of Learning (AOLE). The Curriculum for Wales guidance promotes collaboration and cross-disciplinary planning, learning and teaching, both within and across AoLEs. This will enable all learners to build connections across their learning and combine different experiences, knowledge and skills.

Expressive Arts



Expressive Arts spans five disciplines: art, drama, dance, film and digital media and music. Whether as creators or as audience, through engaging with the expressive arts, pupils gain an understanding and an appreciation of cultures and societies in Wales and in the world. Such engagement equips our pupils with the skills to explore cultural differences through time and place. At St. Bernadette's pupils are continually developing their imagination and creativity. Their natural curiosity and disposition to learn is stimulated by everyday sensory experiences, both indoors and outdoors. Expressive Arts experiences are linked to Contexts for Learning topics in each year group.



Health and Well-being

The Health and Well-being Area of Learning and Experience provides a holistic structure for understanding health and well-being. It is concerned with developing the capacity of learners to navigate life's opportunities and challenges. The fundamental components of this area are physical health and development, mental health, and emotional and social well-being. It supports our pupils to understand and appreciate how the different components of health and well-being are interconnected, and it recognises that good health and well-being are important to enable successful learning. Each year group has a well-being afternoon/ morning which includes a Games lesson and a P.E session each week.



Humanities

Humanities encompasses geography; history; values and ethics; and social studies. It seeks to awaken a sense of wonder, fire the imagination and inspire our pupils to grow in knowledge, understanding and wisdom. Within humanities, pupils engage with the most important issues facing humanity, including sustainability and social change, and help to develop the skills necessary to interpret and articulate the past and the present. This area of learning is delivered through exciting Context for Learning topics which build progressively upon pupils' knowledge, skills and understanding as they move through our school as pupils explore concepts within our curriculum.



Languages, Literacy and Communication

Learning and experience in this Area aims to enable our pupils to communicate effectively using Welsh, English and British Sign Language, be it listening, reading, writing or speaking. It aims to encourage learners to transfer what they have learned about how languages work in one language to the learning and using of other languages. At St Bernadette's, pupils are immersed in language experiences and activities.

Their skills are developed through talking, signing/communicating and listening. They are encouraged to communicate their needs, feelings and thoughts, retell experiences and discuss individual and group activities. Pupils are also encouraged to ask questions, voice/express opinions and make choices through a variety of media and by building on previous experiences.



Opportunities are given for pupils to choose and use reading materials in order to understand the conventions of print and books as well as being provided with a wide range of opportunities to enjoy writing experiences. By the time our pupils are in Key Stage 2 they are encouraged to write clearly and coherently in a range of forms and for a range of purposes including using ICT, acquiring a growing understanding of the need to adapt their writing and speech to suit purpose and audience. They are also expected to work with increasing accuracy in order to become reflective and evaluative in relation to their own and others' achievements.

Mathematics and Numeracy

It is imperative that mathematics and numeracy experiences are as engaging, exciting and accessible for our pupils, and that these experiences are geared towards ensuring that pupils develop mathematical resilience. Mathematics skills are built and mastered incrementally and numeracy is the application of these skills to solve real-life problems. Therefore, pupils are given opportunities to use and apply their mathematics in practical tasks, in real life problems, and within mathematics itself.

Pupils will use a variety of manipulatives and ICT resources as tools for exploring number, for obtaining real-life data and for presenting their data.



Science and Technology

The importance of science and technology in our modern world cannot be overstated. Developments in these areas have always been drivers of change in society, underpinning innovation and impacting on everyone's lives economically, culturally and environmentally. As such, the Science and Technology Area of Learning and Experience is increasingly relevant in the opportunities our pupils encounter and the life choices that they make. Pupils are taught the 4 key techniques to computational thinking; decomposition, pattern recognition, abstraction and algorithms. Using digital technologies such as microbits, Sphero, Lego WeDo and Lego Mindstorms, pupils use their coding skills in a range of exciting contexts.



CONTEXTS for LEARNING

We deliver the AOLEs through exciting contexts for learning. Each context builds upon concepts in a coherent and progressive way.

CFL themes 2024-25	Science and technology: WM1 and WM3 ECOLOGY and BIODIVERSITY	Humanities Byd Welsh/ Local Area and Time and Place	Health and Well-Being – Health and the Human Body WMS3
Year Group	Autumn Term	Spring Term	Summer Term
Nursery	Big Wide World	1.Wonderful Wales 2. Are eggs alive?	1. Move it 2. Are we there yet??
Reception	Big Wide World	1. Wonderful Wales 2. Once Upon a Time	1. Move it 2. Are we there yet??
Year 1	Dangerous Dinosaurs	St David's Story	Superheroes
Year 2	Scented Gardens	Cardiff Tales	Brilliant Betsi
Year 3	One Planet, Our World	Romans are Coming	Predator
Year 4	Blue Abyss	Castles and Kingdoms	Burps, Bottoms and Bile
Year 5	Sow, Grow, Farm	Revolution	Time Traveller
Year 6	Frozen Kingdom	A Child's War	Blood Heart

Cross curricular Skills

Literacy, numeracy and digital competence are mandatory skills across all areas of learning and experience and are considered within all curriculum design at St Bernadette's. All teachers, across all curriculum areas aim to develop and ensure progression in these skills. To ensure that learners develop high levels of competence in these skills and have frequent opportunities to develop, extend and apply them across all areas. ICT is holistic and integral across the curriculum. Children's ICT skills, knowledge and understanding is developed through a range of experiences that involve the children (i) finding and developing information and ideas, (ii) creating and presenting information and ideas.

Immersion Days and Weeks

Our curriculum is enriched with regular immersion activities. Innovative and creative approaches are undertaken to inspire and enthuse our pupils. Examples of our immersion weeks are: Eco Week, STEAM Fortnight, Well-Being fortnight, Anti Bullying Week, World of Work. These themes are developed alongside pupil voice, with children feeling involved in their learning.



WELSH/CYMRAEG

We aim to equip our pupils as citizens of a bilingual Wales in a multilingual world. Meaningful language learning experiences go hand in hand with learning about our own cultural identity as well as the cultural identities of others. At St Bernadette's we foster pride in the pupil's sense of cynefin - their identity and belonging to Wales as well as the world. All children are encouraged to use the Welsh language with each other as well as staff and visitors. The children are made aware of the history and culture of Wales through Curriculum Cymraeg links, trips, assemblies and religious celebrations.

We are very proud to have achieved our Gold Siarter Iaith award – a recognition of the work and dedication St Bernadette's has to our Welsh culture



PROGRESSION AND ASSESSMENT

Our coherent and engaging curriculum, supported by effective teaching and learning enables pupils at St Bernadette's Primary to make meaningful progress. Progression in learning is a process of developing and improving in skills and knowledge over time. We understand what it means to make progress in a given area or discipline and how our pupils should deepen and broaden their knowledge and understanding, skills and capacities, and attributes and dispositions. This is key to them embodying the four purposes and to progressing into different pathways beyond school.

The principle method of assessment at St Bernadette's is that of Assessment for Learning which informs continuous Teacher Assessment, over the whole year as part of the child's daily classroom experience. Teacher Assessment will form the bulk of that reported to parents.

More formal testing routinely taking place at St Bernadette's is outlined in our Assessment Recording and Reporting (ARR) Policy.

Following Welsh Government guidelines, all pupils from Y2 to Y6 will undertake personalised online assessments twice a year in Reading and in both Numeracy and Numerical Reasoning. These results are analysed to enable teachers to target pupils, identify areas of learning which need to be reinforced and provide information to parents about their child's progress.

PUPIL VOICE

The children at St Bernadette's are involved in all aspects of school life. We are proud of our strong pupil voice which is reflected through the committees which the children form. Pupils are involved in decision making and share information through the school's newsletter, class delivery or through children led assemblies.

Our school Senedd which meets termly, is comprised of:

School Council

Active Citizens Council

Mini Vinnie's

Criw Cymraeg

In addition, we are an Active Travel school and encourage all our children to walk, scoot or ride a bike where it is safe to do so. If driving is essential, we ask all our families to park safely when dropping off or picking up their children from school. All of these committees are an important vehicle to enable the children of St Bernadette's to contribute to the running of the school.



HOME LEARNING

We believe that home-learning makes a valuable contribution in supporting children's education; however, the amount will vary according to the age of your child. Tasks include: reading, spellings, research, project work, number facts, learning parts for plays, assemblies etc. tasks associated with various curriculum areas including RE.

Parents can make a real impact by supporting their child and trying to provide a quiet place and time for home learning and by encouraging pride in their work.

Home learning does not have to be just teacher initiated – it can be child or parent initiated. Sometimes children will need or want to complete their home learning task independently, but often the most effective home learning is completed together. In order to share knowledge and skills and talents we actively encourage parents and children to see home learning as an experience to be enjoyed together. Google Classroom is a platform from which teachers share home learning tasks.

Digital Learning

St Bernadette's provides all children free access to online learning resources to be used at home. We ask all our families to sign up to Google Classroom which enables tasks and information to be sent directly to classes from the teachers and to which the children are able to respond. See our website for details

CO-CURRICULAR ACTIVITIES

SCHOOL ACTIVITIES AND CLUBS planned for 2024-25

Before School Clubs	Year	Club leader	Day and Time	
ICT	KS2	Mr Newbury & Mrs Nicholson	Wednesday 8.00 – 8.40am	
Clwb Cymraeg	Y2-Y6	Mrs Jones	Friday 8.10– 8.40am	
After School Club	Year	Club leader	Day and Time	
Boys Football	Y5/6	Mr Newman	Monday 3.15pm – 4.15pm	Autumn and Spring term
Girls football	Y5/6	Miss Price		
Dance	Y3-6	Mrs Ashworth & Mrs Bean	Monday 3.15pm – 4.15pm	Summer term
Choir	Y2-Y6	Mrs Husband	Tuesday 3.15pm – 4.00pm	Autumn term
Gardening Club	Y2/3	Mrs McFarland	Monday 3.15pm -4.15pm	Autumn Term
School Council	Y2-6	Mrs McFarland	Mondays 3.15pm-4.15pm	Every other wk Spring/Summer
Netball	Y5/6	Mrs Jones	Thursday 3.15pm – 4.15pm	Aut and Spring
Baseball	Y5/6	Mrs Heathfield/Mrs Jones	Thursday 3.15pm – 4.15pm	Summer Term
Orchestra	Y2-Y6	Mrs Husband	Friday 3.15pm – 4.00pm	Spring 2/Summer 1
Rock Steady	w/sch	External provider	Friday 1.30pm – 4.00pm	

Any information and/or amendments will be shared by letter or through the weekly newsletter.

CYCLING PROFICIENCY

Pupils in Year 6 have the opportunity to take part in Road Safety training led by the County Road Safety Officer. Pupils who have gained National Standard Cycle Training (Level 2) may apply for a permit to cycle to school.



OUTWARD BOUND COURSE

Year 5 and Year 6 have the opportunity to join some of the feeder schools to Corpus Christi High School to benefit from an annual outward-bound course. This usually incorporates a 2- or 3-night stay in Manor Adventure for Y5 and Llangrannog in Y6.



SPECIALIST MUSIC TUITION

This is provided for Y2-Y6 pupils and is dependent upon the interest shown and availability of peripatetic teachers in the school. Music lessons are provided by Cardiff and Vale music services and all bookings and payments are made via their website.

<https://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/cardiff-and-vale-music-service/Pages/default.aspx>



Educational Visits

From time to time, as part of our context for learning work taking place in classes, school visits are arranged to places of interest. These visits enrich the curriculum that we offer. When these occur parents may be asked to make a voluntary contribution towards the cost. (Please refer to the Charging and Remit Policy available from the school office). Consent forms need to be completed and returned to the school in plenty of time for the visit which is taking place. No pupil without a consent form will be permitted to go. On occasions, pupils involved in school visits may also need a packed lunch, suitable clothing and a small amount of pocket money. Detailed arrangements of school visits are always forwarded to parents before they occur.



Parental Engagement Session

Parental engagement sessions take place in each year group during the year. Sessions complement areas of learning the children are undertaking in their class. These are opportunities for parents to come into our school and participate in an activity alongside their child and are greatly enjoyed by everyone.



ADDITIONAL LEARNING NEEDS (ALN) / ANGHENION ADDYSGOL ARBENNIG

St Bernadette's School values the individuality of all children. Each individual has a unique place in the eyes of God. At St Bernadette's we are inclusive and committed to giving all of our children every opportunity to achieve the highest of standards.

ALN at St Bernadette's

All children in the school have an entitlement to a broad and balanced academic and social curriculum that is accessible to them and to be fully included in all aspects of school life. Therefore, the early identification of additional needs is important as it means they can be addressed as soon as possible, so that the correct support strategies can be put into place. The first-step is taken by the class teacher who assesses the pupil's needs in consultation with the Additional Learning Needs Coordinator (ALNCo). When a pupil is identified as a pupil of concern, parents are brought into the process and a graduated approach of action and intervention is followed. If the appropriate stages are followed and there is still a lack of progress then other agencies outside school will become involved to ascertain if there is a specific emotional or learning difficulty. In a small number of cases, if there is still a lack of progress and the child's needs are substantial then a referral will be made to the Local Authority for further involvement and support.

Communication with parents/carers is seen as an essential aspect of St Bernadette's approach. Parents will be fully informed and consulted at all stages regarding their child's needs and the strategies employed by the school to address those needs

See our website for further information.

Children who are Looked After (CLA)/Plant Sy'n Derbyn Gofal

Children and young people become 'Looked After' either if they have been taken into care by the local authority, or have been accommodated by the local authority. At St Bernadette's we recognise we have the duty to safeguard children who are looked after, to promote their educational achievements and to ensure they are able to achieve and reach their full potential.

The school's CLA Policy identifies a designated teacher for Children who are Looked After and the use of a Personal Education Plan (PEP) for each child. The governing body is committed to ensuring that roles and responsibilities are carried out effectively in order to fulfil the school's duty.

CHILD PROTECTION AND SAFEGUARDING

The school is committed to promoting the health and welfare of all pupils and if staff see signs that suggest that one of the pupils may have been a victim of any form of abuse (or is at risk of abuse) staff will follow the procedures laid down in the 'Wales Safeguarding Procedures'

<https://www.safeguarding.wales/>

A full version of the school's Child Protection and Safeguarding Policy is available on the school's website and available on request from the school office.

HOME SCHOOL AGREEMENT

Sections 110 and 111 of the School Standards and Framework Act 1998 state that a home-school agreement must indicate the responsibilities of the school towards its pupils, the responsibilities of the parents of those pupils, and what the school expects of its pupils. All parents with registered pupils of compulsory school age must be invited to sign a declaration agreeing that they have taken note of the agreement and accept their responsibilities. This will be offered to parents when their child has joined the school. Where the pupil is sufficiently mature to understand what they are doing, they will also be asked to sign. The declaration will also be signed by the school. A copy of the Agreement is available from the school office.

SCHOOL PROCEDURES

SCHOOL HOURS

School starts each day at 8.50am for Foundation Phase and Key Stage 2 pupils.

School sessions end at the following times:

End of Foundation Phase, Year 3 and Year 4 morning sessions - 11.35am

End of Year 5 and Year 6 morning sessions - 12.35pm

End of Foundation Phase afternoon sessions - 3.15pm

End of KS2 afternoon sessions - 3.15pm

Punctuality is expected; however, children are encouraged to attend at least part of the school day if they are unavoidably late.



NURSERY HOURS

There are two nursery sessions each day - Morning 9.00am - 11.30am

Afternoon 13.00pm - 3.30pm

ARRIVING AT SCHOOL

Nursery: Nursery pupils, unless the weather is inclement, should wait with an adult in front of the Nursery gates.

Afternoon nursery should arrive for entry to the Nursery at 13.00pm.

Reception: Gates open at 8.40am for children to enter the classroom via the Nursery gate. Teaching will start promptly at 8.50am.

Y1 and Y2 Upper Foundation Phase (UFP): Gates open at 8.40am for children to enter the classroom via the pond lane. Teaching will start promptly at 8.50am.

Y3-Y6 (Key Stage 2): Gates open at 8.40am for children to enter the school via the side lane entrance. Teaching will start promptly at 8.50am.

We encourage all children to arrive at school on time. Once children arrive at school they are greeted by a member of staff and directed straight to their classrooms via their designated entry. A member of staff will greet them in their classrooms.

END OF SCHOOL

Nursery: Morning and afternoon Nursery pupils should be collected from the Nursery cloakroom by their parents/carers.

Reception: Reception pupils should be collected from the nursery gate by their parents/carers.

Y1 and Y2 Upper Foundation Phase (UFP): UFP pupils should be collected by their parents/ carers from the classroom doors.

Y3 Y6 KS2: KS2 pupils exit via the side gate. Those with written permission in Year 5 and Year 6 are allowed to walk home under the instructions which have been given by the parent/ carer.

ATTENDANCE AND PUNCTUALITY

It is extremely important that your child attends school/nursery regularly. On admission you may experience some problems with your child not wanting to come to school/nursery. This is not unusual and staff are prepared for this. Please feel confident to leave your child with his/her teacher, upsets are temporary. We will always contact a parent when a child is over-distressed.

If your child is ill please telephone the school or log the absence on Parentmail with an explanation given for the absence. The school is required to record and publish all attendance statistics.



The school bell is rung at 8.50am each day.

Once children arrive at school they should proceed to their designated entry and go straight to their classrooms where they are greeted by a member of staff.

All pupils should be in their classroom ready to begin the school day by 8.50am – pupils can find it very upsetting to have to come into a classroom after the other pupils are settled. Pupils arriving later than 9.30am and 1.30pm will be marked absent unless the school is notified in advance. Late arrivals are monitored as part of the Governors Attendance Policy, and letters are sent out to parents/guardians for late arrivals that cause concern.

The Governing Body sets targets to continue to improve attendance. The school rewards full, good and improved attendance through termly and yearly assemblies where certificates are awarded. At the end of the year a trophy is presented to pupils with full attendance. The school informs parents/guardians on a half termly basis when attendance drops below 90% and informs parents that the Attendance Officer has asked for referrals below 85%. We know there are circumstances where absenteeism is unavoidable and a pupil's attendance can fall below 85% and we sympathise with these circumstances. Where these apply there will be an opportunity for you to respond to the letter we send you notifying you of your child's attendance.

For the reasons explained therefore:

1. Parents whose children's attendance is below 90% will be informed of their percentage attendance. This happens half termly in line with our Attendance Policy. This is for your information to track your son/daughter's attendance. This letter will also tell you how many days of absence your child has had to date.
2. Parents whose children's attendance falls below 85% will be referred to the Attendance Officer.
3. It may be helpful to note that pupils are in school for 195 days each year; it takes 20 days absence over the year to result in 90% attendance, 30 days absence over the year to result in 85% attendance and 49 days absence over the year to result in 75% attendance.

ABSENCES

Parents are requested to telephone or log the absence on Parentmail explaining the reason for the absence on the morning that your child will be absent. Parents may also leave a message on the school's answer phone system to report an absence. All absences need to be authorised and an explanation given for each absence. All absences need to be logged with the School Office.

Authorised absences include illness, dental and medical appointments, school trips and special circumstances. Family holidays or events in school time will not be authorised in line with local authority recommendations. Any time off for these circumstances are unauthorised absences.

Unauthorised absences include those which do not fall into the above categories.

FIXED PENALTY NOTICES

The Welsh Government is committed to addressing the national concern for poor school attendance and all local authorities across Wales are expected to use Fixed Penalty Notices to assist them in the drive to improve attendance and prevent unnecessary absence from school. It has been agreed that Fixed Penalty Notices will be used in Cardiff in the following circumstances:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive) this includes absence due to a holiday;
- Where pupils persistently arrive after the close of the registration period i.e. more than 10 sessions in the current term;
- Where a pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason.
- Where parent/carers have failed to engage with the school and/or the EWS in attempts to improve attendance but where court sanctions have been instigated.

FIRST DAY ABSENCE CALLING

The school will contact Parents/ Guardians on the first day of a pupil's absence if no message or reason for absence has been shared with the School Office.

ATTENDANCE STATISTICS

TOTAL ATTENDANCE 2023 - 2024 R - Y6 =94.2%	TOTAL ATTENDANCE 2022 - 2023 R - Y6 = 92.84%
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SCHOOL UNIFORM

St Bernadette's has a school uniform with our school badge which all pupils are encouraged to wear. Special attention should be made to the wearing of **dark**, suitable footwear. Fashion shoes should not be worn in school in the interest of children's safety.

<u>Winter/Spring Uniform</u> School fleece (navy blue) School sweatshirts (navy blue) School cardigans/jumpers Polo shirt (pale blue) Trousers or jogging pants (navy blue) Summer shorts (navy blue or black) Skirt or pinafore dress (navy blue)	<u>Spring/Summer Uniform</u> Summer shorts (blue or black) Summer dress (pale blue – any check)
Sensible dark shoes are to be worn throughout the year. Open toe sandals are not allowed due to health and safety reasons	
Year 6: pupils are allowed to wear a navy polo shirt with the school badge.	

<p>All the above items are available at YC Sports (with the school badge on fleeces, sweatshirts or polo shirts), 86-90 Crwys Road, Cardiff, CF24 4NP, Tel 20237968.</p> <p>As a Fairtrade school, there is also a Fairtrade uniform option on the Koolskools website https://www.koolskools.co.uk/product-category/st-bernadettes-catholic-primary-school/.</p> <p>A price list is available from the school if required.</p>

Pupils must not wear facial or body jewellery at any time; small stud earrings are permitted but the children need to be able to remove their own ear-rings (which will be kept safe) during PE session to avoid any injuries.

PE KIT

Pupils may wear their correct PE kit to school on the day which they have PE. Foundation Phase and KS2 – white/pale blue plain T shirts and plain navy shorts (dance, gym), navy joggers, navy sweatshirt, trainers, (games).

During the hot weather pupils may wear T shirts and shorts for outdoor activities but care needs to be taken that they are protected from the sun. The wearing of hats to protect from the sun is encouraged.

The wearing of watches and jewellery is not permitted during any PE activities. Long hair should be tied back and hair clip and headbands must also be safe. **ALL** jewellery, including earrings, must be removed before the PE lesson. In the case of recent ear piercing and personal adornments that cannot be removed they must be made safe for the wearer and other participants by covering them (in accordance with LEA guidance 2005 and BAALPE documentation).

Parents and carers are asked to clearly label all items of clothing and property with the child's name.

EMERGENCIES

Serious illness/accidents occurring during school hours:

It is essential that the school has a home/works telephone number so that contact can be made immediately. Care and attention will always be given to pupils in these circumstances until the parent or medical assistance arrives.

FIRST AID



Minor accidents occurring during school hours:

Treatment for minor cuts, bumps and bruises will be given and, at the discretion of the school, parents will be notified either by a phone call or a note your child brings home of the accident. There are four named First Aiders in school. Parents are asked to complete the permission form (Appendix 2) for applying plasters when their son/daughter joins school.

ADMINISTRATION OF MEDICINE

Staff are not normally permitted to administer medication. Please contact the office and/or see the Administration of Medicines Policy

Asthmatic Children

Following guidelines on the management of asthma given by the Principal School Medical Officers, the general principle in St Bernadette's School is that children will not bring maintenance drugs to school unless they are on an agreed Care Plan but the use of "relievers" is encouraged so that children with asthma can carry on as normally as possible during the school day. It should be noted that parents/guardians need to complete a request form for this (Form 4).



Such children will need to have ease of access to their relievers which will be kept in a prescribed box within each classroom/ area (each reliever being clearly named).

Our full Administration of Medicine Policy is on the website and may be viewed at any time

SCHOOL SECURITY

This school is very well secured with galvanised fencing around the perimeter. Pupils do not have access to the school drive, the Foundation Phase and Junior gates on either side of the school are locked during the day. The school has CCTV which monitors all the access doors of the school and the school grounds.

Entry to the school is via the main foyer door. All parents are asked to report to the school office on entry to the school. Our Security Policy details procedures for parents, visitors, staff and pupils so we can be as safe as possible.

TOILET FACILITIES

All year groups have separate toilet facilities within their school phase i.e. Nursery, Foundation Phase, Lower Juniors, Upper Juniors. There are separate toilets for boys and girls from Reception to Year 6. Toilets are cleaned at the end of each day and checked mid-day by the caretaker.

FREE SCHOOL MILK

This is available for all pupils in the Foundation Phase.

SCHOOL DINNERS

From the 3rd June 2024 all primary children in Wales received free school meals. The menu for you to choose your child's lunch will be on ParentPay. This will need to be done in advance. Please contact the School office for more information.

Supervision is provided during the lunch time for all pupils remaining on the premises. Good behaviour is expected at all times.

SCHOOL ESSENTIALS GRANT

We strongly encourage those parents/carers who are eligible, to apply for 'Free School Meals' this entitles you to the 'Schools Essential Grant'. This support can help with essentials like school uniform and equipment to make sure your child is ready for the school day.

You could be entitled to financial help of up to £200 for:

- school uniform, including coats and footwear
- school activities: this could include learning a musical instrument, sports kit and other equipment for after school activities
- classroom essentials: this could include pens, pencils and school bags

To find out if you are eligible to receive the grant and the support it offers, please go to the link below:

[Find out if you can get help with School Essentials.](#)

[Find out more](#)

HEALTH AND WELL-BEING

The school promotes health and well-being for all pupils and is working towards the National Quality Award for Healthy Schools. As a member of the Healthy Schools Network, our aim is to think healthily in all aspects of the life of our school and its relationship with our community. We promote physical and emotional health and equip pupils with skills and attitudes to make informed decisions about their health.

At St Bernadette's we expect all pupils to bring healthy snacks to eat at break time and pupils learn about nutrition through the curriculum. We all know how important a healthier lifestyle is and the benefits of it, and as parents/guardians and educators we strive for the very best for our children and pupils.



Please support this policy and only allow your children to bring in fruit pieces, fruit bars, or fresh fruit or vegetables for break times; pupils who bring a packed lunch will obviously bring a wider scope of foods in their lunch box. We are hoping that by working together we will be supporting a healthier lifestyle for all the pupils in our care.

SECONDARY EDUCATION

Pupils from St Bernadette's generally transfer to Corpus Christi High School. Very good links exist between both establishments. Pupils in Year 6 visit Corpus Christi in the Summer term to experience some "taster" lessons and to prepare for a joint Music Evening.

SCHOOL HOLIDAYS

Holiday dates for September 2024 – July 2025

Term	Begins	Half term begins	Half term ends	Term ends	No. School days
Autumn 2024	Monday 2/9/2024	Monday 28/10/2024	Friday 1/11/2024	Friday 20/12/2024	75
Spring 2025	Monday 6/1/25	Monday 24/2/25	Friday 28/2/25	Friday 11/4/25	65
Summer 2025	Monday 28/4/25	Monday 26/5/25	Friday 30/5/25	Monday 21/7/25	55
					Total 195

INSET Days – Monday 2nd, Tuesday 3rd September 2024, Friday 25th October 2024, Friday 21st February 2025, Monday 21st July 2025, 1 further INSET day to be agreed.

Good Friday - 18th April 2025

Easter Monday – 21st April 2025

May Day Bank Holiday - Monday 5th May 2025

Spring Bank Holiday – Monday 26th May 2025

INSET dates have been linked together to enable parent/carers to utilise the time for holidays. Holidays during term time will not be authorised. Holidays and event lists are normally sent to each family at the beginning of a term. The school also produces a newsletter which is sent to every family member each week by parent-mail. This provides a wide range of information/news on the daily life of the school and is our way of keeping in touch with home. Our newsletter is also posted on our website <http://www.stbernadettesprm.cardiff.sch.uk/>

CHANGE OF ADDRESS, TELEPHONE OR E-MAIL

Please inform the school immediately if you have a change of address, telephone number, e-mail address or you start or change employment. It is essential that the school has an address and a telephone number where parents can be contacted in an emergency, especially if a pupil has to be taken to hospital.

The telephone number of a relative or close friend is essential in case your child is taken ill and you are not available.



TEXTS/EMAILS TO PARENTS

We also contact parents/guardians via Parent Mail, this gives a speedy and prompt service for us to be able to contact you, especially in short notice.



PASTORAL CARE AND DISCIPLINE

We are proud of our excellent behaviour and manners at St Bernadette's and we expect all members of the school community to treat each other with courtesy and respect. We seek and expect the highest standards in work, attitude and behaviour.

At St Bernadette's, every attempt is made to promote good behaviour through a positive approach to discipline. The aim is that the children at St Bernadette's choose good behaviour because they can see the reasons why one form of behaviour is preferable to another and can experience positive consequences for good behaviour.

It is our policy to reward desirable behaviour whenever possible. Whilst the use of rewards to encourage desirable behaviour is far more effective than reprimand, it is recognised that there are times when sanctions within the school's Behaviour Policy are necessary.

In school, the class teacher has responsibility, in the first instance, for overseeing the general progress and welfare of children. We know that parents are the first teachers of their children and they influence their children's attitudes and behaviour. In order to fully support your child/ren in every aspect, we ask that parents work in partnership with the school and the class teachers to help to assist developing them into caring and responsible people. Should any significant problems or changes occur, these are reported to the Headteacher or Deputy Headteacher who will assume the responsibility. Overall responsibility lies with the Headteacher.

A copy of the school's 'Positive Relationship Policy' is available on the school's website.

Rules

At St Bernadette's our school rules give pupils a frame of reference, they help pupils remember how to behave. There are four school rules which have been agreed through discussion between pupils, staff, parents/carers and governors:

- Respect ourselves.
- Respect others.
- Respect property and places.
- Respect the world I live in.

These school rules are displayed and referred to when helping pupils to understand how to behave. Rewards are given to pupils who are seen following these rules as well as classroom rules.

PARENTAL INVOLVEMENT

School Fundraising

The St Bernadette's Fundraising Committee has helped to raise money for many extra items across the school, e.g. IT equipment, sport equipment, the outdoor garden, subsidising musical performances and theatre groups to visit, school trips, improving the school playground, and donating to charities/communities as children learn to care for the wider world. We thank parents for their tremendous support throughout the year as these events take place.

Anybody that would like to become involved with the Fundraising Committee please see ask at the office for more information or see Mrs McFarland.



Parental visits to the school

Parents are welcome to visit the school at any time, to discuss any matters with the Headteacher or any member of staff. Where possible the school endeavours to address these matters through their “open door policy”. However, in some instances, a prior appointment may need to be made. Teachers are available before or after the school; appointments cannot be made during teaching time.

Parent-teacher meetings

Normally two formal Parent-Teacher meetings are held each year. They are held in the Autumn and Spring terms. Every parent is urged to attend these meetings, when they may discuss privately their child’s progress. There is also a third option for parents to discuss their child’s end of year report with the class teacher if they so wish.

While parents will have an opportunity to look at their child’s work, they should remember that these indicate only a part of their child’s learning activities. A full discussion with the teacher of your child’s overall performance provides the most useful interchange of views. It will also assist the teacher and yourself in the future development of your child.

Reports

Reports are given annually to the parents of every pupil in the school. These are normally distributed at the end of the Summer Term. Parents are asked to note the comments carefully and to discuss the report with their child. Please praise your child’s endeavours as well as his/her level of achievement. Verbal reports/samples of pupils’ work will be made available during the year if there is any cause for concern. Formal reporting on the results of the National Tests set by the Welsh Government for Y2 to Y6 pupils in Reading, Mathematics and Mathematical Reasoning will also be given to parents in the Summer term. Teachers will be available for parents to discuss their child’s report.

Your child’s end of year report will comment on your child’s progress. It will be narrative and describe a learner’s progress, areas of strength and ‘next steps’ for development. The results of the statutory tests undertaken in reading, and in both mathematics and mathematical reasoning will also be included in your child’s school report.

EQUALITIES

At St Bernadette’s Catholic Primary School, we aim to provide a happy, caring environment in which all children can feel confident and able to learn. We seek to foster an environment of mutual respect and support between all staff, pupils, parents and carers and the wider community.

Our school is committed to eliminating all forms of discrimination and prejudice and we promote a positive attitude towards differences and expect respect for people of all backgrounds. This is highlighted in our whole school rules, the first two rules being: ‘Always be respectful and polite to each other and speak in a friendly way’, and ‘Treat others as you would like to be treated’. Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values involvement of people from all sections of the local community and through this involvement aims to challenge stereotyped thinking.



Any language or behaviour which is racist, sexist, homophobic, does not respect the religious view of others or is potentially damaging to any group will not be tolerated and will be challenged and monitored.

Pupils with disabilities

The Governing Body is the admitting authority for St Bernadette’s and the Admissions Policy is applied without discrimination.

The Admissions Committee makes sure the Admissions Policy is applied consistently to all groups.

Admission forms collect information on ethnicity, home language, religion, impairments and dietary needs. Information is also collected on contacts to ensure as much relevant background information as possible is available.

The Governing Body recognises the right of children with impairments to be educated in the school of their choice (where practicable).

We have an up to date Access Plan to improve access to curriculum, education services and information for pupils with disabilities. This is available on the school website

ADMISSION TO ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

St Bernadette's Primary School is a Voluntary Aided School and as such the Governors are the Admission Authority.

Nursery: An interest may be registered for Admission to the school for our Nursery class, at any time following their third birthday and will be considered in line with our Admissions Policy.

Reception: Children are admitted into Reception Class in the September following their fourth birthday. Parents/Guardians will be advised to apply for a place during the Autumn Term prior to the academic year. Parents applying for a place in the Reception Year at the school must express a preference for a place at the school on the Council's School Admissions Portal at www.cardiff.gov.uk You are also required to submit your child's birth certificate and (if applicable) your child's Baptism certificate directly to the school office. For any more information, please contact the school by email at stbernadettesprm@cardiff.gov.uk or phone the school direct on 02920 733443.

In Year Applications: Applications received outside the normal admission round 'in year admissions' when there is not a place available in that year group will remain on the waiting list until the end of the term in which the application is made. After this time parents will be expected to make a further application for admission to the school.

For more detailed information, please see the full Admission's Policy for the correct year that your child will be entering into the school. This is available from the school office and on the school website.

Joining the School

When joining the school, as well as completing the Admission Form for your son/ daughter we also ask you to complete: Consent forms relating to various health and safety and security issues and the Home School Agreement

COMPLAINTS

We believe that most complaints can best be resolved locally in discussion with the Headteacher or other staff of the school.

Parents with complaints are advised to seek to resolve them through informal discussion before embarking on the formal stage.

Normally, therefore, any complaint about the actions of the school should be brought to the attention of the Headteacher in the first instance.

The school has adopted the Complaints Procedure recommended by the Welsh Government (WG). It sets out the procedures which define the stages at which a complaint could be considered.

These are:

Stage A: Informal Stage

Stage B: Headteacher/Governing Body Investigation

Stage C: Governing Body Complaints Committee

The full Complaints Policy is available at the school or on the school website.

SCHOOL POLICIES

All documentation on Governor agreed School Policies are available on the website or contacting the school office.

Please note:

1. Mobile Phones: These are only permitted in Year 5/6 for safeguarding reasons when walking home alone subject to parents/guardians completing the Mobile Phone Consent Form. Outside of this concession no pupils are allowed to bring mobile phones into school; failure to comply will result in confiscation.
2. Parents are responsible for ensuring that their children's asthma inhalers are in school and are kept up to date.
3. No dogs are allowed on any of the school premises unless permission has been sought from the Headteacher in special circumstances.
4. Parents/Guardians are asked not to drive onto school property unless permission has been sought from the Headteacher on grounds of disability.
5. Pupils are encouraged to bring in a piece of fruit or healthy snack for their morning break in line with the school's Healthy Eating Policy.

PEOPLE WHO WORK AT AND SUPPORT ST BERNADETTE'S

DSP (Designated Support Persons for Child Protection)

Mrs Suzanne Williams (Headteacher), Deputy DSP – Mrs Clare Heathfield (Deputy Headteacher)

Headteacher

Mrs Suzanne Williams, B Ed (Hons)

Chairperson of Governors

Mr Paul Newbury

Parish Priest

Fr Keith Evans, The Presbytery, St Philip Evans Church, Llanedeyrn Drive, Cardiff

Cardiff CF23 9UL. Telephone: 02920 731061. Email: parishpriest@stphilipevans.co.uk

Website: www.sphilipevans.co.uk

School Improvement Officer:

Julie Thomas: CSC

GOVERNORS

The Board of Governors

Foundation Governors appointed by the Archdiocese of Cardiff

1 Elected Parent Governor

1 Elected Teacher Governor

1 Elected Non-Teacher Governor

1 Governor appointed by Cardiff County Council Local Education Authority

The Headteacher

The Governing Body of St Bernadette's Catholic Primary School

Mr Paul Newbury	Chair: Foundation Governor
Mrs Mary Affley	Foundation Governor
Mrs Maureen Haigh	Vice Chair. Foundation Governor
Mrs Trish Slack	Foundation Governor
Mr Richard Moore	Foundation Governor

Mr Maxwell Davies	Foundation Governor
Mr Paul Moriarty	Foundation Governor
Mrs Sarah Jenkins	Parent Governor
Mrs Patricia Arlotte	LA Governor
Mrs Suzanne Williams	Headteacher
Mrs Katie Nicholson	Teacher Governor
Ms Emma Preece	Non-teaching Staff Governor

STAFF DETAILS for 2024-25

Teaching Staff

Responsibility

Mrs S Williams (SLT)	Headteacher
Mrs C Heathfield (SLT)	Deputy Headteacher, Year 6 class teacher, RE, Assessment, School Link Tutor,
Mrs R Ashworth	Nursery Teacher – Language, Literacy and Communications
Mrs K Nicholson	Reception class teacher - Science and Technology – including DCF
Mrs D McFarland	Year 1 Teacher - Language, Literacy and Communications School Council, Senedd
Mrs J Dendle (SLT)	Year 2 class teacher - ALNCo, Student work placements
Mrs D Godsall	Year 2 class teacher, Mathematical Development
Miss Price	Year 3 class teacher, Science and Technology (including Eco); First Aider
Mr R Newman	Year 4 class teacher - Health and Well-being
Mrs L Jones (SLT)	Year 5 class teacher - Leader of Teaching and Learning, Diversity Lead, SEWCTEC NQT mentor
Mrs J Husband	PPA Teacher and Music teacher, Expressive Arts (drama, dance, film and digital media); More Able and Talented
Mrs R Whitehurst	Year 6 Teacher - Humanities; Fairtrade; First Aider

Teaching Assistants

Mrs S Evans	Nursery Teaching Assistant
Mrs T Hussan-Mustafa	Nursery Teaching Assistant
Mrs J Angelo	Reception Teaching Assistant
Mrs A Danielsen	Reception Teaching Assistant
Ms L McLaughlin	Y1 Senior Teaching Assistant
Mrs E Bean	Y2 Senior Teaching Assistant
Mrs H Power	Y3/4 Teaching Assistant
Ms N Malpas	Y5/6 Teaching Assistant
Ms N Woodward	ALN Teaching Assistant
Ms E Jones	ALN Teaching Assistant

Visiting Teachers

Ms N Horne - Guitar	Mr S Jones - Drums	Jonathan – Rock Steady
Ms J Greenwood - Keyboard	Mrs I Kolefus - Woodwind	Mr J Ottley - Violin

Administrative Staff

Ms E Preece Senior Administrator
Mrs M Norman Administrator

Caretaker

Mrs J Kearle

Midday Supervisors

Mrs S Newbury-Arnold; Mrs J Kearle

Schools Health Service

Mrs V Evangelinou Educational Psychologist
Mrs J Miller Attendance Officer based at Corpus Christi

First Aiders

Mrs R Whitehurst (Teacher) Miss F Price (Teacher)
Mrs S Evans (Teaching Assistant) Mrs H Power (Teaching Assistant)

USEFUL TELEPHONE NUMBERS

St Philip Evans Parish	029 20731061	School Nurse	029 20549272	Pentwyn Health Centre	029 20731466
Education Authority	029 20481511	Police	029 20222111		

CONCLUSION

The objective of this handbook has been:

- a) To provide parents with statutory information and more regarding the day to day running of the school and give new parents an insight to St Bernadette's
- b) To provide information about the educational opportunities your child will receive as a pupil at St Bernadette's, and how we value the Catholic Community we serve.

We know informed parents are better equipped to play the important role in the partnership between home, school and parish. This should provide each and every pupil with the best possible education, in a caring environment.

Please remember that parents are always welcome at St Bernadette's. If you require any further information please do not hesitate to contact us.