



SCHOOL PROSPECTUS

Welcome to St Alban's Catholic Primary School

St Alban's Catholic Primary School was established in the 19th Century to serve the Catholic families of the Parish of St Alban's on the Moors. As a Catholic school within the Archdiocese of Cardiff, the school's Mission is to proclaim and witness to Jesus Christ as Lord and Saviour. St Alban's Catholic Primary School's history and continuing commitment to educational excellence comes from this understanding that every child is wonderfully created in God's image and likeness. The Catholic Faith and Worship of the Triune God in the Mass and the Sacraments are integral to St Alban's Catholic Primary School's culture and day to day life. The School was founded for this purpose and it remains its purpose. Our Mission Statement: 'Every day we learn, love and pray following in the footsteps of Jesus' underpins this. The Governing Body, Headteacher and whole school staff are committed to providing the very best education for each and every child.

We know that starting school, or moving to a new school, is an exciting time. It is also quite a milestone for you as parents and guardians too, since you will be entrusting your son or daughter to our care. At St Alban's we strongly value the involvement of parents in their child's education. We encourage and welcome your support and involvement in all aspects of school life. We provide a caring, safe, happy and nurturing environment in which we aim for every child and adult to feel valued. We are committed to the development of the whole child to ensure your child will reach their full intellectual, social, moral, spiritual and physical potential. We aim to provide a stimulating learning environment where pupils are engaged in a variety of learning experiences, to develop their confidence, success and enjoyment and ultimately to establish the foundations for them to become lifelong learners.

We hope that the information in our prospectus will be helpful to you. This guide aims to provide you with all of the information you need at this important and exciting time. If you have any other questions, needs or concerns, however small, then please do not hesitate to contact the school and we will be delighted to help. You will find our contact details in this guide. We wish you and your child a very happy time at St. Alban's.

Mrs Rachel Woodward
Headteacher

V Rev Father Sebastian M. Jones Chairman of Governors



Home / School Agreement

At St Alban's Catholic Primary School we believe that it is absolutely essential that Home and School work together in a close partnership. When your child starts their school life with us we will send home a copy of our *Home /School Agreement* that contains a series of promises for us both to agree and sign up to.

We ask that you read it and return it.

Parents / Guardians agree to:

- ensure my child attends school regularly, on time and wears the correct school uniform
- inform the school of any concerns or problems that might affect my child's learning or behaviour
- support the Catholic culture of St Alban's School
- give my child the opportunities for home learning and support homework from school
- support the school's policies and guidelines for behaviour
- attend parents' evenings and discussions about my child's progress
- encourage my child to show kindness and consideration to others
- talk to my child about their experiences in school and encourage them to do their best





School Expectations

St Alban's Catholic Primary School has the highest expectations of all our children. We believe that education can be truly life changing. We strive to ensure that all our children reach their full potential and are happy at School.

Behaviour

Children in a Catholic school are expected to respect each other, school staff, school property and whenever they are representing St Alban's Catholic Primary School. A copy of our *School Behaviour Policy* is available from the school should you wish to request one.

The discipline necessary to live in an orderly society arises not just from a written statement of rules, but from the ethos of a Catholic school. This School was established in the nineteenth century by the then Parish Priest of



St Alban's on the Moors Parish for the Catholic Education of the children of the Parish. It is entrusted in each generation to the governors, pupils, staff and parents and nothing which is contrary to the original vision and present day well-being of St Alban's Catholic School can therefore be accepted. The highest standards of behaviour, academic effort, speech, school uniform etc. are given the priority they merit. The contrary will require explanation and correction.



School Information

As a parent, you are the first educator of your child. You set the first example for your child in Faith and your standard of behaviour. Your example is followed by your child and is reflected in his/her behaviour in their life. As part of the Home/School agreement we encourage all parents to support their child to abide by the school rules.

As part of your pack you will have a copy of the home school behaviour agreement. We would be very grateful if you could talk to your child about the school rules and sign the agreement and return it to the school.

Headteacher: Mrs Rachel Woodward

Chair of Governors: Very Rev Father Sebastian M. Jones, PP., B.Th., JCL., MA (Hist) JCD.

Local Authority: Cardiff

Age range of Learners: 4 - 11 years

Planned Admission Number: 210



Times of the School Day

Pupils aged 4 – 7yrs

8.55am - 11.30pm

12.20pm - 3pm

Pupils aged 7 – 11yrs	8.55am – 12.00pm	12.40 – 3pm

Doors open at 8.45am and the session begins at 8.55am.

For safety reasons we ask that you remain with your child in the school playground until he/ she is escorted into the building by a member of staff. Likewise, we ask that at the end of the day your child is collected by you or another adult made known to us (unless an agreement has been made with the school that your child is of an age to walk home unaccompanied). The School runs a free breakfast club which starts at 8:10am, doors closing at 8.30am. It is funded by the Welsh Government and the aim is to provide a healthy breakfast for all pupils of the School. If you wish your child to attend, please complete the short application form available from the School office. Pupils who attend breakfast club are expected to demonstrate good behaviour. Poor behaviour will be reported to parents. If poor behaviour regularly occurs the school may decide not to allow the child to attend breakfast club. All children are supervised by our breakfast club staff and remain in the school building until the start of the school day. It would be extremely helpful if at the beginning and end of the day you could stand a little way back from the class doorway. This will enable teachers to see you easily and to dismiss children quickly and safely.

Attendance Matters

At St Alban's Catholic Primary School we are keen to ensure that lessons start on time and that children do not miss out through unnecessary absences. We therefore ask that medical appointments e.g. dentist, optician etc. are arranged out of school hours. If your child is going to be absent from school, we ask that you telephone the school on the first day of absence and let us know when your child will return. If you wish your child to be released from school, then permission must be requested from the Headteacher.

Regular attendance is vital to give your child the best chance of settling into school and achieving their potential.

If children are absent or late for school they miss a huge amount of learning.

There are 365 Days in a Calendar Year - 175 days not at school to go shopping, on holidays and attend / book appointments!





Attendance Matters

Attendance Percentage	Days at School	Number of Absences		
100%	190	0	Well Done	Best chances of success.
95%	180	10		
90%	171	19	'We are Worried'	Poor Attendance—Less chance of success
85%	161	29		
80%	152	38	'We are Seriously Concerned'	Very Poor Attendance—Serious impact on education and reduces
75 %	143	47		life chances.

At St Alban's Catholic Primary School our first language is English and we are fully committed to the provision of equal opportunities for all, regardless of colour, sex, race or religion.



A Catholic School is a welcoming school

At St Alban's Catholic Primary School we welcome and cater for a wide range of learners. Our school site is wheelchair-friendly with ease of access for all. With every child admitted to our school, every effort will be made to ensure individual needs are met. If your child has a learning or emotional health and wellbeing difficulty, or is more able, their class teacher will help to support and extend them in every area of the curriculum. Our *Additional Learning Needs Coordinator* is Mrs J Livingstone and Mrs Alison Jenner is our *Additional Learning Needs* Governor. If there are any concerns about your child's progress you will be involved in the process of gaining support as laid out in the Local Authority's Code of Practice. This will involve regular consultation and a programme of support within school and could also include the use of outside agencies such as a speech therapist, or occupational therapist etc. The school has a comprehensive ALN Policy available for viewing on request.

The Headteacher takes responsibility for Looked After Children in Education (LACE).





Toilet facilities

The school adheres to The Equality Act 2010, Special Educational Needs and Disability Act 2001, and has access to disabled toilets. The school has a school toilet policy in order to maximise learners' access to toilet facilities during the day to promote the health, wellbeing and learning opportunities of all learners.

The school aims to provide good quality toilet facilities with cleanliness monitored regularly by staff.





How to apply for a place for your child

During the Autumn Term before your child reaches Reception age, parents must apply for a place at St Alban's Catholic School. A place will only be offered if there is a vacancy available for them. If a class has the designated number of pupils already it may not be possible to admit your child into St Alban's School, even if they are living in our catchment area.

Families are offered a place in St Alban's Catholic Primary School's Reception class for the September after the child's 4th birthday. The School's *Planned Admission Number* is 30 and we cannot admit more than this number unless an appeal is upheld by the Local Authority.

During the Summer Term a number of transition visits are held to introduce the children to the School and staff. Parents will be invited to come and meet the teachers and have a tour of the Reception class to discuss starting arrangements for September. If you wish your child to start at any other time of the year, please feel free to contact the Headteacher. St Alban's Catholic Primary School is an increasingly popular choice of parents for their child.



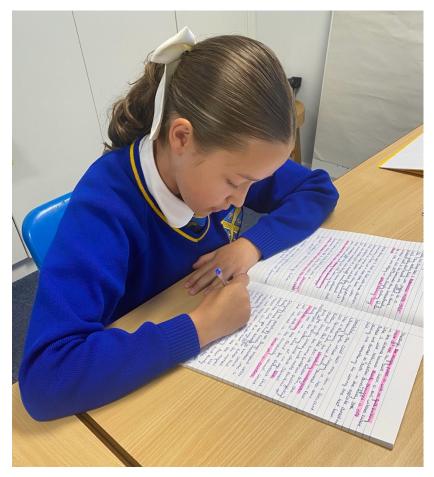


School Uniform at St Alban's Catholic Primary School

The Governing Body of St Alban's Catholic Primary School requires all children to wear the correct school uniform while at school and when representing the School. It is not optional. School uniform helps to promote the sense of togetherness and belonging.

Sensible black shoes must be worn and, for safety reasons, no backless shoes are permitted. Approved school jumpers, shirts, ties, PE tops, polo shirts and book bags can be purchased from the school office.

The wearing of uniform is popular and well supported throughout the School. It is important clothing is clearly marked with your child's first and last name so that we can help them look after it. Failure to support your child to wear the correct school will result in your being contacted by the School.





The School Uniform

Grey trousers, not leggings, skirt
School jumper with School badge
White shirt, not polo shirts
St Alban's School tie
Black shoes

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During the Summer the Headteacher will advise parents when their child may wear the St Alban's School white polo shirt with grey shorts or a skirt, or the blue gingham Summer dress.



St Alban's School uniform is smart, distinctive, hard wearing and comfortable.

It is not optional.



Physical Education (PE) is a compulsory part of the curriculum and it is important that children are dressed correctly. Indoor and outdoor lessons are also planned throughout the year. A PE kit must contain:

- shorts / tracksuits
- School PE T-shirt or a plain white T-shirt (no logos)
- suitable footwear

Because PE lessons are sometimes re-scheduled due to weather or hall availability, it is recommended that PE kits are brought to school on Monday and left at school until Friday.





St Alban's Catholic School and Parish

St Alban's Catholic Primary School is supported by our Parish Priest Fr Sebastian M. who nominates the School's Foundation Governors for their appointment by the Archbishop of Cardiff.

Our School Chaplain Fr Alexander M. further develops Parish / School links by supporting teaching and learning of the Catholic Religious Education syllabus as well as coordinating with School senior management our weekly Masses for the whole school or individual year groups in St Alban's Parish Church, Swinton Street, Splott.





The School's Catholic Mission

The Catholic Mission of the School is also supported by Parish catechists who prepare our children for the Sacraments of Baptism, Confession and Holy Communion. An invitation to enrol your year 3 child in this programme is sent to all parents and guardians at the beginning of the school year. Our School is a Catholic community with Jesus Christ at the centre.

Prayer and Worship are at the heart of the community life of St Alban's Catholic Primary School and are essential to the Catholic life and mission of the School. We encourage our pupils to love God and each other so as to reach their full potential as responsible caring adults in society.



Some of the St Alban's School children making their First Holy Communion, May 2024.



Catholic Education is centred upon the person of Jesus Christ the Son of God encountered in Scripture and Tradition and celebrated in the Catholic Church's Liturgical Year (Advent, Christmas, Lent, Easter), feast days and events in the world that prompt Christian action throughout the year. As a Catholic school St. Alban's gathers for daily prayer: whole school, class or group. Each class starts and ends the day in prayer, which is either led by the teacher or a child. Before lunch we give thanks to God.

Religious Education Curriculum

St Alban's Catholic Primary School follows 'The Vine and the Branches' programme. The child friendly programme allows children to discover Who Jesus Christ is and explore the Teachings of the Catholic Church through the use of age appropriate resources and activities.





Each year group from Reception to Year 6 has their own list of focus topics to consider throughout the academic year. The topics will coincide with the Catholic Church's Liturgical Year.

At the heart of the programme is the Mystery of God Who reveals

Himself in His only Son Jesus Christ in the power of the Holy

Spirit. *The Vine and the Branches* syllabus gives pupils the opportunity to explore the Mystery of the Catholic Faith as revealed in Scripture and Tradition.





Our School Curriculum

At St. Alban's Catholic School we strive to provide a stimulating, broad and balanced curriculum for our pupils which supports and challenges their individual needs. Our curriculum is designed for all children at St Alban's. It will support your child through creative lessons with real-life meaning. It will suit their needs and help them reach their full potential.

We will support your child to be:

- an ambitious, imaginative learner, open to new ideas throughout their life
- an enterprising, creative contributor, ready to play a full part in life and work
- a faithful Catholic whose choices are formed by 'love of God and others'
 - a healthy, confident individual, ready to lead a fulfilling life.

As well as literacy, numeracy and digital skills, there are six areas of learning and experience. Everything your child learns will be connected to these areas.





In Expressive Arts

your child will explore art, dance, drama, film and digital media and music to develop their creative, artistic and performance skills.

In Humanities

they'll learn about the world, society and events in the past and present. They'll explore the challenges and opportunities that face us, and what ethical action we can take to safeguard the world and its people in the future.

In Mathematics and Numeracy

your child will develop their understanding of numbers and use symbols in maths. They'll explore shapes and measurement and learn about statistics and probability.

Health and Well-being

is about looking after their physical and mental health including emotional well-being. They will learn about healthy eating and how to make good decisions, deal with influences and develop healthy relationships.





In Languages, Literacy and Communication, your child will learn about languages. They will understand and use Welsh, English and other languages. They will study and create literature, and communicate in spoken, written or visual ways.

This could include poetry, drama and film.

In **Science and Technology** your child will learn about biology, chemistry, physics, computer science and design and technology. They'll learn about design and engineering, living things, matter, forces and energy, and how computers work.

Sex Education

This policy has been adopted by the partner primary schools of St Illtyd's Catholic High School. The policy is to be read alongside other *RSE Guidelines*. A copy of the School's draft policy was submitted to the Director of Education/Director of RE (schools) Autumn Term 2019/20 as requested. The relationships and sexuality education policy is available on request.





Building Relationships

At St Alban's Catholic Primary School we look after one another and show respect and love through our relationships with one another. Jesus Christ is the model for all our relationships.

In the Beatitudes, Christ invites us to lead a full life with Him by explaining what makes people blessed. This is about understanding how loving our neighbour enables us to be fulfilled too. Having a sense of their own dignity in God's sight will enhance a pupil's self-esteem. It contributes to their developing good relations with others, nurturing and flourishing a respect that everyone is a unique and beautiful part of God's creation.

The children of God, through Baptism, are called to grow in love for Him through the person of Jesus Christ and to spread the Good News through the action of the Holy Spirit.





Healthy Eating

As soon as children start at school we begin to encourage our policy of Healthy Eating. The school is involved in the national Healthy Schools' Initiative supported by the Welsh government. For this work we have already achieved the first 3 phase awards.

We provide every Reception child with fruit throughout the week, and the rest of the year groups bring a healthy fruit snack daily. Fruit is washed and prepared appropriately by the children and available as a snack at an appropriate time during the school day. We also encourage children to try new and unusual healthy snacks and to learn about healthy eating as part of the curriculum.

Milk is given to all Foundation Phase learners free of charge providing them with calcium for strong teeth and bones at this important time in their development. Drinking water is also available in school, and we encourage children to bring a plastic bottle of plain, unflavoured water to keep in class so that they can have a refreshing sip whenever needed. It is essential for hygiene reasons that bottles are clearly labelled with your child's name.





Breakfast Club

The school offers a breakfast club each day. The Breakfast Club accepts St Alban's pupils from 8.10am until 8.30am from adults who will bring their child to a staff member at the school entrance. The Breakfast Club cannot accept children after 8.30am. All children must be brought to Breakfast Club by an adult. Children need time to enjoy a healthy breakfast before the start of the school day and they often enjoy doing this with their friends at Breakfast Club.

Lunchtime Arrangements

At St Alban's Catholic Primary School we provide cooked meals or your child may bring a packed lunch if they wish. During the lunchtime break the children are looked after by lunchtime supervisors. The headteacher and/or the deputy head teacher are available during this time. We ask that you encourage your child



to learn to use a knife and fork and to eat at the table to prepare them for the lunchtime session in school. The school operates an online 'Parent-pay' system so that families can pay for school dinners. More information on this system can be obtained from the school offices. The Welsh Assembly Government is currently rolling out a Free School Meal scheme.



Sport and Fitness

All pupils at St Alban's Catholic School have opportunities to develop their physical skills through a programme of carefully planned activities. Physical development lessons include gymnastics, dance, team-building, athletics, fitness activities and team games. The school playgrounds are marked with playtime games such as hopscotch. In specific year groups children receive coaching in football, tennis, rounders, rugby, hockey, netball, athletics and cricket as part of the curriculum. We also host successful after school clubs in order to promote a range of opportunities to develop sports skills, health and fitness. A sports day is held during the summer term. We ask that families support our efforts to encourage the children to take exercise and stay healthy by sending in suitable kit



(shorts/joggers, T-shirt and trainers). School P.E kits can be purchased from the school office. Pupils in Year 4 also receive two weeks of swimming lessons and Year 6 pupils take part in cycling proficiency training.



Parents / Guardians

At St. Alban's Catholic Primary School, parents' involvement in their child's education is essential. Therefore, communicating effectively with parents and involving them in all aspects of our School's life is fundamental in our drive to raise standards and ensure that every child meets their full potential.

To keep strong partnerships with parents we communicate with and involve parents in a variety of ways, such as Facebook, Instagram, the school website, email, texts and the school newsletter.

Parent Consultation Meetings

Twice a year we arrange Parents Consultation Meetings. This gives you an opportunity to have a look at your child's books, and to discuss their progress with their class teacher. We strongly encourage you to attend these evenings as they are your chance to talk to us about your child. If



Elected Parent Governor Mr Adam Foster

you are unable to attend the meeting time provided please speak to the class teacher or the school office and we will do our best to re-arrange a mutually convenient time.



Extra meetings

If you cannot make your allocated parent meeting or if you would like more time to talk to your child's teacher please speak to the school office who will arrange for either your child's class teacher to telephone you or meet with you at a convenient time.

Charging policy

At St Alban's Catholic Primary School we feel that children gain tremendously from visits outside the school community and from visitors coming into the School. Some of these visits and visitors have an attached cost. The Governing Body has adopted the Local Authority's policy on Charging and Remission.

St Alban's School Events

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□ Coffee mornings		□ Class assemblies
□ Class Tea and Toast Events		☐ Special Event Day Presentations
☐ Learning Workshops with your chil	ld	☐ Parent and Friends Association Meetings
☐ Charity and fundraising events		
□ School Mass		

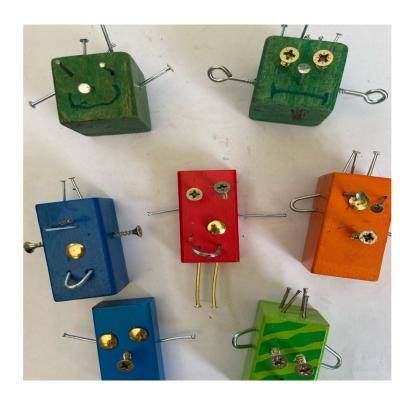
We encourage parents to be involved in all aspects of school life through attending:



"These events are great opportunities for you to get to know us."

Family Learning

St Alban's Catholic School runs a number of workshops throughout the year where you are invited to attend. The workshops are a great opportunity for you to work alongside your child and they provide a range of ideas and strategies you can use at home.







Making A Complaint

If you have a complaint about the Curriculum or any school related matter there is a formal complaint procedure. This process is in accordance with the Local Authority Procedures which are followed by the School Governing Body.

In the event of your having a complaint you should first contact the Headteacher Mrs Woodward to try to resolve the matter by making an appointment with her to discuss it.

St Alban's Catholic Primary School's Complaint Policy can also be found on the School website.



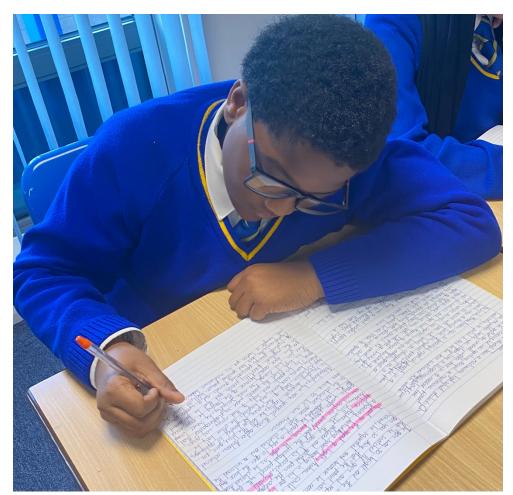


Keeping our School Grounds Safe and Secure:

School Security

The health and welfare of your child is of prime importance every day in St Alban's Catholic Primary School. In line with other schools throughout Cardiff, increasing attention is being paid to all aspects of Health & Safety.

With the assistance of the Archdiocese of Cardiff and Local Authority, several security measures have already been put in place including digital CCTV monitoring and automatic gates at the front of the School which are controlled from the School office.





Fire Drill

Fire Drills are undertaken twice in the Autumn Term and once a term thereafter to practise evacuation procedures. Staff ensure that all pupils are aware of what to do when the fire alarm sounds.

Help Keep our School Grounds Safe

Vehicles

To keep our pupils and their families safe the use of private vehicles on site is not allowed. Please do not drive your car into the staff car park or block the school entrance by parking illegally. Please show courtesy and consideration to our neighbours in Mona Place, at the School's Main Entrance, and Meirion Place to the rear of the school, and do not block residents' drives.

Smoking

You may not smoke or vape anywhere on school property.

Dogs / Animals

Dogs and other animals are not allowed onto school grounds, without express permission





The Governing Body of St Alban's Catholic Primary School

V Rev Fr Sebastian M Jones, Chair (Foundation Governor)

Mr Michael Glavin, Vice Chair (Foundation Governor)

Rev Fr Alexander M Gee, (Foundation Governor)

Dr Clare Jackson, (Foundation Governor)

Mr John Houlston, (Foundation Governor)

Mr David Thomas, (Foundation Governor)

Mr Simon Care, (Foundation Governor)

Mrs Rachel Woodward, Headteacher

Mr Adam Foster, (Parent Governor)

Mrs Jennifer Livingstone (Teacher Governor)

Ms. Alison Jenner (Local Authority Governor)

Ms Kerry Duke (Teaching Assistant Governor)



Who are the Governors? What do they do?

The Governors are a group of volunteers that have Three Main Roles:

1. Providing Strategic Direction For The School

This creates a framework in which the Headteacher and staff work. It includes:

- · Determining the School's vision.
- · Setting the School budget.
- · Determining the priorities for School improvement.
- Setting policy for a range of areas from assessment and feedback to managing behaviour to safeguarding.
- Ensuring all statutory duties are met.
- Leading the management performance of the Headteacher.

2. Being "A Critical Friend"

This involves providing support and challenge as required. This can be done in a number of ways, including:

- · Asking questions at meetings of the Governing Body
- Making visits to the School to gather first hand evidence of the progress made in meeting its priorities
- · Monitoring spending against the budget set
- · Monitoring the impact of School improvement activities
- · Monitoring standards through analysis of performance data and self-evaluation activities
- · Providing a "sounding board" for ideas
- Providing constructive advice



3. Being Accountable

This is how St Alban's Catholic Primary School's Governing Body explains and, when necessary, justifies its actions and decisions. This is done mainly through the Annual Report it produces for parents, providing meetings for parents and providing information for those with a legitimate interest such as the Archdiocese of Cardiff, Local Authority, Estyn, Welsh Government and Consortium.

Meet some of the Governors of St Alban's Catholic Primary School



Fr Sebastian M. attended St John Lloyd School Trowbridge, before St Illtyd's College. A graduate of St Patrick's University, Maynooth, The Catholic University of America, The University of Buckingham, he holds a doctorate in Canon Law from the Marcianum, Venice. Before being appointed Parish Priest of St Alban's Parish, he was 12 years Chaplain to Cardiff University. Fr Sebastian has been Superior of the Cardiff Oratory since 2016. He was formerly Chairman of the Birmingham Oratory School. He has been chair or governor of various Archdiocesan schools in his 30 years as a priest. He continues to lecture and write on Canon Law and is also a keen historian. In his first term as a Foundation Governor of St Alban's Catholic Primary School he noted how "Dyslexia was unheard of when I was a schoolboy and painful memories around teaching and learning in my primary and secondary school days have given me an unflinching commitment that the child is the centre of a Catholic School's Mission."



Mike Glavin: Foundation Governor

Mike is proud to have been born in Splott and to have had his primary education at St Albans! He returned to the school in September 1987 to teach his very first lessons as part of a pre-college placement, before studying to become a teacher. Mike returned to the school again in September 2021 as a Foundation Governor. He became Vice Chair of Governors in September 2022. Mike is a professional, committed educationalist with extensive experience of school improvement within a wide range of contexts, including local authority, consortium and a range of schools -faith schools, schools challenged by social factors and a prestigious international school.



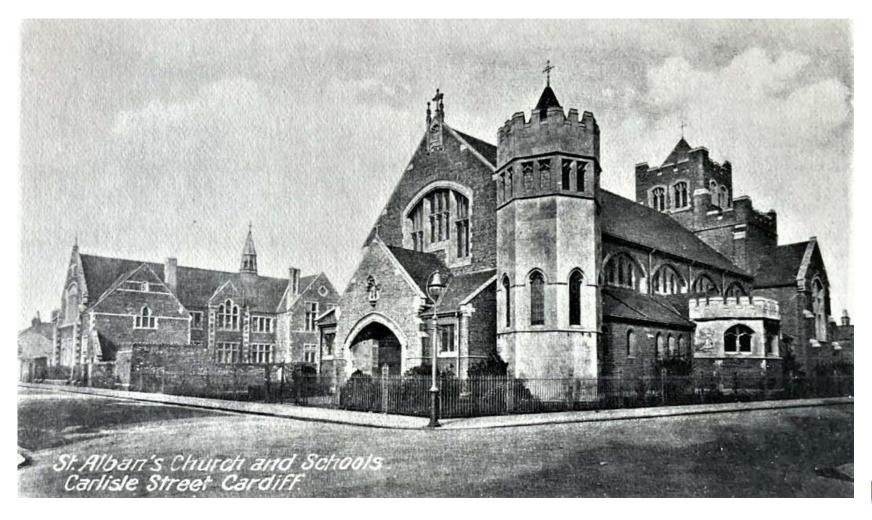
Simon Care: Foundation Governor

Simon grew up in Port Talbot. He read Modern History at Jesus College, Oxford, before studying law at the University of South Wales. He is a solicitor and partner at Berry Smith LLP in Cardiff, and specialises in real estate litigation. Simon is a parishioner at St Alban's Parish and also one of the trustees of the Cardiff Oratory.



St Alban's Catholic Primary School

 \sim A Tradition of Teaching and Learning \sim





St Alban's Catholic Primary School: Living the Tradition



School Mass, St Alban's Parish Church, May 2024



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Email: stalbansprm@cardiff.gov.uk

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Instagram: stalbansprimaryschool

Facebook: St Alban's Catholic Primary School













Notes









