YSGOL GYNRADD CATHOLIG SAN JOSEFF
ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

DIOCESE OF MENEVIA

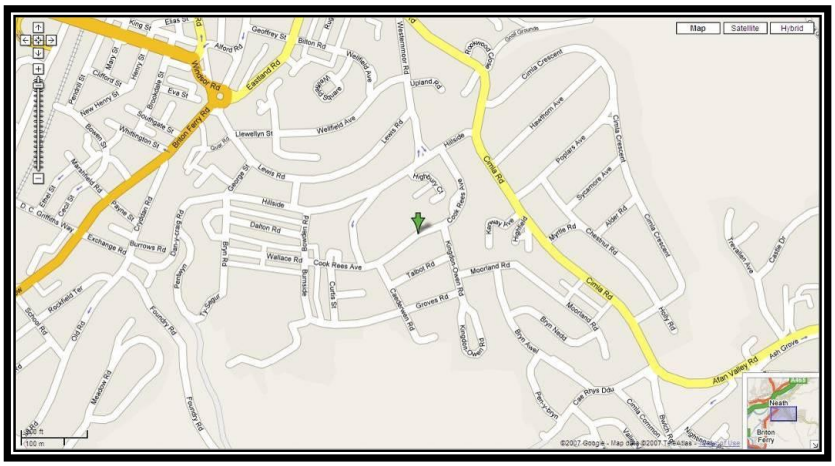
PROSBECTWS YR YSGOL
SCHOOL PROSPECTUS

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Cook Rees Avenue, Westernmoor, Neath SA11 1UR
Tel: 01639 635099
Email: office@stjosephsprimary.npt.school

Headteacher : Mrs. P. Brooks BA QTS (Hons), Dip.Ed, NPQH.
Deputy Headteacher : Mr. C. Anthony BA (Hons), PgCert

Map



Llythyr gan Offeiriad y Prwyf

A Letter from the Parish Priest

We are rightly proud of the many blessings we receive through the education of our children at St. Joseph's Catholic Primary School. A contribution which enriches the life of the whole community.

This school brochure provides a glimpse of just some of the aspects of the busy life at St. Joseph's School.

St. Joseph, the guardian of the Child Jesus is a pattern and model for all parents who desire for their children not only their physical and material well-being but also their moral and spiritual development.

Among their many activities to develop mind and body the children also have time to develop their spiritual lives in prayer and in their concern for others.

The parish community is delighted that many children regularly take part in our Masses. Please do take the opportunity to come as a family and enjoy these times of worship together.

Fr. Neil Evans
Parish Priest

Llythyr gan Gadeirydd y Corff Llywodraethu
A Letter from the Chair of the Governing Body

Dear Parent/Guardian,

Choosing a school for your child is probably one of the most important decisions you will have to make. You need to have confidence in that decision.

At St. Joseph's we recognise that education is a partnership between home, school and parish. Staff work hard to provide a caring, secure and stimulating environment in which the children can work, play and grow.

The information in this prospectus will give you an insight into the workings and activities of our school and I hope that the following pages succeed in conveying some of the provisions we make for our children.

We value our children and do our utmost to ensure that their development is accomplished with positive and happy memories of their time with us.

We look forward to welcoming you to our school.

R. Hopkins

Mr Richard Hopkins
Chair of the Governing Body

Addysg mewn Ysgol a Gynhelir yn Wyrfoddol
Education in a Voluntary Aided School

St. Joseph's Catholic co-educational, English medium Primary School is situated on a hillside on the eastern side of the river valley overlooking the town of Neath. It serves the Catholic communities of the parishes of St. Joseph's, Neath, St. John Kemble, Glyn Neath and Our Lady of the Assumption, Briton Ferry.

Our pupils are drawn from a wide catchment area and their backgrounds cover the socio-economic spectrum. Our pupils also represent the full range of ability.

The school has served its community for more than 110 years and is very proud of its heritage and the community it serves.

Pupils educated in an English medium, voluntary aided Catholic school experience all the benefits which result from the working partnership of Teachers, Governors, Diocese, Councillors and the Local Authority. The Governors have full control of the delegated budget under Neath Port Talbot's Local Authority.

Datganiad o Genhadaeth

Mission Statement

Un Teulu, Anrhegion di-ri
One Family - many gifts

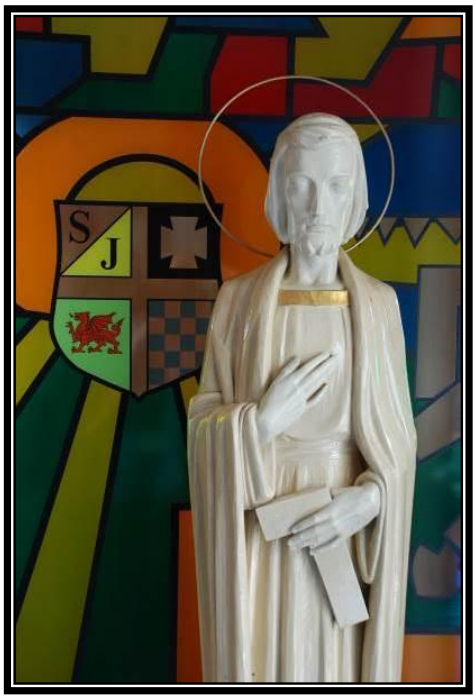
Vision Statement.

St. Joseph's provides a small, caring, nurturing Catholic environment where all pupils receive encouragement and guidance to develop their abilities and talents to the full; reflecting our Mission statement, "One Family, Many Gifts", whilst living out the Gospel Values.

We aim to create an inclusive environment where pupils are encouraged to form healthy relationships, be happy, literate, numerate and digitally competent, creative, confident and resilient learners; proud of their Welsh heritage. We challenge our pupils to reach their full potential, equipping them with the skills necessary to continue on their journey of life-long learning and to leave our school with happy memories of their formative years.

Noddwr ein Hysgol / *Our School Patron*

Our school is dedicated to St Joseph. "The husband of Mary, of whom Jesus is born, who is called Christ". (Matthew 1:v16) We try to foster his qualities of Charity, Humility and Industry in all our pupils.



Derbyn i Ysgol Gynradd Catholig San Joseff
Admission to St Joseph's Catholic Primary School

As with all Catholic schools, St Joseph's Catholic Primary School was founded by the Church with the principal purpose of providing a Catholic education for children:

"The Catholic School forms part of the saving mission of the Church especially for education in faith."
(The Catholic School; SCCE; n.9)

This information of faith is best achieved when the home, school and parish are able to form a vital and dynamic partnership. The school is then an integral part of a local Catholic faith community which carries out the mission of the Church to embrace the Gospel of Christ, to live by its values, and to proclaim Christ as the light for all peoples. It is the primary role of our schools to be one of the principal means for parents of baptised children to fulfil the responsibilities taken on at their child's baptism.

Catholic schools are established and maintained as part of the dual system of education, in which the Catholic children in a Catholic School whose philosophy, recruitment, delivery of the curriculum, daily life and the admission of pupils are determined by the distinctive Catholic ethos of the faith community of which they are a part.

As a Catholic School, committed to Christ's ministry and recognising the uniqueness and value of each individual, we welcome children with disabilities who meet the school's admissions criteria. Every effort is made to provide the necessary resources to help any disabled pupil access the curriculum as fully as possible. The school co-operates with other professionals in seeking each child's full entitlement e.g. speech therapist, visual impairment personnel, hearing impairment personnel etc. The disabled facilities in the school include ramps to allow easy access in and out of the school. In addition there is a disabled toilet provided within the school.

Our school aims to be an inclusive school in respect of pupils, staff and parents. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be a reality for all our children, and this of course includes pupils with disabilities.

We will ensure that pupils with disabilities have the same opportunities as non-disabled pupils to benefit from the education our school provides. We will not treat a pupil with a disability less favourably than others because of the nature of his or her disability. All reasonable adjustments will be made to ensure that a pupil or member of staff with disabilities is not placed at a disadvantage.

We will do our best to anticipate the needs of pupils, staff member or parents with disabilities before he or she joins the school.

Polisi a Gweithdrefnau Derbyn / *Admissions Policy and Procedures*

The governing body is the Admissions Authority. It determines the School's Admissions Policy, after consultation with the Archdiocese of Cardiff-Menevia.

Application forms for admissions to the school are available on request from the School Administrative Officer and should be returned to the school. Nursery children are admitted the day after their 3rd birthday, depending on spaces.

If the number of applicants exceeds the number of places available the following over subscription criteria will be used:-

1. Baptised Catholic "Looked After" children, in the care of the local authority, within the parishes served by the school.
2. Looked After children who are in the care of the local authority (children in care) or provided with accommodation by them (e.g. children with foster parents).
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Baptised Catholic children who have a brother or sister at the school at the time of likely admission.
6. Any other children who have a brother or sister in the school at the time of admission.
7. Children of other Christian Denominations whose parents seek Catholic schooling.
8. Children of other faiths whose parents seek Catholic education for their child.
9. Any other children whose parents seek a Catholic education for their child.
10. Children for whom the LA has specifically asked for a place at the school.

Where oversubscription criteria is applied, Baptised children (Catholic or non-Catholic) must attach a Certificate of Baptism from the Church in which their child was baptised to their application form, and parents of children who belong to non-Christian faith communities must provide evidence of that membership i.e. letter from their local faith leader.

Apeliadau / *Appeals*

If an application for entry is refused, parents have the right to appeal. A letter should be addressed to the Chairperson of the Governing Body, appealing against the decision not to offer a place. This will be heard by an Appeal Panel; this is independent of the Governing Body and all other representatives of the school and its decision is binding on the Governing Body.

Rhoi ar Waith / *Implementation*

This Policy is reviewed on an annual basis and was last reviewed by the Full Governing Body in the Autumn Term 2026.

Trefniadau i Rieni sy'n Ymweld / *Arrangements for Visiting Parents*

Visits are most welcome from parents / guardians of prospective pupils. In the first instance parents should contact the school to make an appointment during the school day, in order to have the opportunity to see the school in action and truly appreciate what we have to offer. Pupils are then given the opportunity to spend a morning/day in school, in their prospective class before officially joining the school.

Trafnidiaeth / *Transport*

Free transport is available for those pupils living 2 or more miles from the school. Currently, 12% of pupils attending St Joseph's RC Primary School use school transport to travel to and from school.

Trefniadau
Organisation

Cyffredinol / *General*

The school was built in 1973 and has full disabled access. It is a modern spacious building encompassing 4 classrooms, a demountable classroom, an intervention room, a library, a large well equipped multi-functional hall which serves as the dining hall, gymnasium and for collective worship. All Foundation Phase classrooms have access to outdoor learning areas. In addition to this, there are two playgrounds and a nature area with a pond and outside classroom gazebo.

The school is organised to accommodate all aspects of the Curriculum for Wales. The pupils are generally taught in mixed ability classes with work carefully focused on pupils' particular needs. The Headteacher has oversight of the whole school and is assisted by class teachers, one of whom is the Deputy Headteacher. In addition, learning support staff work throughout the school. All staff have responsibility for the pastoral care of the children in the school.

Toileting facilities are provided for all pupils. There is a shared toileting provision for Nursery and Reception pupils. Separate toilets are provided the older male and female pupils. In addition to this, the school sites staff toilets and a disabled toilet.

Cytundeb Cartref/Ysgol / *Home School Agreement*

The school has formulated a Home School Pupil Agreement which pupils and parents are invited to sign upon accepting a place within the school. A copy of the agreement is included with this prospectus for your information.

Trefniadau Gofal Bugeiliol / *Pastoral Care Arrangements*

St Joseph's seeks to create a friendly, caring, secure and stimulating environment in which your son or daughter may flourish. The class teacher is primarily responsible for pastoral care and is responsible to the Headteacher for the general care of your child at school. Where necessary, the school liaises with outside agencies and at the appropriate time, with receiving schools on transfer.

Close co-operation between school and family is promoted and parents are encouraged to provide any information, which may affect the education and well being of their child.

Meintiau Dosbarthiadau / *Class sizes*

At the beginning of the academic year 2026-2027 classes will be structured as follows:-

Daffodil	Nursery/Reception	Age 3-5	24 pupils	Mrs. C. Edwards
Dreigiau	Year 1/2	Age 5-8	18 pupils	Miss N. Beesley
Castell	Year 3/4	Age 7 -9	25 pupils	Mrs Williams
Mynedd	Year 5/6	Age 9-11	27 pupils	Mr C. Anthony

Oriau'r Ysgol / *School Hours*

Morning Session		**Afternoon Session**
Nursery	8.50am – 11.20am	
Rec – Year 6	8.50am – 12pm	12.45pm – 3.05pm

Diogelwch / *Security*

Security arrangements for pupils, staff, visitors and school premises are continually reviewed and improvements sought. Officers of the Archdiocese and the local authority are consulted on any changes made and all work is carried out by contractors recommended by these representatives.

Entry to the school grounds is possible through the main gate in the Infant yard. Please press the buzzer for entry as the gate is locked to safeguard the pupils. Admission to the building by the main door is only possible for those in possession of a key or the security code. Other visitors are asked to ring to gain access. Parents of pupils arriving late or wishing to depart early need to contact the office to obtain entry. Due to security issues and health and safety considerations parents are not permitted to access individual classrooms through other doorways at any time of the school day.

It is essential that all visitors (including parents) report to the school office upon arrival at the school.

The Health and Safety policy has been reviewed by the Governing Body and appropriate responsibilities allocated. Appointed staff hold First Aid Qualifications.

Iechyd a Diogelwch / *Health and Safety*

Pupils are supervised at all times during the school day. Teaching staff supervise before and after morning and afternoon sessions and during break times, while Teaching Assistants provide additional support during breaks. At lunchtime, six Supervisory Assistants, led by the Headteacher and Deputy Headteacher, ensure that pupils remain safe, happy and well cared for.

Pupils travelling on school transport are escorted to the buses by the bus escorts and members of staff at the end of each school day.

Procedures for emergency drill in case of fire and Lockdown are known to all staff, pupils and volunteers. A Fire drill is held every half term and a Lockdown drill is held termly.

PE equipment is only used with teacher supervision.

Pupils are discouraged from wearing jewellery in school because of health and safety requirements.

If pupils are ill during school hours, parents are notified immediately. Minor accidents are treated at the school. If more serious accidents occur, parents are notified and the child may be taken to hospital.

Parents are contacted immediately with regard to all head injuries.

Meddyginiaeth / *Medicines*

Only prescribed medication can be administered in school. An Administering Medication Form must be completed. The Headteacher must agree that the staff can administer the medication. Staff will take care of medication for asthma sufferers for use as required.

Please contact the Headteacher for further advice regarding asthma pumps.

Where a pupil has a particular medical need that the school needs to be aware of, a Healthcare Plan is drawn up between the parents and the ALNCo, and shared with the class teacher. This outlines any symptoms the school may need to be aware of and any emergency procedures that may need to be put in place. Training for staff is arranged as and when needed. These plans are reviewed annually.

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Cwricwlwm yr Ysgol
The School Curriculum

Nodau'r Llywodraethwyr / *The Governing Body's Statement of Curriculum Aims:*

The views of pupils, parents/carers, staff and governors have been sought in order to create a curriculum vision for St Joseph's Primary School. This has been used to help us to develop a bespoke curriculum that has our Catholic faith and Gospel Values at its heart.

We at St Joseph's Primary School aim to deliver a stimulating, exciting and challenging curriculum that meets the needs of all of our pupils. The Curriculum for Wales guidance is followed to ensure that we comply with all of the mandatory elements as outlined in the diagram below.

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

Developing a shared understanding of progression The principles of progression and the descriptions of learning are intended to guide the development of a curriculum which reflects appropriate progression				
Principles of progression				
Increasing effectiveness	Increase breadth and depth of knowledge	Deepening understanding, ideas and disciplines	Refinement and growing sophistication	Making connections and transferring learning

Principles of curriculum design				
Evidence-based	Authentic	Responsive	Inclusive	Ambitious
Unified	Empowering	Engaging	Based on subsidiarity	Manageable

Assessing for future Assessment has three main roles in the process of enabling learner progression		
Supporting individual learners on a day to day basis	Identifying, capturing and reflecting on individual learner progress over time	Understanding group progress

Areas of Learning and Experience (AoLEs) The 27 statements of what matters are the basis of learners progression throughout CfW and its 3-16 learning continuum Descriptions of learning provide guidance on how learners should progress within each statement of what matters as they journey through the continuum of learning					
Expressive arts	Health and well-being	Humanities Includes Religion, values and ethics (RVE)	Languages, literacy and communication	Mathematics and numeracy	Science and technology

Cross-curricular skills			Integral skills			
Literacy	Numeracy	Digital competence	Personal effectiveness	Creativity and innovation	Planning and organising	Critical thinking and problem solving

Cross-cutting themes				
Relationships and sexuality education (RSE)	Human Rights	Diversity	Careers and work-related experiences	Local, national and international contexts

We are passionate about equipping our pupils with the skills they need in an ever changing world. We place a strong focus on developing pupils' literacy, numeracy and digital competence skills alongside developing those skills that are integral to realising the four purposes and the values and attitudes that will enable our pupils to develop as autonomous learners. We aim to help our pupils make sense of their own identities and those of others, in our community, Wales and across the world.

The aim of our curriculum at St Joseph's is to provide a clear focus on progression. We believe that progression in learning is a process of increasing depth, sophistication, engagement and learner control, over time, rather than covering a body of content. Progression in learning will be at the heart of our curriculum rather than starting with a theme and fitting the learning to it.

The Curriculum for Wales provides a clear definition for a school's curriculum. It states that a school's curriculum is everything a learner experiences in pursuit of the Four Purposes. It is not simply what we teach, but how we teach and crucially, why we teach it.

We achieve this through considering what is worthwhile for our pupils to learn. We develop pupils' conceptual understanding of key ideas through a wide range of worthwhile experiences that contribute to pupils realising the four purposes.

We strive to create a curriculum which develops and improves the skills, knowledge and understanding of pupils over time. We aim to progressively challenge pupils through increasing the depth, breadth and sophistication of their understanding and skills. To help us provide this challenge, we will

assess what pupils are good at, how they learn best, and the next steps in their learning.

The school will monitor the impact of its curriculum on pupils' progression and their development of the four purposes on a continuous basis throughout the academic year and complete a review on an annual basis.

Addysg Grefyddol / *Religious Education*

The aim of Religious Education at St Joseph's is to enable pupils to develop their awareness of the spiritual aspects of life, to experience Christian worship and, through the daily life of the school, to experience Christianity in action as a relevant foundation of their lives. We encourage pupils to develop awareness of other people and their needs, often in appropriate practical ways. In following the Catholic Bishops of England and Wales' Religious Education Directory "To Know You More Clearly", the school fully complies with the requirements of the Catholic Church regarding Religious Education.

At St Joseph's, we integrate the Catholic Virtues into everyday life. These values have their roots in the Gospel and are based on the Jesuit Values whose aims are "improvement in living and learning for the greater glory of God and the common good." Staff promote two values per half term, using examples which the pupils can relate to and can incorporate into their daily lives.

Gweddiau / *Prayer and Worship*

Prayer and worship are an integral part of the life of St Joseph's. This is outlined in the Prayer and Liturgy Directory, "To love You more dearly." Assemblies and Religious Education are based on the Catholic faith. A special celebration assembly takes place weekly. A Golden Star Award Assembly takes place at the end of every half term. Teachers take every opportunity to pray with the children at appropriate times of the day. Mass is celebrated at least once a half term and on special occasions. Opportunities for the celebration of the Sacrament of Reconciliation are provided during Advent and Lent. Throughout the year a range of services are provided to celebrate the major feasts and seasons of the Church's Calendar.

Addysg Bersonol, Iechyd a Chymdeithasol / *Personal and Social Health Education*

"Life to The Full" (the Diocesan approved scheme), is delivered to all pupils throughout the school. Questions and matters relating are dealt with naturally and sensitively when the need arises. Parents of pupils in Year 5 &6 are notified with regard to our "Health and Hygiene Programme" which is delivered by the School Nurse.

Healthy Relationships and Sex Education (HRSE) is taught at the school using the “Life to the Full” Diocesan Scheme of Work.

Gofal / *Pastoral Care*

The class teachers have day-to-day responsibility for the pastoral care of pupils. This is supervised and supplemented by the Headteacher.

We aim to meet all needs in a caring way within the resources we have at our disposal. Where appropriate, and after discussion with parents, referrals can be made to the Educational Psychologist and other specialists. The school’s policy conforms to the *The Additional Learning Needs Code for Wales 2021.* A copy is available in the school for parents who wish to seek further information.

Learning is the core purpose of St Joseph’s School, we are known for high standards of achievement as well as a strong sense of fun and enjoyment of learning. These standards are carefully monitored at all levels of the school, from Nursery to Year 6. Every child undertakes an assessment on entry to St Joseph’s. Pupils are formally tested every year from Year 2. Each pupils’ progress throughout the school is carefully tracked, to ensure their potential is reached.

At St Joseph’s, our Strategic Equality Plan ensures that all pupils are entitled to participate fully in the whole school curriculum. The school is committed to a positive policy of promoting equal opportunities and eliminating any unlawful or unfair discrimination, by providing equal opportunities for all pupils in all aspects of the curriculum.

- We encourage respect for and tolerance of people of different gender, race, religion and way of life, to ensure that all pupils feel included, secure and valued.
- We assess our teaching materials and resources and also examine the organisation of the school for gender bias to provide a secure, challenging and safe environment for all pupils, using both the indoor and outdoor learning areas to promote pupils’ natural curiosity to explore and learn.
- We work together ensuring a school community based on mutual respect, offering equal opportunities for everyone, establishing positive relationships with parents / guardians, developing happy, confident, inquiring children.

The school aims to offer a broad and balanced curriculum to meet the needs of all pupils. We follow guidelines laid down by the Curriculum for Wales, the Local Authority and the Diocese of Menevia.

The school's Mission statement "One Family, Many Gifts" encourages pupils to support and enrich one another :-

- To share gifts, talents and resources with all.
- To show respect for the family, for life, for truth, for the property of others and for each person's contribution.
- To enable and encourage one another to become living witnesses to Christ.
- To develop pupils' mathematical and numeracy skills.
- To develop pupils' language, literacy and communication skills.
- To develop pupils' science and technology skills.
- To develop pupils' digital competence skills.
- To help pupils' understand and relate to their environment through humanities.
- To develop, refine and express an appreciation of drama, music, Literature and other creative arts and crafts while acquiring a wide variety of skills in these expressive arts.
- To develop children's physical skills and positive attitudes to health through health and wellbeing.

Pupils will be taught languages, literacy and communication, Mathematics and numeracy and Religious Education separately. A concept based approach is used throughout the school to design a curriculum which incorporates literacy, numeracy and digital competency skills across the curriculum.

Moral and Religious Education permeates the atmosphere of the school. All members of staff have specific responsibilities for designated areas of the curriculum.

A particular emphasis is placed on developing skills across the curriculum. High standards are expected and the ethos of the school is to develop highly motivated pupils who will achieve their maximum potential.

All classes are mixed ability and teachers will plan activities according to the differing abilities within their class. Pupils will experience class, group and individual teaching.

Academic and social development is continually monitored and assessed.

Parents are expected to play an active part in their child's education. Parents' Evenings are arranged 3 times a year and parents are welcome to meet with teachers at other times by mutual consent.

Anghenion Dysgu Ychwanegol / *Additional Learning Needs*

Our ALN policy is implemented in accordance with *The Additional Learning Needs Code for Wales 2021.* We offer a range of support for students with ALN in the classroom as well as interventions through external specialist agencies.

Our school policy has four main objectives:

- All pupils have the right to a broad, balanced, relevant, progressive and differentiated curriculum.
- The needs of all pupils with ALN will be met in a mainstream situation wherever possible. Those students on the ALN register will all have a one-page profile that will be completed in collaboration with parents.
- Each pupil's needs will be reviewed, evaluating progress and development termly.
- That all staff are responsible for pupils with ALN and they are provided with the resources, support and training required to support the students with ALN and are aware of the ALN policy.

Pupils who have additional learning needs are catered for individually. They may be withdrawn either individually or in small groups to receive support within the mainstream setting. The ALNCo attends termly meetings with the Local Authority where they are updated on current ALN developments and best practices. The ALNCo then feeds back to school staff and governors and ensures best practice is being implemented and maintained with the school. The funding delegated to the school for the provision of ALN services is used to implement the provision required to fully support the students with ALN within our mainstream setting. The designated member of staff with responsibility for ALN is Miss Beesley. The shadow ALNCo is Mrs Edwards. The Governor with responsibility for ALN is Mrs Bethan Lee.

Pupils with significant need, who have access to substantial Additional Learning Provision (ALP), will be given either a school maintained or Local Authority maintained Individual Development Plan (IDP). For students with ALN who do not qualify for an IDP, they will be given a One-Page Profile that will be created through a meeting with the ALNCo, parents and student. These students will have their progress monitored and reviewed termly by the ALNCo and the class teacher and provision will be tailored to the developing need of the child. Outside agencies are accessed as and when required and the school ALNCo has termly meetings with our link Educational Psychologist.

The Additional Learning Needs Code for Wales 2021 is the statutory support system for children and young people aged 0 to 25 in Wales with ALN. When a child is recognised as having an ALN or is accessing our additional learning provision (ALP), parents will be invited to a person-centred review (PCR). During this meeting, it may be decided that the child has an ALN and is accessing extensive ALP and would therefore require a school or local authority maintained IDP. Where the decision has been made that a child does not have ALN or does not require extensive additional learning provision, a 'no IDP' notice will be given. This does not mean that intervention support groups for the child will stop. Intervention/catch up groups will remain in place. **For further information, please visit our school website.**

Amddiffyn Plant / *Child Protection*

The Headteacher, Mrs. P. Brooks, is the Designated Child Protection Officer for the school. The Deputy Headteacher, Mr. C. Anthony, and Miss N. Beesley are the Deputy Child Protection Officers for the school. Both have the responsibility for promoting the educational achievement of Looked After Children. In addition to this, Mrs Carolynn Elias is the nominated Designated Child Protection Governor.

Defnydd o'r laith Gymraeg / *Use of Welsh Language*

Welsh is taught as a second language and is also used daily throughout the school. A peripatetic teacher supports the school in the overall planning and organisation of the Welsh curriculum. Pupils are taught to say a range of prayers through the medium of Welsh. An annual Eisteddfod is held to celebrate St David's Day, giving pupils the opportunity to use the Welsh language and share their Welsh cultural experiences.

Chwaraeon / *Sport*

The school aims to develop pupils' physical skills to the full with the emphasis firmly on taking part and enjoyment. There are opportunities to participate in a wide range of activities e.g. rugby, football, gymnastics, dance, cricket and organised games. Older pupils attend swimming lessons during the year.

Ymweliadau Ysgol / *Educational Visits and School Journeys*

Educational visits and visitors to school are arranged to enrich the curriculum. Parents must sign the appropriate consent form before their child can take part in such visits. Well structured visits such as these, considerably enhance the children's learning.

Cyngor yr Ysgol / *The School Council*

All pupils from Reception to Year 6 are given the opportunity to serve on the School Council. This is a democratically elected body made up of two representatives from each class. The council allows children to be part of the running of the school in appropriate circumstances. These pupils have a chance to air their views and those of children in their class.

Allgyrsiol / *Extra Curricular Activities*

Extra curricular activities are provided and encouraged at the school e.g educational trips (both day and residential), as well as fundraising initiatives for charity and healthy life style projects. The latter encourage the pupils to demonstrate concern for the needy, develop their community spirit and further their awareness of global issues.

Taliadau a Pheidio â Chodi Tâl / *Charges and Remissions*

The school has adopted the Local Authority's policy on charges and remissions.

Archwilio Dogfennau / *Inspection of Documents*

Documents required to be made available by regulation may be inspected at the school, with the regulatory seven days notice. Copies made of any of the school's documents will incur a small charge.

Gwaith Cartref / *Homework*

Homework is an important way of extending children's learning and for parents to be actively involved in assisting their children's progress at school. This includes time spent learning spellings and tables, reading and formal set tasks; as well as online mathematical and reading activities that reinforce learning. Pupils are expected to complete work they have been set fully and on time. At home support of homework is of course, vitally important.

Disgyblaeth / *Discipline*

In accordance with statutory provisions it is the duty of the Headteacher to determine measures to promote set discipline among pupils and proper regard for authority to encourage and secure good behaviour and otherwise to regulate the conduct of pupils. School rules are kept to a minimum but pupils are taught at all times to be well mannered and respectful; to show consideration for the well-being and safety of others and, most importantly, to develop self-discipline. Any lapse in discipline will be dealt with according to circumstances. This will usually be done by the class teacher or matters may be referred to the Head. Sanctions will vary according to the circumstances. A copy of the policy is available on the school's website.

Presenoldeb a Phrydlondeb / *Attendance & Punctuality*

The school has high expectations regarding pupil attendance and punctuality. It is essential that all pupils attend regularly and are on time for an 8.50am start. To promote and encourage punctuality and regular attendance within the school, an On the Mark Alarm Clock Award and Attendance Cup are given to the class with the least number of "lates" and highest percentage of attendance in any given week. The school celebrates pupils' 100% attendance for each half term with a certificate.

Absenoldeb / *Absences*

Pupils' absences are carefully monitored and the school operates a first day response system for all pupils. In some cases pupils will be referred to the Educational Welfare Officer (EWO) who visits the school on a fortnightly basis. Parents are asked to telephone the school office on the first day of any absence from school. If this is not possible, the absence must be explained by a letter on return to school. Medical and dental appointments should, as far as possible, be made out of school hours. The school operates a text messaging service. A text message will be sent regarding your child's absence from school, if you have not contacted the school on the first day of absence.

Holidays during term time are not permitted.

Yearly Attendance	Number of lessons missed
95%	65 lessons
90%	130 lessons
85%	195 lessons

If we take 90% as an example, this figure results in 130 lessons being missed. This must make a difference to how well any child does in school.

Clwb Brecwast / *Breakfast Club*

The school provides daily facilities for a Breakfast Club (8.10am – 8.40am) funded by the Welsh Government. This free facility is available to all pupils.

Pontio / *Transition/Secondary School Links*

We believe it is important to develop a sense of unity in Catholic education from 3 to 18. Regular meetings are held with the Primary School Cluster and Secondary School at all levels and every opportunity is taken to ensure that transition is as smooth as possible for our pupils.

During the Summer Terms, Year 5 and 6 pupils visit the Comprehensive School to familiarise themselves with the new school structure. In addition to this, pupils visit the comprehensive school to participate in lessons that enhance their learning in the Primary School.

Rhieni a'r Ysgol / *Parents and the School*

During the academic year there are 3 formal occasions when parents are invited to the school to meet the teachers. During the Autumn and Spring Terms the teachers meet parents / guardians individually at Pupil Consultation evenings to discuss their child's progress. During the Summer Term, there is an opportunity for parents to discuss their child's annual report with the teacher. If a parent / guardian wishes to come and discuss a matter with the Headteacher or class teacher other than during these organised evenings; suitable times can be arranged by contacting the School Clerk. Teachers are not available during school hours. If, however, you have a concern about your child's education, welfare or any other problem that may occur please contact the class teacher in the first instance to make an appointment to discuss your concern.

Cyfeillion San Joseff / *Friends of St Joseph's*

The school has an enthusiastic Parent Teacher Association, membership of which is automatic and free upon the admission of the first child of the family to the school. Various highly successful fund-raising events are organised by the group during the year including fairs, school discos, and an Easter Egg Hunt. Funds raised by the group have enabled the school to purchase resources which have greatly enhanced the quality of education provided by the school.

Gwisg Ysgol / *School Uniform*

St Joseph's has a school uniform, which always attracts positive comments from visitors to the school and members of the wider community (please see appendices for details of school suppliers). All parents / guardians are required to support the school in maintaining these high standards. A copy of the uniform policy is given to new parents / guardians of the school. The purchasing of jumpers, hoodies and cardigans with a school badge is not essential. Uniform with the school badge, if required, can be purchased from the uniform suppliers below;

Bergoni – online.
Sportec – online.

Alternatively, the school operates a Uniform Recycling / Swap Shop Service whereby parents / guardians are able to obtain good quality, second hand uniform from the "school shop" at a nil cost. For further details, please contact the School Clerk.

Parents / Guardians are reminded that articles of clothing should be marked or labelled so that in the event of an item being mislaid it can be traced.

Parents / Guardians are asked to contact the school if in any doubt when purchasing items of school uniform. The wearing of school uniform (listed below) is required by all pupils including Nursery children.

Boys: Royal blue sweater/hoody
White or blue shirt/polo shirt
Charcoal grey or black trousers/shorts

Girls: Royal blue sweater/hoody/cardigan
White or blue blouse/polo shirt
Charcoal grey or black trousers/shorts/skirt/pinafore
Blue and white checked dress (optional for wear in the summer)

Steil Gwallt / *Hair Style*

Pupils' hair should be neat and a sensible style. All long hair should be tied back.

Gemwaith / *Jewellery*

In the interests of health and safety children are discouraged from wearing jewellery at school. ***The school will accept no responsibility for the loss or damage of items of jewellery.***

Eiddo Personol / *Personal Belongings*

The school cannot accept responsibility for the loss or damage of personal belongings.

Prydau Ysgol / *School Meals*

Pupils may have a school dinner or bring a packed lunch. A set meal is prepared daily in our school kitchen. All pupils receive Universal Primary free school meals.

Ffrwythau / *Fruit*

Parents are asked not to provide fizzy drinks, crisps or sweets for snack time, but rather to consider healthy eating snacks such as fruit. Fruit is provided within the school for Nursery to Year 2 pupils at a cost of £1 per week, payable on Monday. Older pupils may bring a piece for fruit to school for a healthy playtime snack.

Elusennau / *Charities*

As a Catholic School, one of our primary aims is to help our children appreciate the importance of caring for others.

Many awareness raising and fundraising activities take place throughout the year.

Charities supported include:-

- CAFOD
- Neath Port Talbot Food Bank
- Mission Together
- Shelter Cymru
- Save the Children
- Show Racism the Red Card
- Anti Bullying – wear Blue

School Terms and Holiday Dates
2026 - 2027 Academic Year

Autumn term 2026

- Tuesday, 1 September - Friday, 23 October
- Half-term holiday: Monday, 26 - Friday, 30 October
- Monday, 2 November - Friday, 18 December
- Christmas holiday: Monday, 21 December - Friday, 1 January

Spring term 2027

- Monday, 4 January - Friday, 5 February
- Half-term holiday: Monday, 8 - Friday, 12 February

- Monday, 15 February - Friday, 19 March
- Easter holiday: Monday, 22 March - Friday, 2 April

Summer term 2027

- Monday, 5 April - Friday, 28 May
- Half-term holiday: Monday, 31 May - Friday, 4 June
- Monday, 7 June - Tuesday, 20 July
- Summer holiday: Wednesday, 21 July - Tuesday, 31 August

Schools will be closed to pupils for INSET/staff preparation(2026) on up to six days between Tuesday, 1 September 2026 and Tuesday, 20 July 2027.

Bank Holidays

- **Good Friday:** 26 Mar 2027
- **Easter Monday:** 29 Mar 2027
- **Early/Spring Bank Holidays:** 3 May & 31 May 2027

Complaints

There is a Complaints Policy and Procedure within the school. A copy of the procedure is included with this prospectus for your information.

Complaints which cannot be resolved by the school should be referred to Pupil, Parent Support Department at NPTCBC, Civic Centre, Port Talbot, SA13 1PJ.

Information contained in this prospectus is correct at the time of printing. However, it should not be assumed that there will be no changes affecting the relevant arrangements eg.

a) before the start, or during, the school year in question or
b) in relation to subsequent school years.

St. Joseph's Catholic Primary School,

Neath

HOME – SCHOOL AGREEMENT

The main aim of St. Joseph's Catholic Primary School is the Christian education of all its pupils. The school community at all times attempts to serve as a witness to the Catholic faith in our Lord Jesus Christ.

We aim to develop the full spiritual, intellectual, emotional and physical potential of each child within the family atmosphere we strive to create within the school.

We believe that parents are the first and foremost educators of their children and that we have the privileged task of supporting them in their God given task.

This document sets out the responsibilities of the school, parents and pupils in achieving our goal –

"To provide the best,
as only the best is good enough for your child".

For parents and children to sign if you are in agreement
with its contents.

<u>School Responsibilities</u>
We acknowledge our responsibility to support parents in their task of nurturing their children toward human wholeness within a Christian community. Therefore we will:-

- Provide a warm, friendly welcome to your child and a safe, stimulating Christian environment in which to learn.
- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school.
- Ensure that your child is valued and helped to achieve their full spiritual, intellectual emotional and physical potential.
- Nurture in all pupils positive attitudes to learning.
- Treat your child with dignity and respect.
- Provide the best education we can.

- Keep you well informed through regular letter and newsletters.
- Set, mark and monitor homework suitable to your child's needs.
- Invite you to attend termly interviews with your child's class teacher.
- Provide opportunities to meet (by appointment) with class/Headteacher should the need arise.
- Send home one written report at the end of the school year on your child's progress.
- Contact you if there is a problem with your child's attendance.
- Inform you of any concerns regarding your child's behaviour, work or health.

Signature of Headteacher ……

Pupil Responsibilities

I thank God for all the things I am able to do and promise to use them for the good of myself and others.

Therefore I will:-

- Come to school regularly and on time.
- Wear my school uniform and bring all the things I need for school every day.
- Take care of all my school equipment and help keep our school free from litter.
- Listen carefully to my teacher in class and always to do my best work.
- Behave properly so we can be happy and safe as we learn.
- Keep all school rules.
- Treat all staff (teaching and non – teaching) and fellow pupils with dignity and respect.
- Do my homework as well as I can and bring it back to school when asked to do so.

Signature of pupil……

Parental / Guardian Responsibilities

As parents, we acknowledge that we are the first and foremost educators of our children and have a vital role to play in supporting their learning in school.

Therefore I/we will:-

- Support the Christian values of the school community.
- Support the school in ensuring that my child is punctual and regular in their attendance.
- Support homework and the necessary care of the books provided by the school for my child.

- Keep in regular touch with the school by attending parent meetings to discuss the progress of my child.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Inform the school of any concerns or complaints at the earliest possible stage.
- Support the school in providing fair but firm positive discipline within a Christian environment.
- Talk to my child about their experiences in school and encourage them to do their best.
- Endeavour to support our own and our child's Faith Journey within the school and Parish.
- Parents must ring the school if their/your child is absent and a letter or verbal reason for absence must be given on their return to school.

Signature of Parent / Guardian……

Our School
e-Safety Rules

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil's Agreement

- I have read, I understand and will abide by the school e-Safety Rules.
- I will use all devices, HWB and any other learning platforms in a responsible way at all times.
- I understand that network and internet access may be monitored.
- I will keep my passwords safe at all times.

Signature of pupil:	***Date:***

Parent / Guardian's Consent for Internet Access
I have read and understood the school e-safety rules and give permission for my son / daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I also acknowledge that the school is not responsible for the content of material which is to be found on the internet.

Signature of parent: / guardian:	***Date:***

Parent / Guardian's Consent for Publication of Work and Photographs – Including digital publications
In order to continue our tradition of promoting our school, our pupils work and achievements, photographic evidence it is necessary. This evidence may be used in promotional literature, school displays, school web site and newspaper articles.

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

This consent will remain in force until cancelled by me in writing.

The copyright in the photographs shall be vested in Neath Port Talbot County Borough Council or the photographer as appropriate.

Signature of parent / guardian:	***Date:***
Please print name:	

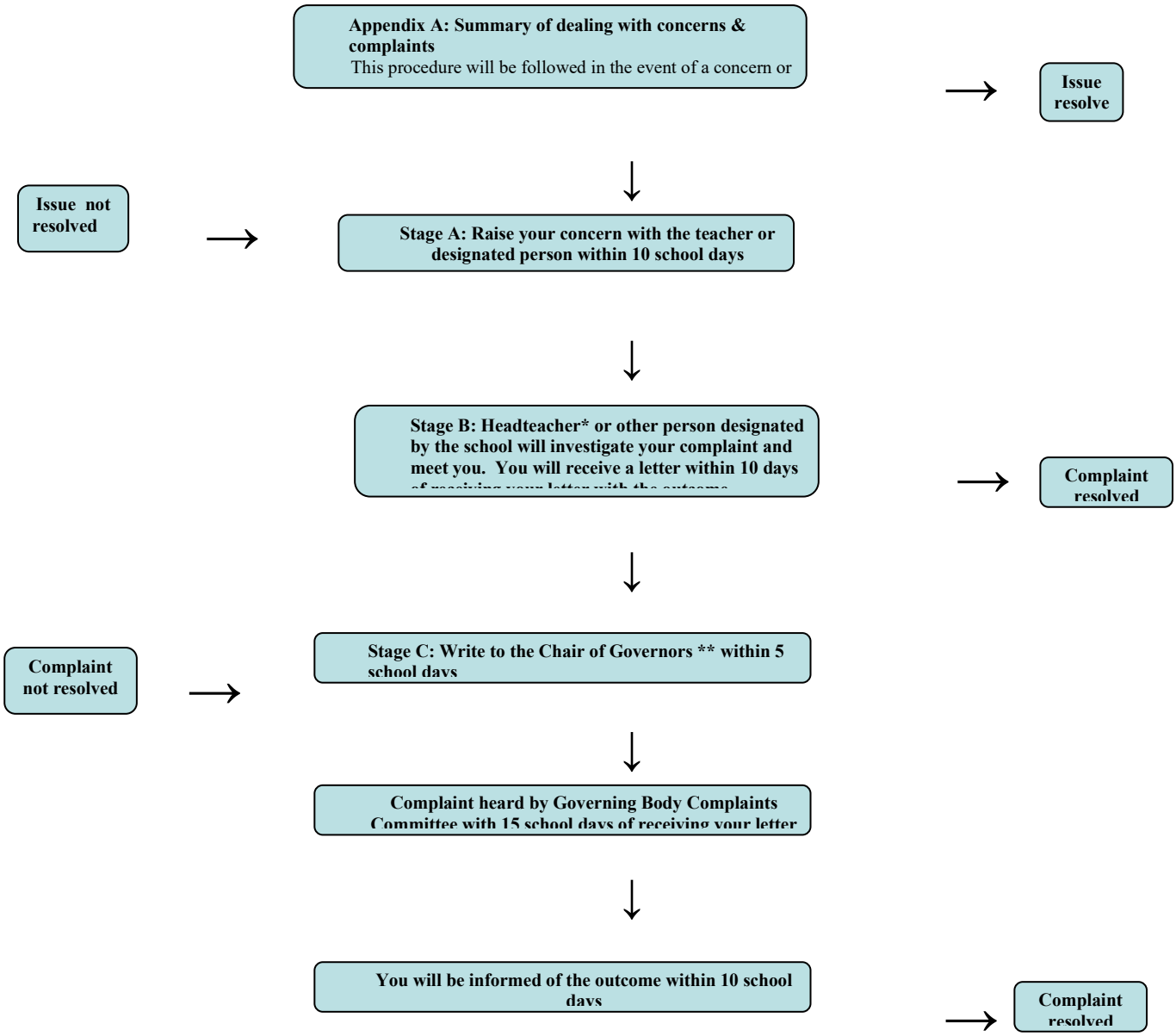
Parental / Guardian responsibility regarding school X account
I have read and understood the school policy relating to the use of the school twitter account. I will respect the safeguarding guidelines at all times.

Signature of parent / guardian:	***Date:***

Please complete, sign and return to the school secretary

Flowchart

Summary of Dealing with Complaints



* If the complaint is about the Headteacher you should write to the Chair of Governors.
** If the complaint is about the Chair of Governors you should write to the Vice Chair
All the timescales shown are targets and are flexible; however it is in everyone's best interests to resolve a complaint as soon as possible. The school will work with you to ensure that the time allowed todeal with your concern or complaint is reasonable and helps to achieve an answer to the problem.

Cyfarwyddwyr Addysg
Directors of Education

Mr Paul White
Director of Catholic Education
Archdiocese of Cardiff - Menevia
Archbishop's House
41/43 Cathedral Road
Cardiff CF11 9HD

Tel: 01792 652757

Mr Andrew Thomas
Director of Education
NPTCBC
Civic Centre
Port Talbot
SA13 1PJ.

Tel: 01639 686868

Foundation Governors	Term of Office Expiry Date
Mr R Hopkins	12.12.27
Mrs M Caddick	04.08.29
Rev. Fr N Evans	01.09.27
Mr R Clifford	05.02.29
Mr A Potts	21.07.29
Mrs B Lee	21.02.27
Mrs C Elias	12.12.27

Elected Parent Governor: Mrs R Weaver
Term of Office expires on: 07.10.29

Elected Teacher Governor: Mr C Anthony
Term of Office expires on 26.09.29

Elected Staff Governor: Mrs A Adams
Term of office expires on 14.06.30

Community Governor
Appointed by Neath Town Council: Cllr. Mr R Price
Term of Office expires on 27.05.29

LEA Governor
Appointed by NPT Local Authority: Ms G Davies
Term of office expires on 21/02/30

Headteacher Governor: Mrs P. Brooks
Clerk to Governors: Mr. L. Price