



St Paul's Church in Wales Primary School

*A family of learners who believe, belong and
succeed together*

School Prospectus 2024-2025





St Paul's Church in Wales Primary School

Oakley Place, Grangetown, CARDIFF, CF11 7EU

Tel: 029 2023 5854

E-mail: stpaulsprm@cardiff.gov.uk

Website: www.stpaulscwprimary.cymru

CHAIR OF GOVERNORS

Mr Araf Haq

ahaq@stpaulsprm.Cardiff.sch.uk

HEADTEACHER

Mrs Ruth Wiltshire

Ruth.wiltshire2@cardiff.gov.uk

St Paul's is a Church in Wales Voluntary Aided Primary School



Dear Parents,

As a new, prospective or existing parent to our school I am delighted to welcome you to St Paul's Church in Wales Primary School. St Paul's is a Church school where Christian values underpin all that we do. We believe that the spiritual development of all children is very important and we celebrate the diversity of our community which is evident in our ethos.

At St Paul's we pride ourselves in our strong partnership with parents, carers, members of the Parish and members of the wider school community.

The talented hard working staff strives to make sure every child reaches their full potential. We value every child, and not only want them to receive an excellent education but also to feel happy and safe.

I hope you find this prospectus helpful in getting to know St Paul's Primary School. If you have any questions or would like to visit the school then please do not hesitate to contact me. If your child is starting at St Paul's for the first time, then I look forward to a long and happy partnership.

Yours sincerely,

Ruth Wiltshire

Headteacher





Our Vision

Who are we and what makes
our school community so
special?

Our Vision

At St Paul's C/W Primary school we will promote an inclusive, diverse and supportive environment where teachers, parents and members of the community positively impact on children's learning.

At St Paul's C/W Primary School we will provide a safe opportunity for all staff and children to experience learning that impacts on their local community and global communities around the world.

We will nurture a creative learning community at St Paul's Church in Wales Primary school that allows staff and children to reach and expand their potential.

How Will We Achieve This?

To achieve this all staff and governors will:

- Nurture respect and promote good behaviour for others;
- Involve the wide community in the learning environment; and
- Promote excellent communications and relationships between school and home.





Our School logo, designed by our children reflects our mission statement:

A family of learners who believe, belong and succeed together.

The symbols chosen by our children include **a book** to represent the various holy books of the diverse faith communities within our school.

The **hands** clasped at the top represent that our diversity is what unites us and that we are a family together.

The **arrow** pointing upwards represents that drive within us all in our community to succeed and reach our individual potential.

The **cross** in the centre highlights the central role that the life of Jesus Christ has to our school community as a Church in Wales Primary School.



School Information

Our School Community



Our school is an English medium, Community Primary School with approximately 240 pupils. Children begin in our Nursery after their 3rd birthday and can stay with us until the school year in which they are 11 and transfer to Secondary School. The school is situated in the community of Grangetown in the Cardiff South Ministry Area of the Church in Wales, in the diocese of Llandaff. Our community is incredibly diverse with over 40 home languages spoken. We are proud of each and every member of our community and everyone's individual story is what it means to belong in our school community.



Admissions

Places can be applied for via the Cardiff Council Local Education Authority who administer admissions on our behalf. Nursery children begin the term after their third birthday.

A pre-admission meeting and school tour happens prior to entry to school.

The Nursery accommodates 24 children. All other Year groups from Reception to Year 6 have 30 places.

1. Looked After Children
2. Children with A Statement of Special Educational Needs
3. Practising Members of the Parish Churches of Grangetown St Paul or St Dyffrig and St Samson.
4. Practising Members of the Anglican Church who LIVE in the Parish.
5. Siblings
6. Practising Members of the Anglican Church who DO NOT live in the Parish
7. Practising Christians who LIVE in the parish
8. Practising Members of Other Faiths who LIVE in the Parish Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales. Evidence must be provided.
9. Practising Christians who DO NOT LIVE in the Parish
10. Practising Members of Other Faiths who DO NOT LIVE in the Parish Children whose families have a regular and practising commitment within their own faith (as recognised by the Interfaith Council for Wales) Evidence must be provided.
11. Children who have been Baptised Children who have been baptised with certification. Evidence must be provided.
12. Other Reasons Any children whose parents wish them to attend the school for other reasons.



School Times

Nursery	
Session Times	9am -11.30am
Reception To Year 6	
School Start time:	8.55
School End Time	3.00
Lunchtimes:	R, Y1 Y2 – 12.00-12.45 Y3 and Y4 – 12.25-1.15 Y5 and Y6 – 12.40-1.25

School Term Dates

Period	Start	End
Autumn Term 2024	Monday 02 September	Friday 20 December
Autumn Half Term 2024	Monday 28 October	Friday 01 November
Spring Term 2025	Monday 06 January	Friday 11 April
Spring Half Term 2025	Monday 24 February	Friday 28 February
Summer Term 2025	Monday 28 April	Monday 21 July
Summer Half Term 2025	Monday 26 May	Friday 30 May



School Absences

It is essential for children to have good attendance so that they have their full right to education. There is a proven link between attendance and attainment at school. Children are not permitted to leave school during the day and if children are ill, all absences should be explained, by telephone at the earliest opportunity. Schools have a legal duty to publish attendance figures and to promote attendance. Equally, parents have a legal duty and responsibility to ensure that their children attend school on a regular basis. The school will contact parents if no explanation has been received. If an unauthorised absence continues for a school week or there is a pattern of occasional absences, the school will contact the Educational Welfare Officer who will contact the home.

School Communication

In Order to pay for school lunches, uniform and any trips you will need to have a ParentPay account. This can be set up by contacting the school office.

Lots of our school information can be found on our school website:

<https://www.stpaulscwprimary.cymru>

We have a weekly newsletter that goes out every Friday and this includes whole school information and highlights of what has been going on.

The school has a Twitter account. It is used to share school Information, celebrate our success and promote upcoming events.

Seesaw is an app that we use that will share information that is specific to your child and their class. You will be able to share their digital learning journey but kept up to date with everything that is happening.



School Uniform

All children need to wear school uniform. School uniform helps our children to feel part of our community. It identifies our pupils when representing the school in the community or on visits and has a recognised effect on children's behaviour. In accordance with Welsh Government (WG) regulations, we have ensured that the majority of the uniform is available from local stores or supermarkets. Please ensure your child's name is clearly marked on all items of clothing so that it can be identified.

To order school uniform you will need to order from our suppliers

Our school uniform can be ordered on-line from:

<https://www.safewearuk.com/school-uniform-childrenswear/St%20Paul's%20Primary>

School uniform can also be ordered by contacting EMA Embroidery:

By telephone on 02920 1910110

By email at sales@emaembroidery.co.uk



We have regular second hand uniform events that happen at interim points throughout the year. If you have any concerns around uniform then school staff will be happy to help.

Book bags with our logo, can be purchased from school and we encourage every child to use our home lending system. Children can choose a book to share with you or as they learn to read, a book to read to you.



Staff at St Paul's

Headteacher

Mrs Ruth Wiltshire

Leadership Team

Mr Chris Gascoigne – Deputy Headteacher

Miss Katie Toozer – ALNco

Mr Matt Wilson – Teaching and Learning Leader

Mrs Sophie Gwyther – Innovation Leader

Teachers

Mrs G Maiorano

Mrs Maria Gumm

Mrs Emma Cousins

Mrs Sophie Daly

Mrs Leina Abulaban

Mr Nick Waters

Caretaker

Mr Geoffrey Poole

Cleaning Team

Mrs Iram Khan

Mrs Lainie Barrett

Teaching Assistants

Mrs Iram Khan

Miss Kelly McGhan

Miss Cecilia Tucker

Ms Lynne Andrews

Mrs Jan Jones

Miss Alana Jacobs

Miss Hannah Allsopp

Mrs Maria Drummond

Mrs Allison Vesey

Breakfast Club Supervisors

Mrs Gulnaz Awan

Mrs Amina Akhtar

Dinner Supervisors

Mrs Sukran Egrin

Mrs Amina Akhtar

Mrs Rabia Ali

School Secretary

Mrs Alice Long





Our Governing Body

Type of Governor	Name	Term of Office
Head teacher	Mrs. Ruth Wiltshire	Appointed 2019
Chair of Governors (Foundation Governor)	Mr. Araf Haq	2020-2024
Vice Chair of Governors (Foundation Governor)	Mrs. Louise Wooley	2022-2025
Clerk to the Governors	Miss Abbie Marks	Appointed 2023
Deputy Head teacher (Observer)	Mr. Christopher Gascoigne	Appointed 2015
Ex – Officio Governor	Fr Dean Atkins	Appointed 2023
Foundation Governor	Mr. Clive Kinsey	2019-2023
Foundation Governor	Vacant	
Foundation Governor	Mrs. Rebecca Goodfield	2022-2025
Foundation Governor	Mr. Mark Jones	2020-2024
Local Authority Governor	Professor Julia Longville	2023-2027
Non-Teaching Governor	Mrs Allison Vesey	2023-2027
Teacher Governor	Mr. Matt Wilson	2023-2027
Parent Governor	Mrs Sadia Imran	2023-2027

Policy and Routine at St Paul's





Break and Lunch time

All children are required to bring a water bottle into school each day. Children are able to access fresh water throughout the day and encouraged to drink regularly. As a Healthy School, we encourage the children to only drink water and milk.

Children in Nursery, Reception, Year 1 and Year 2 receive free Milk as part of the Welsh Government School Milk Scheme.

There is a break during the morning session with snack available. We ask that parents make a contribution of £1 a week and this can be paid for the term via parent pay. You may also wish to send fruit for your child to eat at playtime.

We offer a secure payment system for school meals called ParentPay. ParentPay allows parents to make payments to a secure online account, accessed by a unique username and password. All school meals must be booked and paid for online, via ParentPay, in advance. Meals are prepared by Cardiff County Council.

Some parents prefer to provide a packed lunch and drink for their child. When this is the case we would request, for safety reasons, that you do not provide drinks in either cans or glass bottles. As we are a "Healthy School" we would encourage parents to provide a healthy and nutritious packed lunch. Anything with nuts is not permitted due to children with nut allergies.

If you are in receipt of certain qualifying benefits, you may be entitled to free school meals. Please contact the school office to find out more.



Safeguarding

All staff at St Paul's Church in Wales Primary School have regular up to date safeguarding training that equips them to recognise and respond to any welfare concerns. These concerns are passed to the Designated Senior Person for Safeguarding who follows strict guidelines on how to deal with any issues raised. We take our duty of care very seriously and at we work with outside agencies closely to meet the needs of our children and their families. We use a school system called 'My Concern' that allows us to record and track all safeguarding concerns across the school. This is a secure platform and we follow all GDPR guidelines to keep the information safe and secure with only the necessary adults having sight of the data. The Designated Senior Person for Safeguarding in our school is Mrs Ruth Wiltshire who is supported by the Deputy Designated Persons for Safeguarding, Mr Chris Gascoigne and Miss Katie Toozer.

Equality and Inclusion

Each individual pupil shall have equal value and equal entitlement within the school's overall plan. Each pupil, irrespective of gender, ability, cultural and ethnic background should experience a balanced, broad and differentiated curriculum. This curriculum should be equitable with regards to access to learning opportunities, in relation to the personal esteem accorded to individual children, contain appropriate arrangements to ensure that pupils with special needs have full access to the whole curriculum and ensure that no pupil will be unnecessarily deprived of any curricular opportunities.

The school is part of a wider multi-cultural community. Thus the school's curriculum will encourage sympathetic awareness and understanding of cultural diversity.





Additional Learning Needs

In line with the welsh government ALN act we aim to identify children who need additional learning provision (ALP) as early as possible. All children have a one page profile which allows us to know what is important to a child, for a child and best ways of supporting them. We have universal provision which is for all children and then targeted and specialist provision for identified pupils.

To make sure we work collaboratively with all stakeholders to provide the very best provision for our children we have an ALNCO, Miss Toozer. H er role is to work closely with the senior leadership team and all class teachers teaching assistants external agencies and families.

Pupils with Disabilities

Parents of pupils with disabilities should follow the school's admission procedure, which is based on equal opportunities. The school is able to provide for pupils with a range of disabilities. There are ramps and widened doors to enable wheelchair access, a disabled toilet and aids for the visually impaired. Children with hearing difficulties are provided with individual hearing enhancement aids as appropriate.

Children with disabilities experience the same curriculum and are treated on the basis of equal value and entitlement in all areas of school life.

Occasionally Health and Safety issues demand that some exceptions be made. In these instances each case is looked at very carefully on an individual basis and suitable differentiation is negotiated. A full risk assessment will be taken prior to admission.

School Security

Access to the school grounds is restricted during the school day to one access controlled gate and entry to the building is restricted to one access controlled door.

The building is protected by steel railings and gates, an intruder alarm system, electrically and manually controlled steel shutters on all doors and windows and CCTV.

Policy on Charging for School Activities

The school's educational provision and most of the activities organised by the school are financed via funds received from Cardiff County Council. There are, however some valuable educational experiences that cannot be provided by the school without financial support from parents.

Where a visit occurs during school time, a voluntary contribution to enable the visit to take place may be invited. Activities for which voluntary contributions are sought may be cancelled if the cost to the school is not adequately covered. Contributions may also be requested for visiting workshops to support areas of learning and experience. Where possible we subsidise school residentials and school trips to ensure that they are affordable for all. We also endeavour to give plenty of notice to allow parents time to save and be prepared.

The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission in any of these areas.





GDPR and Data Security

The General Data Protection Regulations (GDPR) replaced the Data Protection Act 1998 on 25th May 2018. The school is now required to tell all data subjects about the data that is collected about them and how it is used. . The school will retain records on each individual child for a period of time as agreed by Cardiff Council. These provide a personal and academic profile as progression is made throughout each year and form the basis of the schools assessment, reporting and recording policies.

Complaints

St Paul's Church in Wales Primary School is staffed by teachers and support staff who are not only qualified and expert in their own field, but who also, have chosen to work with children because they care for children and wish to help them in every way possible .

Nevertheless, as in any organisation, things from time to time arise which may lead to a parent wishing to express some concern. A concern is not a complaint and should not be treated as such by the parent or the school. Only a very small number of concerns raised by parents need to be investigated using the formal procedure.

Any concern should always be raised with the Headteacher in the first instance where every effort should be made to resolve the difficulty. For further details please see our complaints policy.

A photograph of an older woman with short white hair and a young girl with dark hair in a red shirt, standing in a field of purple lavender. The woman is holding a bunch of lavender and looking down at it. The girl is looking towards the camera with a smile. In the background, there is a red wooden structure, possibly a gazebo or part of a playground. The image has a semi-transparent dark overlay.

Meeting the needs of all learners

What is our school curriculum and how does this help us to meet the needs of all members of our community?

The Curriculum

The curriculum in the Curriculum for Wales framework is defined as:

'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.' (Welsh Government 2022)

As a result, everything we do as a school is planned to ensure that children have the opportunities to develop and become the embodiment of the four purposes of learning.

We believe that a successful curriculum is reliant on:

- High quality teaching and experiences (pedagogy)
- High quality assessment for learning
- An authentic context for learning based on conceptual understanding

The curriculum that we offer as a school is rooted in the Christian teaching and the mission of the diocese of Llandaff:

- Telling a joyful story.
- Growing the Kingdom of God.
- Building our capacity for good.

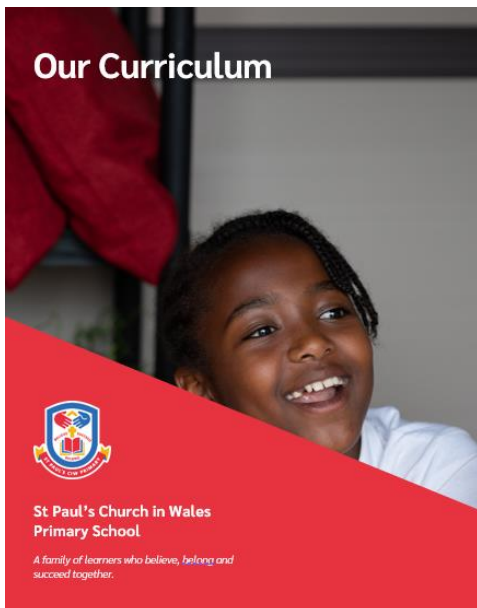


The curriculum at St Paul's has ensured that it is compliant with all mandatory legislation of the Curriculum for Wales framework as well as the statutory guidance of the curriculum framework. These legal framework ensure that the curriculum at St Paul's allows the children in our community to follow an equitable learning experience with all learners in Wales.

The curriculum at St Paul's seeks to ensure that all children are able to work towards becoming the embodiment of the four purposes of learning which are:

- Ambitious, capable learners who: are ready to learn throughout their lives.
- Enterprising, creative contributors who: are ready to play a full part in life and work
- Ethical, informed citizens who are ready to be citizens of Wales and the world
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Full details are found in our curriculum document available from the school.



Our Learning Environment

As part of curriculum for Wales and in order to ensure all learners reach their full potential, as a school we recognise the vital role of the learning environment.



As a school that creates an inquiring ethos, our learning spaces are developing into collaborative spaces where direct teaching, collaborative work as well as independent exploration can take place.



We are continually striving to enhance our learning environment based on the suggestions of our school community as well as research informed practices.





RVE

Wales has a rich and distinctive culture with its own language, customs, festivals, music and politics. It is a culture in which many diverse views co-exist within a society bound by the common values of democracy and the rule of law. This diversity creates the dynamic and vibrant society, which reflects modern Welsh life where all social, cultural, religious and spiritual beliefs are scrutinized, and those who hold them are respected and treated equally.

The celebration and underpinning of this diversity are fundamental to the ethos of Church in Wales schools such as St Paul's and is embedded in all aspects of the curriculum through rich learning experiences.

Throughout its history Wales has welcomed people of different faiths and from different cultures, and via its teaching of the subject of religion, values and ethics, the Church in Wales and St Paul's as part of this, supports an approach which promotes the understanding of and respect for all religions, beliefs and non-religious world views, thus reflecting the diversity that exists in our forward-looking Welsh society.

Our approach celebrates a creative, compassionate education that embraces and empowers, ensuring that children and young people are supported to engage with matters of "purpose, faith and belief" and to fulfil their roles as valued members of society ready to play a full part in life and work as ethical, informed citizens of Wales and the world.

YR EGLWYS
YNG NGHYMRU



THE CHURCH
IN WALES



Collective Worship

Worship takes place daily either as a whole school or in classes. We welcome many visitors throughout the year to lead our Worship. We celebrate children's achievements and offer opportunities for personal reflection.

Our Parish Priest and Governor Father Dean leads a weekly Worship in school, works closely with staff to develop the RVE curriculum and welcomes us to St Paul's Church Worship and Celebrations.



Day	Act of Collective Worship
Monday	Values Based Worship
Tuesday	Fr Dean Worship
Wednesday	UNCRC Rights Worship One Class joins our Parish Community for Worship
Thursday	In Class Worship
Friday	Celebration/Merit Worship





RSE

Relationships and Sexuality Education has a positive and empowering role in learners' education and plays a vital role in supporting them to realise the four purposes as part of a whole-school approach. Helping learners to form and maintain a range of relationships, all based on mutual trust and respect, is the foundation of RSE. These relationships are critical to the development of emotional well-being, resilience and empathy. An understanding of relationships with an emphasis on rights, health, equality and equity empowers learners to understand themselves, take responsibility for their own decisions and behaviours, and form relationships that are fully inclusive, reflecting diversity and promoting respect.



Relationships and Sexuality Education (RSE)

Information for schools, settings, parents and carers

More information on
the RSE Code in Wales
can be found on the
Welsh Government
Website.



Community Links

Our community is the very core of our school and is vital to our success.

Family Engagement

Our school is truly a community. That means that every member of our community is important, belongs and is the responsibility of everyone else in this community. Parents, friends and the community play a vital role in helping us to shape what we do.

We have a Friends At St Pauls Group (FAST) who help us to run our successful events such as fayres, coffee mornings, markets and even coming into school to share their talents!

We encourage parents to join us on our visits outside the school gates to explore learning outside the classroom.



We have parent groups who support the school in work relating to the United Nations Rights of the Child.

Mrs Vesey is our Family Engagement officer and is there to help wherever we can!

Our community really is a family





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