

St Monica's Church in Wales Primary School



Prospectus 2025/26

Dear Parents,

On behalf of all the staff and children, I would like to extend to you a warm welcome to the thriving school community of St. Monica's.

It is my intention that this prospectus will provide you with a glimpse into the daily life and activities of St. Monica's. It cannot cover every aspect of school life, so I hope that you will contact me with any further questions which you may have.

I would be delighted of course, if you could visit us during the school day to see us "at work". We always welcome visitors. Perhaps you would be kind enough to make an appointment for such a visit, so that I can ensure I am available to be with you.

As a Church in Wales school, we place great emphasis on respect for the individual. Every child is special and unique and as stated in our Vision – **Where Everyone Shines!** Our aim is that every pupil achieves their best. Every member of staff, whether a teacher or member of support staff, is part of the team. Every parent is encouraged to work with us in partnership. On entering St. Monica's you will quickly appreciate that this is our approach to education.

The Thrive emblem on each page signifies our commitment to understand children's development. The Thrive Approach is also based on established neuroscience and attachment theory. We are embedding this throughout the school as it gives us the knowledge, insights and resources we need to develop relationships with our children and families that help children and young people flourish and learn.

The children and staff have also worked very hard to gain accreditation with Schools of Sanctuary, UNICEF UK Rights Respecting Schools Silver Award and we also have our National Quality Award as a Healthy School.

I hope that you find this prospectus to be both interesting and informative. I look forward to meeting you personally.

Mrs Abi Cuthbert

Head Teacher



Annwyl Rieni,

Ar ran yr holl staff a'r plant hoffwn estyn croeso cynnes i'r Ysgol Santes Monica.

Buriad y prospectws hwn yw cynnig cipolwg ar tywyd bob dydd a gweithgareddau'r ysgol. Ni ellir cynnwys pob agwedd ar fywyd yr ysgol. Felly gobeithiaf y cysylltwch a mi gydag unrhyw gwestigynau pellach.

Wrth gwrs byddaf wrth ty modd os gellwch ymweld a ni yn ystod oriau ysgol i'n gweld ni'n gweithio. Mae'r plant a'r staff yn croesawu ymwelwyr bob amser. Efallai fe tyddwch yn ddigon caredig i'r drefnu apwyntiad i sicrhau ty mod yma i'ch gweld.

Fel ysgol yr Eglwys yng Nghymru, rydym yn canol bwyntio ar barchu'r unigolyn. Mae pob plentyn yn arbennig. Mae pob plentyn yn Unigryw. Ein nod yw i sicrhau bod pob plentyn yn cyrraedd ei botensial/ei photensial. Mae pob aelod o'r staff, athrawon. Neu beidio yn rhan o'r tim. Rydym yn annog pob rhiant i gydweithio a ni mewn partneriaeth. Rydym i gyd yn Hrandia. Pan ddewch i'r ysgol Santes Monica gwerth fawrogi yn fuan ein dull o addysgu.

Gobeithiaf fod y prospectws hwn yn llawn gwybodaeth ac yn ddiddorol. Edrychaf ymlaen at gwrdd a chi.

Mrs Abi Cuthbert
Pennaeth



School Governors

Chair of Governors

Ceri Prosser

Vice Chair of Governors

Rev. Caroline Downs

Foundation Governors

Rev Caroline Downs

Angela Parr

Eva Kuginna-Evans

Sylvia Ademu

Ceri Prosser

Lenient Okpogor

Temi Xavier

Head Teacher

Abigail Cuthbert

Parent Governor

Vacancy (election pending)

Clerk to the Governors

Bethan Jones

Staff Governor

Jozefina Fedorova

Local Education Authority

Ellie Fadipe

Teacher Governor

Sarah Hampson

Llandaff Diocesan Office

Claire Werrett (Education Lead)

Deborah Griffiths



Teaching and non-teaching staff

Head Teacher

Abigail Cuthbert

Deputy Head Teacher

Richard Thomas

Additional Learning Needs Co-ordinator

Kelly O'Gorman

Senior Teacher

T Meakins

Teachers

S Hampson

E Irwin

R Thomas

Z Wycherley

N Vaughan

Higher Level Teaching Assistant

V Watts

School Cook and Kitchen Assistant

I Edwards

J Caesar

Lunchtime Supervisors

B Bibi

E Kuginna-Evans

B Belay

M Kulendran

D Rahman

Office Manager

D Williams

Admin Assistant

J Fedorova

Caretaker

J Hughes

Teaching Assistants

L Driscoll

H Jamil

J Roberts

T Fowler

N Azad

Z Bartlett

K Janiczek

Intern

M Roderick

Breakfast Club Co-ordinator

J Caesar

Breakfast Club Supervisors

A Alsaedi

B Belay

C Ndubuisi

In addition to these regular members of staff we also enjoy the services of teachers and teaching assistants from the Local Authority and various members of staff from the Cardiff & the Vale Music Service who provide a variety of instrumental lessons.

We are also extremely fortunate in having a large number of voluntary helpers in school. They hear children read, help on trips, walk with us to local venues, display work, and help with art and design technology activities.



What does it mean being a Church in Wales School?

The purpose of the following two pages is to share information about our church school status. It is very special to us. This is what our children say:

"This is a very safe and happy school, where we are all very respectful and every child has the chance to shine."

"It is very nice that there are loads of people from different countries who can all meet in one place."

The vast majority of parents choose to send their children to St. Monica's because it is a Church in Wales school and they want the special kind of education a church school will provide. We ask every child to bring their faith with them as they come into school – not to leave it at the door. We are a very multicultural school in the heart of Cathays and welcome children of all faiths as well as those who may have no faith expressed at home. We ask that everyone who comes to St Monica's, whether they be a pupil, member of staff or visitor comes with an open heart, ready to join in, in friendship and fellowship.

The Vision for our School

At St. Monica's we believe that God loves us and we are made in God's image.

We work together to provide a safe and happy school where the Christian values of love, respect and forgiveness surround us and every child has the chance to shine.

Everyone will have the confidence to make choices in line with God's purpose, achieve beyond their expectations and share the riches of God's creation.

The purpose of a Church school:

- To serve the children's needs through values distinctly Christian in character,
- To encourage cohesion between the values of the school and Christian teaching,
- To help all associated with St Monica's to recognise the values important to other faiths.

What makes a Church School distinctive?

A Church School differs from a community school because the whole life of the school is based on a Christian foundation. We do this by ensuring that:

- Worship and prayer are central to the life of the school,
- The school environment and ethos promote Christian belief and practice,
- Christian values run through school life "like lettering through a stick of rock",
- Inclusion – Every Child Matters to God,
- Standards – the development of each individual child as a human being,
- Christian values are within the community,
- Spirituality – we provide pupils with opportunities for reflection,
- Relationships – "As I have loved you, so you must love one another",
- Religion & Values Education is at least 5% of the curriculum and has a Christian emphasis.



Worship and Prayer

We have a daily Collective Act of Worship which may be taken by teachers, the Headteacher, children or visitors. Reverend Caroline Downs (vicar of St. Michael's Church in the Roath and Cathays Ministry Area) and Reverend Marcus Nelson (vicar of St Mark's Church, Gabalfa) and school governor regularly lead worship in school and know the children and staff very well. We like our parents and wider members of the community to join us in worship and offer an open invitation to our Praise and Celebration services and to the celebration of key religious festivals and the Eucharist.

Christian Values

We promote these throughout the school day and try to teach the children how we live by these. Staff reinforce them in what they say and do. Our Behaviour Policy and Ethos Policy reflect all Christian values. We show children how we can try to lead our lives the way Jesus taught us.

SHINES

Our school Mission Statement is: **Where everyone shines.**

Within the acronym **SHINES** are six important values which we believe makes St. Monica's a special place to learn and grow:

- S**uccessful – all our children can achieve and find success in something
- H**appiness – we aim for all members of our school community to feel safe and happy
- I**nclusive – we are all special to each other and to God
- N**urturing – everyone in the school community will be cared for and encouraged
- E**volving – we are constantly learning and moving forward in a positive way
- S**piritual - everyone is supported to explore their spirituality through reflection, peace and prayer

What can St Monica's offer your child?

1. A differentiated programme of learning suited to your child's stage of development.
2. Assurance that your child's emotional and social development is as important to us as his or her intellectual development.
3. A Christian environment where all staff demonstrate a highly professional and caring attitude to each child.
4. Equal opportunities for all. Children from different cultures learn how to respect each other and have a positive self-image.
5. The opportunity for children to experience a range of different educational activities, including instrumental lessons, sports and activity clubs and residential courses.
6. A building layout which fosters a sense of family and togetherness. The school is well resourced and each classroom has a light and airy feel, with appropriately matched equipment to meet children's needs.




7. A school community, where each child is valued, respected, cared for and educated in partnership with a strong Governing Body and active parent committee – The Helping Hands.

How effective is St Monica's?

The school was last inspected in May 2019. The ESTYN report and Gwella report (church school inspection) can be found on the school website.

The school through its distinctive Christian character has been judged as excellent in meeting the needs of all learners.

Distinctive Christian values are made explicit and are deeply rooted in the daily life of the school. The daily actions of the school are fully in tune with the diverse international and multifaith community in which the school resides. St Monica's was judged as excellent in being totally unconditional in its willingness to welcome children and families, whatever their faith and those with none.

 PDG School Statement 2025-2026.docx

Revised Admissions Policy and Guidance for 2025 - 2026

[Application Form Links](#)

St. Monica's Church in Wales Primary School is a Voluntary Aided co-educational Primary School and one of its foremost aims is to provide a Christian education in accordance with the rites, ceremonies and doctrines of the Anglican faith as practised in the Church in Wales. Parents should be aware that the faith and doctrines of the Church in Wales are an integral part of the curriculum and as such these permeate throughout everything that we do at school. As a fully inclusive school, children of all faiths and no faith are very welcome to apply. Places in the school are awarded at the discretion of the Governing Body on an individual basis, who review their admissions policy annually.

The Published Admission Number is the number of pupils that the Governing Body will normally admit to a year group in the school. The calculated Published Admission Number for this school is 26 places. Children are admitted to the school in the Autumn term in the academic year in which they are five.

From September 2025 St Monica's will have a Nursery class to which children will be admitted, the term after their third birthday. Nursery places are available in the mornings. The school admits up to 32 nursery pupils each year. In the event of more than 32 applications for nursery places, the same oversubscription criteria would be applied as are set out for the allocation of places in the Reception Class. Application for places in the morning nursery class should be submitted in line with the county guidelines timetable.

Attendance in the Nursery has no bearing on the admission to the main school, securing a place in the nursery does not guarantee or increase the chances of securing a place in the Reception class. A fresh application form will need to be completed for admission to Reception.


St Monica's is part of the co-ordinated admissions process. This process is just for Reception places - applications must be submitted via the Citizen's Portal <https://emsonline.cardiff.gov.uk/CitizenPortal LIVE/en>. For all other year groups, or any late applications to Reception, we collect and process all applications in school. There is an application form on the school website for this. Completed forms must be returned in line with Cardiff Local Authority dates. The school will request references from religious leaders should the number of applicants exceed the places available, in such circumstances the Admissions Panel of the Governing Body will meet. Parents will be notified of the outcome in line with Cardiff Local Authority dates.



Parents whose application has been unsuccessful have the right to appeal. The appeal must be made in writing to the Clerk to the Governing Body within 15 school days of the letter refusing a place. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. As nursery education is a non-statutory provision, parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

All unsuccessful applications will be put on a waiting list. If additional places become available while the waiting list is in operation they will be allocated on the basis of the oversubscription criteria, and not based on the date the application was added to the list. The waiting list will remain in operation until 30 September 2026 or until the place is no longer required.

The Governing Body will give the highest priority to any applications for admission for "looked-after" children in the care of the Local Authority, or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989), where the school is named as the most appropriate educational setting, whether or not they are Christian.

Applications for a place in any year group, at any time of year will be considered in light of available places at the time the admissions panel meets. The defined Ministry Areas for St Monica's are the 'Roath and Cathays Ministry Area' or 'Parish of St Mark's, Gabalfa' as represented on the Diocesan website.  Ministry Area Boundary Maps.pdf
<https://llandaff.churchinwales.org.uk/en/ministry-area-support/ministry-areas/ministry-area-boundary-maps/>

If the number of applications exceeds the available pupil places, the Governing Body will admit children whose applications satisfy the over-subscription criteria in the following order:

1. Any children who are looked after or have been previously looked after by a Local Authority in Wales or England.
2. Children who live in the defined Ministry Areas and attend an Anglican church in either of those areas on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their vicar.
3. Children who live in the defined Ministry Areas and attend an Anglican church in another Ministry Area on the majority of Sundays and have been practising members of the Anglican Communion and whose long-term participation is substantiated by their vicar.
4. Children who live in the defined Ministry Areas and, with their parents, attend another Christian Church and whose long-term participation is substantiated by their Priest or Minister.
5. Children with siblings in the school at the date of enrolment and/or children whose applications are on medical or compassionate grounds. Such applications should be supported by external advice where appropriate.
6. Children who live within the defined Ministry Areas of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
7. Children who live outside the defined Ministry Areas and, with their parents, attend another Christian Church and whose long-term participation is substantiated by their Priest or Minister.
8. Children who live within the defined Ministry Areas of no faith and whose families wish their child to be educated in a Church in Wales School.
9. Children who live outside the defined Ministry Areas of any faith whose long-term participation can be substantiated by a senior representative of that faith organisation, and whose families wish their child to be educated in a Church in Wales School.
10. Children who live outside the defined Ministry Areas of no faith and whose families wish their child to be educated in a Church in Wales School.



In the event of oversubscription within one of the criteria, the Governing Body will give priority to children living closest to the school.

Definitions

The determination of active and practising is made by reference to the application form and a support letter from religious leaders will be sought by the school. Long-term participation will indicate a period of at least 2 years and on-going.

Residence is deemed to be the child's ordinary place of residence – a residential property at which the person or persons with parental responsibility reside at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

For the sibling criteria to be applicable, a brother and/or sister (including step and half siblings) are permanently resident at the same address.

A "parent" is defined as someone who has parental responsibility for the child or a primary carer.

The measurement of home to school distances will be undertaken by Cardiff Council (using the method stated in Cardiff Council School Admissions Policy 2025/26 [section 7.7 proximity]).

School Sessions

Children in Nursery	9.00 - 11.30	
Children in Progression Steps 1 and 2	8.55 - 12.00	1.00 - 3.15
Children in Progression Step 3	8.55 - 12.00	1.00 - 3.20

Parents are requested not to bring children to school before 8.50am unless they are registered for the Breakfast Club. Breakfast Club is free, but you will need to apply for a place. Doors open for Breakfast Club at 8.10am and last admission is at 8.40am.

At 8.55am a bell is rung so that the children can line up and enter school in an orderly manner. Please encourage your children to be on time. Punctuality conveys to your child the importance you place on their education. It is a good habit to develop right from the beginning of school. Please support us in this.

Similarly we would ask you not to collect your child earlier than stated, unless there is an unavoidable reason for doing so. Any requests for any early departure must be made to the Head Teacher.

We would also ask you to ensure that your child attends school every day. If your child is unavoidably absent through illness, please phone the school on the first day of absence and sleep in regular touch with the school, so that such absences can be authorised. Children may not take any time off for holidays unless there are exceptional circumstances. A fixed penalty notice and resulting fine may be served if there are more than 5 days of unauthorised absences in one term, please see the full attendance policy for more details.

It is essential that parents inform the Head Teacher if an older pupil is being allowed to walk to and from school alone. In case of absence, the Head Teacher will then make the necessary



enquiries.

School Holidays

INSET Days – there are usually 5 days taken throughout the academic year when staff undertake essential professional training and development activities. Welsh Government can make provision for schools to take an extra INSET day to help make modifications to the curriculum. Children are not in school for these days.

School Meals

All primary aged children are entitled to Universal Free School Meals. Parents must use the Parent Pay system set up by the Local Authority to book meals.

Meals are prepared on site in a modern kitchen with purpose built facilities. Regular checks are made by the schools meals service to ensure the quality of food offered to the pupils is high.

Meals are planned in advance to ensure a well-balanced nutritious diet, and parents are given notification of the proposed menus over each 4 week period.

We allow children to bring a packed lunch if you so wish.

We are a Healthy Eating School and encourage the children to eat at least one piece of fruit per day. The school provides this for children in the school at a cost of £1 per week. This is subsidised by the school to ensure fresh fruit and vegetables are accessible to all. We also ask that all pupils bring their own water bottle/s each day. This must be named and taken home each day for cleaning.

We are a cashless school and use [Parent Pay](#) – full details about how to make payments are in the School Office.

Uniform

St. Monica's has adopted a practical and very smart grey and red school uniform. Full details of this uniform will be given to you prior to your child commencing his/her first day.

All uniform is easily available from major chain stores and supermarkets and an iron-on logo is available for a small charge from the school, although the logo is not essential. There is a uniform grant for which some families may be eligible.

<https://www.cardiff.gov.uk/pupildevelopmentgrant>

It is the wish of the Governing Body that all children wear school uniform. It helps create a sense of belonging to our school family.

Only St Monica's tote bags are allowed to come into school as large bags and rucksacks fall off the pegs and block essential walkways. Your children will be given their first bag, if this gets lost or worn then parents may buy a replacement from school for a nominal cost (via Parent Pay).



Winter Uniform

Grey or black skirt, dress or trousers, red cardigan or sweatshirt, red, grey or white socks or tights. A red or white polo shirt.

Summer Uniform

White socks, red and white gingham dress, or polo shirt with grey or black skirt/dress or shorts.

Please remember the sun can be harmful to young skin. We recommend that during the summer months your child should:

- Bring a hat to school
- Have a high factor sunscreen applied every day before school starts
- Wear suitable shoes that have closed toes to prevent accidents when climbing or kicking a ball (velcro shoes are a good choice if your child is unable to do their own shoelaces).
- Bring a water bottle to school each day

Shoes

Suitable footwear needs to be worn, it should provide support for the foot and have toes covered. Wellies can be worn to school but children need to change their footwear once they are in school.

PE Kit

Parents are requested to supply shorts and a T-shirt for indoor P.E. lessons. Usually children have bare feet for these lessons. If they have a foot complaint, they should bring lightweight gym shoes for the lesson. Outdoor trainers are not suitable for indoor sessions.

Outdoor P.E. lessons take place unless the weather is extremely wet – suitable clothing is essential. Parents are requested to supply jogging bottoms or leggings, T-Shirt, sweatshirt or jumper and trainers.

It is essential that children change for P.E. lessons. It is not appropriate for them to remain in their normal clothing. Your child's teacher will inform you on which days they need to bring their P.E. kit.

Curriculum

This website gives you a flavour of what we do: [Curriculum Website](#) plus, click on the links:

[Progression Step 1](#) is the name given to Nursery, Reception and Year 1

[Progression Step 2](#) is the name given to Years 2 and 3.

[Progression Step 3](#) is the name given to Years 4, 5 and 6.

The curriculum encompasses 6 Areas of Learning and Experiences (AoLEs). They are Languages, Literacy and Communication (including English and Welsh), Maths and Numeracy, Science and Technology, Humanities, Health and Wellbeing and Expressive Arts.



There are also 3 cross-curricular responsibilities placed on schools - Literacy, Digital Competence and Numeracy.

Learning is very child centered and experiential. We aim to give children a wide range of experiences both indoors and outside, helping children to develop their independence and skills. We use a contextual approach to teaching and learning. The Literacy and Numeracy Framework underpin learning in all lessons.

As a faith school we feel that the teaching of Religion, Values and Ethics (RVE) is a central part of what we do, we have very close links with the diocesan Ministry Area, children take an active leadership role during whole school, class and community based worship.

We make every effort to foster a love of learning in our children and we believe that a 'hands on' approach to learning, including visits around the local area help to do this. No charge is imposed for these curriculum focused activities but parents are asked to make voluntary contributions. If you are not in a position to make this voluntary donation your child will still be included **provided that there is enough overall support to make the trip possible.**

The number of hours spent on teaching, excluding collective worship, registration, lunch and other breaks is:

Progression Steps 1 and 2 (not including Nursery)= 22 hours 30 minutes per week

Progression Step 3 = 23 hours 45 minutes per week.

Complaints

If there is ever cause for complaint, any concerns should be discussed informally with the class teacher. Thereafter complaints can be addressed to the Head Teacher. In the unlikely event of a matter not being dealt with to your satisfaction, further formal representation can be made to the Governing Body through the Chair of Governors Miss Ceri Prosser and / or to the Local Education Authority. The school has an agreed [Complaints Procedure](#) which is available on request from the school office and is on the school website.

P.E. and Extra Curricular Activities

Our aim is to provide a well balanced, progressive P.E. curriculum that meets the needs of the children as a whole and as individuals. Each year group is provided with a realistic and relevant focus, acquiring appropriate skills.

We make full use of on site equipment but also have regular access to extensive facilities at Maindy Stadium. All children in Step 3 have the opportunity to learn how to swim and there are regular activities to ensure children are able to walk and cycle safely.

The provision of After School Clubs also increases the range of opportunities. These include provision for dance, games and sports and alongside the increasing opportunities for school teams and the experience of working together in competitive situations, consolidate the children's social and emotional development. The objective is to provide the children with



valuable experiences and attitudes that can be applied throughout their life.

Other clubs often include DoodleBugs – giving children the opportunity to explore our garden areas, sketching and reading, Film Club – where children watch, review and make their own films, Glee Club – using singing, acting and dance skills as well as a very popular Homework Club. Clubs are held both after school and at lunchtime, to ensure that they are accessible to all.

Residential Trips

Every year we offer pupils in Years 4, 5 and 6 the chance to go on a residential trip. These trips give pupils an experience of outdoor pursuits of a dramatic kind. This opportunity affords the children experience and activities impossible to arrange at school. All children benefit from being together on school trips. Away from home and school they learn to live together, to work as teams and extend horizons. Appropriate Risk Assessments are always undertaken. For all educational visits beyond the local area, you will be asked to fill in an additional form for consent.

Collective Acts of Worship

Collective daily Worship is central to the life of our school. Full details of our approach to Collective Worship are contained in the School Collective Worship Policy which is available on the school website. All children and staff take part in our Worship, unless parents exercise their legal right of withdrawal. As a Church in Wales Primary School we believe it is right and proper to share this special time together worshipping God and giving children the opportunity to enjoy this collective experience, as they learn about the Christian faith in a way they can both appreciate and understand.

Religion, Values and Ethics is taught in accordance with the principles and practice of the Church in Wales. All children are expected to take part in these lessons and indeed in every part of our school life.

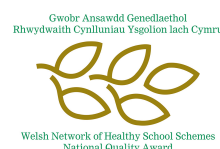
Some of the ways in which learn about and practice the Christian faith in St Monica's include:

- children leading worship and prayer activities in school
- Rev Caroline Downs and/or Rev Marcus Nelson leading weekly worship in the school
- visiting Llandaff Cathedral and local churches
- welcoming members of other churches into school to help lead worship

Parents are warmly invited to join us when we:

- celebrate our achievements with a Praise and Celebration Assembly on a Friday
- celebrate special church festivals during services at local churches

We do of course create positive opportunities to show respect for other faiths. As part of this approach we recognise key festivals such as Eid and Diwali and visit other important places of worship in the city.



Pupil Welfare

Each class teacher has the responsibility for the care and well being of the children in his/her class. Every care is taken that all activities are carried out as safely as possible. Any significant change in your child's well being is reported to the Head Teacher immediately, who will then contact you if it is felt necessary. In the absence of the Head Teacher, the Deputy Head will assume this responsibility.

Occasionally accidents do happen, or sometimes your child becomes unwell during the course of the day. It is therefore **vital that the school always has a telephone number where you or someone you have named, can be contacted in the case of an emergency.** Please make sure that we always have a current contact number.

We also make regular use of a text messaging and email service to parents, this enables us to send important messages to you very quickly.

We are a **SMARTPHONE FREE SCHOOL**, this means that any children who need to bring a phone to school must only have a basic (not internet capable) phone which must be given to the Head Teacher each morning and locked away for the duration of the school day. Parents, staff and visitors to the school will be asked to put their phones away if on the school site.

Prescribed Medication

Please try to avoid sending medicine to school unless absolutely essential. Usually dosages can be arranged to be taken outside school hours. Teachers are not obliged to administer medicines. If they agree to do so it is as an act of goodwill and they cannot be held responsible.

We will need you to complete a form giving the full details of the medication and how it is to be administered. You will need to sign it to give your consent for a member of staff to administer the medicine. We will not administer pain relief (e.g. calpol or paracetamol) unless a doctor has specifically requested that we do (in the form of a doctor's note).

Children who need to use asthma inhalers should have the inhalers with them at all times, and should be trained to use them correctly by parents.

Children who need an epipen should have it with them at all times. A suitable care plan needs to be in place and staff will be trained to administer the epipen should the need arise.

There have been times when we have needed to be a 'nut free' school due to the very high allergy risk nuts pose to certain pupils. As of writing, we do not have any children who are at very high risk of anaphylaxis, if this changes parents will be notified immediately to ensure we are a safe environment for all.



Assessment, Recording and Reporting

Throughout the year children's progress is continually monitored by their class teacher. You will be invited three times during the year to attend an open evening when you will have an opportunity to speak privately with your child's teacher, see their work and browse through the school to view the work displayed. We hope you will respond positively to our invitation to attend these evenings. Whenever possible, we try to arrange meetings for working parents at the beginning of the day e.g. 8.30am or later in the afternoon e.g. 5pm to help fit in around work schedules.

Regular newsletters are sent to parents and friends to keep everyone fully informed of our busy school life. These are also posted onto the school website and we regularly post pictures and videos of children doing activities on Twitter.

Towards the end of each school year you will be given a written report indicating the progress your child has made. You are also encouraged to see the Head Teacher if you are concerned about anything at all.

We believe strongly that children learn best when school and home are in total harmony. Therefore right from the beginning of your child's time at St. Monica's, you will be encouraged to be involved with us in their education. We appreciate that it is not always possible for you to take advantage of this offer. Nevertheless, for those parents who are available and who wish to be involved, we are keen to establish a partnership approach with you in the education of your child.

Music Service

Although this has been mentioned previously in the prospectus, we feel some parents might like to know further details of what we can offer children with the help of the Cardiff & the Vale Music Service and Rock Steady Music.

The Cardiff & the Vale Music Service and Rock Steady Music offer tuition in a variety of instruments including piano, woodwind, guitar, drums and the violin. There is a charge for these lessons and the price varies according to the number of children participating in a group lesson.

Singing is of course high on the agenda of any primary school. St. Monica's is no exception and throughout their time with us, children are taught to sing an increasingly varied repertoire. Often the success of this teaching is demonstrated to parents through Christmas performances and Praise and Celebration Assemblies, which you are warmly invited to.

All children in school have an opportunity to audition for the Cardiff and the Vale Junior Schools Choir. This requires dedication from both the child and his/her parents as rehearsals are frequent and regular attendance is a '**must**'.



Road Safety

St. Monica's Church in Wales Primary School is situated in a very busy part of the city. Consequently we are very aware of the need to raise children's awareness of road safety issues. The school has forged close links with the Road Safety Centre, we also hold cycling proficiency courses for the older children organised by the Road Safety team. In addition to this the police education liaison officer visits the school regularly. The local PCSOs regularly visit our school to give specific talks at our request and they also support the work of our Active Travel Team.

Relationships and Sexuality Education (RSE)

The Governing Body has approved a Relationships and Sexuality Education Policy and this is available on request. It provides for a progressive and natural introduction of sex education issues through both the Science Curriculum and the many opportunities offered for reflection on moral and social issues provided through Religious Education, through Collective Worship and through Personal and Social Education Programmes.

Any questions raised by the children will be dealt with sensitively and honestly by staff. Any answers provided by teachers will reflect our commitment to a Christian approach to life. The School Nurse supports our approach and visits regularly to discuss health and sensitive issues.

Additional Learning Needs

In a small school such as St. Monica's, it is perhaps a little easier to give children who need it that little extra individual attention, whether it is to extend a very able child or support a child who finds learning challenging. Mrs O'Gorman is our Additional Needs Co-ordinator. We are also fortunate to have several parents and friends of the school who give generously of their time to help provide additional reading support.

Whatever the nature of the child's difficulties or particular talents, we endeavour to provide a programme of learning which will support the child and enable him/her to feel positive about the progress being achieved. At all times we liaise closely with parents, as we know from past experience a child is best helped when home and school work together in harmony.

Sometimes it is necessary to seek further support from outside agencies. When this need arises we do so willingly. We recognise that we cannot be experts in every aspect of additional needs provision and we avail ourselves of every opportunity to help any child who needs it.

Finally, one of the major strengths of the approach we follow with regard to education, is that we look to identify as early as possible, the strengths and talents that each and every child possesses. This is done in order that we can build children up and help them develop a positive self image, whilst at the same time addressing areas which need support.

Our school governor with responsibility for Additional Needs is Mrs Eva Kuginna-Evans. We use the SEN Code of Practice and Cardiff LA guidance following a staged response linked to need.



Behaviour

We believe children learn best by example and all teachers, students, midday supervisors and adult helpers who have any contact with our children are made aware of our expectations. Children need firm guidelines especially during these formative years and it is essential that the children realise that parents and school share similar high expectations of them with regard to behaviour and general conduct.

All children are expected to follow the three school rules that you will see on prominent display in every classroom:

1. We show respect and good manners at all times
2. We follow instructions with thought and care
3. We care for everyone and everything

There are many ways children are rewarded for good work, extra effort that they have made or for doing something that makes us especially proud.

Children have stickers, reward stamps on their work, special jobs, praise cards, certificates and mentions during Praise and Celebration Assembly.

If a child misbehaves, they are given a verbal reminder of what is expected. We ensure we give children time to self regulate or be co-regulated before dealing with issues. We are soft on feelings but tough on behaviour. We follow Restorative Justice techniques and the Thrive Approach. For very serious or dangerous incidents parents are always notified and an urgent meeting with the parents is requested by the Head Teacher.

We believe firmly that it is very important that home and school work together to resolve any temporary behavioural difficulty as soon as possible. Often a parent can inform us of something which may have caused the child to be upset or anxious. This would not be to excuse the behaviour, but would help us to understand some of the reasons behind it.

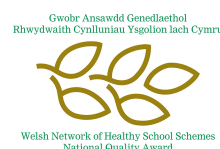
Please contact the Head Teacher if you have any concerns about changes in your child's behaviour so we can work together to resolve any difficulties they may have.

Equal Opportunities

Our policy for Equal Opportunities is reviewed annually by the Governing Body. At St. Monica's teachers must have high expectations of all pupils regardless of ability, gender, race or culture. We are a Rights Respecting School and all children have the right to equality of opportunity in order that they can fully exploit the opportunities of teaching and learning offered in St. Monica's and thereby realise their full potential.

To this end we will:

- expect children to achieve and will provide them with the means of doing so;
- provide all children with an appropriate programme of learning according to their stage of development;



- ensure that all curriculum policies and schemes of work produced by the school reflect our commitment to equality and do not differentiate between gender, identity, culture, faith or ethnicity;
- celebrate the cultures of all children represented within our school community;
- be sensitive to the cultural expectations of all parents;
- as funds allow, purchase school literature which will also reflect the richness and the diversity of cultures represented within our school community.

In summary, we aim to see each other as being part of one world where we all respect and value each other.

