



# **St Alban's Catholic Primary School**

## **Annual Report to Parents**



### **September 2016 – July 2017**

***The purpose of this report is to give you an update on the last school year. I hope that you find the report informative. If you do have any questions or require any further information then please do not hesitate to contact a member of the governing body. Governors no longer have a statutory duty to hold an annual meeting with parents. However, parents have the right to request a meeting with governors. Further information and procedures can be found at Annexe A and B at the back of this report.***

**English is the predominant language spoken at home.  
No pupil speaks Welsh as a first language.**





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## ***A Message from the Chair 2016-17***

*Welcome to the Governing Body's Annual Report to Parents.*

*In 2016/17 the school was classed as Amber by the Welsh Government's school categorisation process. Our focus continues to be on accelerating the progress that our pupils make from entry into the school, through both the Foundation Phase and key stage 2. We are working to ensure that our pupils are able to build on previous attainment by at least one outcome each year in the Foundation Phase and two sub levels each year in key stage 2 in order to meet our targets.*

*I am always impressed by the talents of our children, who truly are a credit to the school. The variety of work on display around the school is tremendous and the children should be very proud. Members of the Governing Body complete book monitoring on a regular basis and it is a joy to see first-hand the progress our children are making and the pride they take in their own work.*

*Once again I would also like to thank you as parents and carers for the way in which you continue to work in partnership with the school and engage with us to support our children. A strong home/school relationship is vital for your child's education.*

*We are always looking for parents and carers to become more involved in the school; as volunteers, fundraising or as a Governor. We currently have vacancies for Foundation Governors. If you would like to join us on the Governing Body please speak to Mrs Ray for more information.*

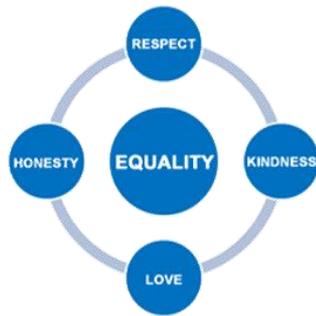
*We were pleased to see Mrs Mathews return from maternity leave at the end of the summer term.*

*I hope that you find this report helpful and informative. If you would like any further information please do not hesitate to contact Mrs Ray or myself at the school.*

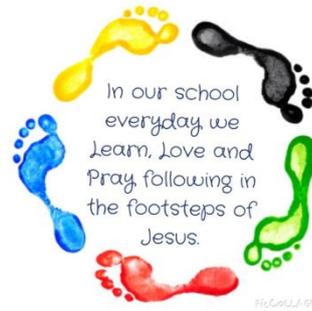
*Gareth Dyer  
Chair of Governors*

## Our School Aims & Values

### Values



### Vision



### School Aims

#### **As a school we aim to ensure that each child:**

- *Develops a Catholic education, appreciating the Christian spiritual nature of life.*
- *Develops high self-esteem, confidence and a true feeling of self-worth and develops a sense of responsibility.*
- *Is valued for their individual contributions and develops a positive attitude towards everyone in the life of the school and community.*
- *Will be enriched, motivated and challenged by a broad and balanced curriculum and will be valued for all their efforts and achievements.*
- *Develops a lively, enquiring mind and life skills so that he/she will have the ability to experiment, investigate, challenge and take risks in a safe, nurturing environment making informed choices both at school and in the rest of their life.*
- *Develops the skills and attitudes necessary to work both independently and*
- *Collaboratively recognising other people's values.*
- *Will be given equal opportunities to participate in all aspects of school life.*
- *Acquires a set of moral values and attitudes including honesty, respect, sincerity, trust and personal responsibility.*
- *Develops an understanding of citizenship and their role in the community.*
- *Develops an understanding and respect for other races, cultures, gender, people with disabilities, religions and associated points of view.*

## ***Message from Fr. Philip Scanlan at St Alban's Parish***



*I became a foundation governor autumn term 2015.*

*From that time on I became more involved in the role of the Governing Body and being part of some of the main spiritual celebrations of the school year.*

*This as always, raises the question of the essential catholic ethos of the school and how that is presented to the children, staff and parents. This inevitably raised and continues to raise questions and concerns as to how the school can support parents in their responsibility and privilege of providing to their children at home, the catholic basis on which the school can continue to build.*

*With these thoughts in mind and these needs in mind, we would hope and expect that in the very near future all staff would be given an opportunity to share their hopes, their expectations and their ideas in a general meeting to which all will be invited.*

*This situation is not just of St Alban's Primary School, but reflects a profound need within the church in England and Wales and even further afield.*

*At this time of need, we need to acknowledge the many good things happening in our school, in the church and in many of our homes and families.*

*God Bless, Father Scanlan*

## ***The Aims of the Governing Body***

*The Governing Body is made up of Foundation Governors appointed by the Archdiocese of Cardiff, Parent Representatives elected by the parents, LA Representatives appointed by Cardiff County Council, Staff Representatives and co-opted members from the local community. Governors serve a four year term of office. Details below include each Governor's areas of responsibility and the date that their term of office ends.*

*The Governing Body meets several times throughout the academic year and also has a number of sub-committees which focus on particular areas such as finance, personnel, premises and academic standards. The Governing Body also meets the Challenge Adviser to discuss school data and performance. In addition the Chair of Governors and the Headteacher meet regularly to discuss school-related business.*

## ***Our Governing Body***

*Chair of Governors: Mr Gareth Dyer*

*Clerk to the Governors: Kate Church*

*The Chair of Governors Mr Gareth Dyer may be contact via the school*

*The general responsibility for the effective management of the school is :*

| <i>Name</i>                    | <i>Type of Governor</i>            | <i>End of term of office</i> |
|--------------------------------|------------------------------------|------------------------------|
| <i>Mr Gareth Dyer</i>          | <i>Foundation &amp; Chair</i>      | <i>April 2018</i>            |
| <i>Mr Geoff Cresswell</i>      | <i>Acting Headteacher</i>          | <i>December 2016</i>         |
| <i>Mrs Gina Ray</i>            | <i>Acting Headteacher</i>          | <i>August 2018</i>           |
|                                |                                    |                              |
| <i>Mr Andrew Thomas</i>        | <i>Foundation &amp; Vice Chair</i> | <i>April 2018</i>            |
| <i>Mrs Fiona Prodohl</i>       | <i>Foundation</i>                  | <i>April 2018</i>            |
| <i>Fr Philip Scanlan</i>       | <i>Foundation</i>                  | <i>April 2018</i>            |
| <i>Mrs Molly Chatters</i>      | <i>LA Governor</i>                 | <i>Resigned July 2017</i>    |
| <i>Miss Christine Churcher</i> | <i>Staff—Non Teaching</i>          | <i>October 2017</i>          |
| <i>Mrs Nicole Phillips</i>     | <i>Staff—Teaching</i>              | <i>October 2017</i>          |
| <i>Miss Chantelle Gauci</i>    | <i>Parent</i>                      | <i>Resigned July 2017</i>    |
| <i>Mrs Kirsty Mathews</i>      | <i>Observer</i>                    | <i>August 2018</i>           |
|                                |                                    |                              |
|                                |                                    |                              |

## **St Alban's Staff**

|                                |  |
|--------------------------------|--|
| <i>Mr G Cresswell</i>          | <i>Acting Headteacher (Autumn Term)</i>  |
| <i>Mrs G Ray</i>               | <i>Acting Headteacher (Spring &amp; Summer Term)</i><br><i>Acting Head of School (Autumn term)</i> |
| <i>Mrs K Matthews</i>          | <i>Deputy Headteacher (maternity leave)</i>  |
| <i>Mrs C Hiles</i>             | <i>Acting Deputy Headteacher</i>   |
| <i>Mr Howard</i>               | <i>Year 6</i>  |
| <i>Mrs C Hiles/Mr Donaghue</i> | <i>Year 5</i>  |
| <i>Mrs N Phillips</i>          | <i>Year 4</i>  |
| <i>Mrs J Jones</i>             | <i>Year 3</i>  |
| <i>Mrs C Vanstone</i>          | <i>Year 2</i>  |
| <i>Mrs J Livingstone</i>       | <i>Year 1</i>  |
| <i>Miss G Richards</i>         | <i>Reception</i>   |
| <i>Mr S James</i>              | <i>PPA cover</i>   |
| <i>Mrs J O'Brien</i>           | <i>Office manager</i>  |
| <i>Miss C Churcher</i>         | <i>Office Assistant</i>  |
| <i>Mrs M Mapley</i>            | <i>School Cook</i>   |
| <i>Mr J Whittle</i>            | <i>School Caretaker</i>  |
| <i>Mrs A Baker</i>             | <i>Housekeeping</i>  |
| <i>Miss L Fenton</i>           |  |
| <i>Ms D Herman</i>             |  |
| <i>Miss C Churcher</i>         | <i>Mid-day Supervisors</i>   |
| <i>Miss L Fenton</i>           |  |
| <i>Mrs D Gauci</i>             |  |
| <i>Miss P Grovell</i>          |  |
| <i>Miss S Jones</i>            |  |
| <i>Mrs A Thomas</i>            |  |

**2017-18, Mrs Gina Ray will continue as acting Headteacher**

## Out-turn of expenditure 2016/17

| <b>THE CITY OF CARDIFF COUNCIL/GYNGOR DINAS CAERDYDD</b>   |  |                |  |                |
|--|--|----------------|--|----------------|
| <b>SCHOOLS OUTTURN OF EXPENDITURE/CANLYNIAD GWARIANT YSGOLION 2016-2017</b>                                  |  |                |  |                |
| <b>Governing Body/Corff Llywodraethu of: St Alban's R.C. Primary School</b>                                  |  |                |  |                |
|  | Governor Approved Budget/<br>Cyllideb a Gymeradwywyd<br>gan y Llywodraethwyr |                | Actual Expenditure/<br>Gwariant Cyllanedig |                |
|  | £  | £              | £  | £              |
| <b>Staffing costs/Costau Staff</b>   |  |                |  |                |
| Teaching Costs/Costau Addysgu  | 484,319  |                | 469,780                                    |                |
| Special Needs Teachers/Athrawon Anghenion Arbennig   | 0  |                | 0  |                |
| Teachers for statemented pupils/Athrawon ar gyfer disgyblion sy'n destun datganiad                           | 0  |                | 0  |                |
| Short Term Supply/Llanw Byr Dymor  | 5,000  |                | 7,503                                      |                |
| Long Term Supply/Llanw Hir Dymor   | 11,667   |                | 12,942                                     |                |
| Special Needs Support Staff/Staff Cymorth Anghenion Arbennig   | 34,166   |                | 55,532                                     |                |
| Nursery Assts/ Teachers Aides / Adult Helpers/Cynorthwyywyr Meithrinfa/ Cymhorthion Athrawon / Cynorthwyywyr | 87,013   |                | 95,344                                     |                |
| Foreign Language Assistants/Cynorthwyywyr Ieithoedd Tramor   | 0  |                | 0  |                |
| Technicians/Technegwyr   | 0  |                | 0  |                |
| Mid Day Supervisors/Gorychwyllwyr Canol Dydd   | 12,426   |                | 12,385                                     |                |
| Library Staff / Attend Officer/Staff Llyfrgell / Swyddog Presenoldeb   | 0  |                | 0  |                |
| Administrative Staff/Staff Gweinyddol  | 30,669   |                | 18,457                                     |                |
| Non teaching supply costs/Costau llanw staff heb fod yn athrawon   | 0  |                | 0  |                |
| Training Costs/Costau hyfforddi  | 0  |                | 2,910                                      |                |
| Other Staff Costs/Costau staff eraill  | 12,816   |                | 30,523                                     |                |
| Performance Management/Rheoli Perfformiad  | 500  |                | 856  |                |
| <b>Total Staffing Costs/Cyfanswm Costau Staff</b>  |  | <b>678,576</b> |  | <b>706,232</b> |
| <b>Premises Related Costs/Costau Eiddo</b>   |  |                |  |                |
| Caretaking Staff/Staff Gofalwyr  | 19,159   |                | 19,595                                     |                |
| Domestic Staff/Staff Domestig  | 10,451   |                | 10,672                                     |                |
| Grounds Staff/Staff y Tir  | 1,200  |                | 3,144                                      |                |
| Cleaning Costs/Costau Glanhau  | 22,171   |                | 22,838                                     |                |
| Energy Costs/Costau Ynni   | 12,500   |                | 14,311                                     |                |
| Rates/Cyfraddau  | 0  |                | 0  |                |
| Repairs and Maintenance/Atgyweiriau a Chynhaliath  | 14,243   |                | 14,535                                     |                |
| Water/Dŵr  | 3,000  |                | 3,089                                      |                |
| <b>Total Premises Related Costs/Cyfanswm Costau Eiddo</b>  |  | <b>82,724</b>  |  | <b>88,184</b>  |
| <b>Transport Costs/Costau Cludiant</b>   |  |                |  |                |
| Pupil Transport Costs/Costau Cludiant Disgyblion   | 0  |                | 270  |                |
| Staff Transport Costs/Costau Cludiant Staff  | 0  |                | 0  |                |
| Vehicle Costs/Costau Cerbydau  | 1,000  |                | 301  |                |
| <b>Total Transport Costs/Cyfanswm Costau Cludiant</b>  |  | <b>1,000</b>   |  | <b>571</b>     |
| <b>Supplies and Services/Cyflenwadau a Gwasanaethau</b>  |  |                |  |                |
| Teaching Materials/Adnoddau Addysgu  | 20,000   |                | 11,673                                     |                |
| Equipment, Furniture, Materials & music tuition/Offer, Dodrefn, Deunyddiau a hyfforddiant cerddoriaeth       | 5,112  |                | 3,615                                      |                |
| Library Books & Materials/Llyfrau a Deunyddiau Llyfrgell   | 0  |                | 0  |                |
| Catering Costs/Costau Arlwy  | 4,790  |                | 2,832                                      |                |
| Unallocated / Savings to be found/Arian heb ei ddsbarthu / Cynllion  | -22,519  |                | 0  |                |
| Communications Equipment and Services/Offer a Gwasanaethau Cyfathrebu  | 6,600  |                | 7,929                                      |                |
| Consultants Fees/Ffioedd Ymgynghorwyr  | 0  |                | 0  |                |
| Examinations Fees/Ffioedd Arholiadau   | 0  |                | 0  |                |
| Games & School Activities/Gemau a Gweithgareddau Ysgol   | 600  |                | 2,948                                      |                |
| Clerk to Governing Body/Clerc y Corff Llywodraethu   | 1,000  |                | 818  |                |
| Other office costs/Costau swyddfa eraill   | 0  |                | 1,496                                      |                |
| Printing & Stationery/Argraffu a Deunydd Ysgrifennu  | 7,000  |                | 11,371                                     |                |
| Pupil Exclusions/Gwaharddiadau Disgyblion  | 0  |                | 0  |                |
| Subsistence and expenses/Cynhaliath a threuliau  | 0  |                | 0  |                |
| <b>Total Supplies and Services/Cyfanswm Cyflenwadau a Gwasanaethau</b>                                       |  | <b>22,583</b>  |  | <b>42,681</b>  |
| <b>Central Services/Gwasanaethau Canolog</b>   |  |                |  |                |
| School Meals/Prydau Ysgol  | 39,860   |                | 39,860                                     |                |
| Service Level Agreements/Trefniadau Lefel Gwasanaeth   | 44,909   |                | 46,648                                     |                |
| <b>Total for Central Services/Cyfanswm ar gyfer Gwasanaethau Canolog</b>                                     |  | <b>84,769</b>  |  | <b>86,508</b>  |



## **School Admissions**

Age range: 4 – 11

Standard Admission Number: 30

*The policy and arrangements set out below are governed by the relevant parts of education legislation and in accordance with the Articles and Instruments of Government of St Alban's Catholic Primary School. The Governing Body has sole responsibility for admissions to the school and must admit pupils to the School's standard number. The minimum age of entry to the school is 4 years provided that the child's 5<sup>th</sup> birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August of that academic year.*

*Applications for admission will be considered against the **over-subscription criteria** in the admission policy and preference will be given to those children meeting the earlier criteria.*

- 1. Baptised Catholic children of Catholic families who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village.*
- 2. Baptised Catholic children of Catholic families, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village.*
- 3. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff and who have siblings in the school at the time of the applicant's entry to the school.*
- 4. Catholic children who have been baptised and reside outside of category 1 and 2 above but within the County of Cardiff.*
- 5. Christian children from other denominations who have siblings in the school at the time the applicant joins the school, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.*
- 6. Christian children from other denominations who have siblings in the school at the time the applicant joins the school and reside outside of category 1 and 2 above but within the County of Cardiff .*
- 7. Christian children from other denominations, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.*
- 8. Christian children from other denominations who reside outside of category 1 and 2 above but within the County of Cardiff.*

9. *Non-Christian children who have siblings in the school at the time of the applicant's entry, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village.*
10. *Non-Christian children, residing within the parish of St Alban's Catholic Primary School in Splott, Tremorfa, Pengam Green and Windsor Village. Proof of residence is required.*
11. *Non-Christian children who reside outside of category 1 and 2 above but within the County of Cardiff.*

*If the Governing Body is unable to admit all applicants who fall into the lowest criterion, a tie-breaker will be applied where priority will be given to those children who live closest to the school as measured by the distance from the school gate to their normal place of residence in a straight line.*

*Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until Friday 28 October 2016. Applications received outside of the annual allocation of places for reception year admissions will remain on the waiting list until the end of the term in which the application is made. After this time parents will be expected to make a further application for admission.*

*The Governing Body reserves the right to allocate a place at their discretion for individual or exceptional cases. The Governing Body will accept applications from families whose children have documented exceptional, medical, educational or pastoral needs. The Governing Body gives top priority within each category to those children who are in the care of the local authority (Looked After Children). The Governing Body recognises this as a recommendation of the code of practice for admissions in accordance with Section 22 of the Children Act 1989. In doing so, the Governing Body does not set any form of precedent which may be used as a benchmark for other cases. Each case will be reviewed as a unique case and given consideration as such. Confidentiality will be maintained in all cases and not discussed in comparison to others.*

## **Right of Appeal**

*Should an application be unsuccessful, parents, within a period of 14 days from the date of notification that their application has been unsuccessful, have the right to appeal.*

*Details of the procedure to be followed if an appeal against any decision of the Governors on admission is contemplated may be obtained from the Admissions Appeals Panel c/o Clerk to the Governing Body at the school.*

## **Numbers on Roll**

*The number of children in the school fluctuates during the year. There were 182 children on roll at the end of the summer term. They were organised as follows:-*

|                  |           |
|------------------|-----------|
| <b>Reception</b> | <b>30</b> |
| <b>Year 1</b>    | <b>27</b> |
| <b>Year 2</b>    | <b>25</b> |
| <b>Year 3</b>    | <b>31</b> |
| <b>Year 4</b>    | <b>15</b> |
| <b>Year 5</b>    | <b>24</b> |
| <b>Year 6</b>    | <b>30</b> |

## **School Prospectus / Parent Handbook**

*The School Prospectus/Handbook is updated in the summer term to include any curriculum changes, staff changes or general information about the school. All new Reception parents or any new children starting at the school are issued this booklet before they are admitted to the school. A copy can also be found on the school website.*

## **School Policies**

*The school has a range of policies on all aspects of school life. Copies are located in the school office. These policies are regularly reviewed and updated and are available to view on request.*



## **Toilet Facilities**

*The school has 4 toilet areas for Foundation Phase and Junior children. All toilets are cleaned twice a day by the school caretaker and school cleaners. Both the Foundation Phase and Junior areas have segregated toilets for boys and girls. The school also has two separate disabled toilets in KS2.*

## ***Transfer from Nursery to Reception***

*This year to ensure effective transition the following activities are in place:*

*Reception teacher and the head teacher meets with the head teacher of Tremorfa nursery to discuss pupils; Nursery children visit the Reception class/teacher on two occasions; School consultation with all new parents; Curriculum information sessions/evenings throughout the year.*

*This induction programme is evaluated each year to ensure that it remains effective and represents a good use of resources.*

## ***Transfer from Year 2 to Year 3***

*Towards the end of the school year, year two have a various opportunities to become familiar with 'life' in year 3.*

*As part of the process they meet their new class teacher, prepare and ask questions to the current year three pupils and have a few opportunities to experience junior playtime and junior worship.*

*The pupils also are paired up with a buddy for the first few weeks of the new school year.*

## ***Transfer to Secondary Education***

*The successful transition between Primary School and High School is of utmost importance. A minority of our pupils moved on to attend St Illtyd's Catholic High School with the rest of the pupils transferring to Willows High School. The school works with both St Illtyd's and Willows throughout the year organising visits to ensure that the children are well prepared for this change. This year activities included children visiting the science laboratory in St Illtyd's and receiving French lessons from Willow's staff. Our Year 6 teacher, Mr Howard, spends time with staff from both High School's discussing individual pupil needs in great depth.*

*To mark this special time in the children's lives our Year 6 children have a leavers' Mass at the school which is well attended by parents/guardians. This is followed by their leavers' party at Boomerang.*

## **Special Educational Needs 2016-17**

*The school implements the Code of Practice for children with Special Educational Needs. Mrs C Hiles is the school's Inclusion Manager and Mrs Fiona Prohdol as a 'named' Governor for SEN. Money has been allocated to the school from the L.A. specifically for children with Special Educational Needs. This money has been used to support funding school support staff and additional support staff who deliver interventions to support learners.*

*Children who are experiencing learning difficulties following initial identification by the class teacher are given additional support by the Inclusion team. This support may be within the classroom or on a withdrawal basis. Parents of children receiving support are informed by Mrs Hiles and invited to discuss their child's progress or any queries they may have. The school hold meetings every term where each child's progress is discussed. The school seeks the advice of outside agencies when necessary. Children who have a statement of special educational needs are supported in accordance with the provision outlines in the Statements of Special Education Needs. The governing body will ensure that pupil's with special needs join in every day activities with other pupils where possible. This school regularly updates its Special Educational Needs Policy and staff attend in-service training.*

*We are an inclusive school and the Governing Body ensures access for pupils and adults with disabilities. Action will be taken to ensure that disabled people are treated fairly and all reasonable adjustments will be made to give more favourable treatment where appropriate. The school has an Equalities Policy and Action Plan which are available to view on request.*

### **Equalities Statement**

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

*Our school is committed to eliminating any unlawful discrimination on grounds of race, gender, transgender, religion or belief, disability or sexual orientation, pregnancy or maternity marriage or civil partnership by creating an environment where every individual, regardless of ability or background, is able to participate and is valued fully as a member of the school community. Being opposed to all forms of discrimination and prejudice we promote a positive attitude towards differences and expect respect for people of all backgrounds.*

*Stereotyped ways of thinking are the result of ignorance and may result in low self-esteem and limited aspirations. The school values and encourages involvement of people from all sections of the local community and through this involvement aims to provide positive images, which challenge stereotyped thinking.*

*Any language or behaviour which is racist, sexist, homophobic, disablist or potentially damaging to any group will not be tolerated and will be challenged and monitored. Information derived from monitoring will be used to plan whole-school strategies to combat incidents. Information on identity based incidents and bullying will be shared regularly with the LA through the "Incident and Bullying Monitoring system" in order to assist in combating hate crime across the city.*

**Children on role with Special Educational Needs**

|           | School Action or School Action + | Statement |
|-----------|----------------------------------|-----------|
| Reception | 5                                | 2         |
| Year 1    | 2                                | 1         |
| Year 2    | 7                                | 1         |
| Year 3    | 8                                | 0         |
| Year 4    | 7                                | 0         |
| Year 5    | 5                                | 1         |
| Year 6    | 8                                | 2         |

## **School Council**

*The School Council is made up from democratically elected class representatives from Years 2-6. They elect a chair person, vice chairperson and Secretary and hold meetings.*

*They have been active in suggesting ways to fund raise for the school and they organised the Children in Need event.*

## **School eCadets**

*St Alban's eCadets are made up of children from key stage two. The children have to apply at the beginning of the year if they would like to be an eCadet. The eCadets are responsible for raising awareness of online safety throughout our school.*

*This year the eCadets have completed a range of tasks set by the eCadets head quarters. These challenges are set every term and involve a mixture of assemblies and presentations in classrooms.*

*One of the challenges completed by the Cadets this year was to complete an online concerns questionnaire. The eCadets asked children about their use of the Internet and then planned a range of informative sessions based on their findings.*

*The eCadets also ran a very successful 'Internet Safety Day'. They visited all the classes throughout the day supporting and presenting on a range of online safety issues.*

## **Healthy Schools**

*The development of healthy lifestyles is a priority for our school. We have attained our Healthy School's Phase 3. We are currently working towards Phase 4 of the Healthy Schools Award and we encourage pupils to cycle or use their scooter to get to school..*

*There was a dedicated Eco week to raise pupils' awareness of healthy lifestyle and how to live sustainably.*

*The school holds a variety of after school clubs which promotes being active and fit.*

## ***Friends of St Alban's***

### ***During the year***

*The school is incredibly grateful to the small number of parents' who help fundraise for the school. We are always grateful to anyone who can help out at the school, either by fundraising or reading with children.*

### ***Fundraising***

- *School Fayre raised £460.48*

### ***Charitable Donations***

*Our pupils, staff and parents are exceedingly generous and have supported many causes during 2016/17 notably: Children in Need, Save the Children Den Day, McMillan Cancer to name just a few. Our families were also generous in their donation of harvest boxes for St Alban's Parish and Cardiff Food Bank.*

## Attendance 2016/17

The school carefully monitors the attendance of each pupil throughout the year. Pupils who fail to achieve satisfactory attendance are contacted by the school to discuss the reasons for this.

Attendance figures for 2016– 2017 are as follows:-

|                             | <b>% Attendance</b> | <b>% Unauthorised<br/>Absence</b> | <b>% Authorised<br/>Absence</b> |
|-----------------------------|---------------------|-----------------------------------|---------------------------------|
| <b>Autumn<br/>Term 2016</b> | <b>92.03</b>        | <b>3.38</b>                       | <b>4.34</b>                     |
| <b>Spring<br/>Term 2017</b> | <b>91.97</b>        | <b>3.90</b>                       | <b>4.12</b>                     |
| <b>Summer<br/>Term 2017</b> | <b>91.36</b>        | <b>2.88</b>                       | <b>5.76</b>                     |

Attendance figures for the school show a decrease across the year. A number of initiatives continue to be used within the school and attendance is monitored regularly. The figures for attendance still fall well below the school's target and Welsh government's expectations of 95% and it is an area that Governors will continue to closely monitor.

We will continue to focus on improving attendance and ask for your continued support. 90% attendance may sound good, but over a school year it actually adds up to half a day missed each week, or nearly four weeks in total! Research shows that just 17 days missed from school can mean a drop of a GCSE grade across ALL subjects.

**We urge parents to ensure children only miss school if they are unwell.**

The attendance target for St Alban's Catholic Primary School for 2016-17 is 94.5%.

## Curriculum



Children at St Alban's Catholic Primary School are taught through the medium of English. The school follows the Foundation Phase curriculum in Reception, year 1 and year 2. This ensures that children are taught through hands on, practical experiences both indoors and outdoors. All pupils are provided with opportunities to apply their skills across the curriculum. Children have also received specialist provision to develop their music skills and digital competence.

At St Alban's Catholic Primary school we recognise the importance of learning that is both meaningful and memorable. We have continued to use the Cornerstones based 'themes' across the whole school as a vehicle for making connections and linking learning. In addition to this, following the Literacy and Numeracy Framework, the children are given many opportunities to demonstrate their Literacy and Numeracy skills in their context (Cornerstones) lessons. This way of working encourages ownership and develops children's independence, it also means that everything we do has a purpose and so we can celebrate children's work in meaningful ways.

The curriculum is planned to ensure continuity and progression in all areas of learning at Foundation Phase and KS2. Children enjoy a broad balanced differentiated programme of planned activities which are matched appropriately to their stage of development and particular learning needs.

| Year group | Autumn 1                      | Autumn 2                        | Spring 1                | Spring 2             | Summer 1                     | Summer 2                 |
|------------|-------------------------------|---------------------------------|-------------------------|----------------------|------------------------------|--------------------------|
| R          | Holes, spaces & hiding places | What happens when I fall asleep | Battle of the dinosaurs | Dragon tales         | Why do ladybirds have spots? | Who lives in a rockpool? |
| 1          | Dens & Dandelions             | Remember, remember              | Pop-up                  | Taith ar draws Cymru | Happiness                    | Beachcombers             |
| 2          | Dens & Dandelions             | Remember, remember              | Pop-up                  | Taith ar draws Cymru | Happiness                    | Beachcombers             |
| 3          | Bend & Flow                   | Sportswear Designer             | Off with 'er head       | The Allotment        | Wonders of the World         | New Visions              |
| 4          | Bend & Flow                   | Sportswear Designer             | Off with 'er head       | The Allotment        | Wonders of the World         | New Visions              |
| 5          | Heroes & villains             | Technotastic                    | Wonders of the World    | Wonders of the World | Summer Camp                  | Summer Camp              |
| 6          | Heroes & villains             | Technotastic                    | Wonders of the World    | Wonders of the World | Summer Camp                  | Summer Camp              |

## Welsh



Although children are taught through the medium of English, Welsh 2nd language is also of high importance. Children and staff use incidental conversational Welsh each day and Welsh is also taught in specific lessons.

Once again, we celebrated St David's Day with an Eisteddfod – a chance for the children to compete in a variety of ways. This year we even had a Welsh harpist perform.



*St Alban's Church Parish  
Cameron Street  
Splott  
Cardiff  
CF24 2NX*

*Tel: 02920 2463219  
Email: [albansweb@gmail.com](mailto:albansweb@gmail.com)  
Website: <http://www.stalbanssplott.co.uk>*

## **Religious Education**

Catholic Life of the School and Religious Education Curriculum is at the heart of the school's mission. As a Roman Catholic School, we put great emphasis on celebrating the work of God our Father in our lives, through the example of Jesus Christ. We try to live the message that Jesus gives to us "Love one another as I have loved you."

The school continues to use the "Come and See" RE programme approved by the Church for use in schools in England and Wales. The scheme is taught through themes on an annual cycle. Pupils are assessed at the end of each theme. Older children are able to set their own targets for improvement. Children are encouraged to talk and reflect about their faith and learn about the faith of the Church. Active links between home, school and parish are encouraged. Children are reminded of their responsibility as members of the church community and we encourage parents to become involved in the life of their parish. Faith begins at home!

St Alban's has continued work hard to establish and re-enforce links with the Church and community over the past year, children throughout the school have been given various opportunities to meet and help those in the community and in the wider world. Father Scanlon led our Welcome Back Mass where he welcomed staff, pupils, parents and friends back to school in September and helped us all celebrate the beginning of the new academic year.

During another successful Harvest celebration, pupils contributed a generous amount of food that was distributed to those in need within the community, with the help of Paul Gwilliam and his team. Parents and pupils were equally as generous during Advent, when, as part of our Advent Mass, pupils brought offerings of Advent boxes, that the SVP helped to distribute to children within the community that would maybe not receive any Christmas gifts.

This year we have also supported Macmillan Cancer and Children in Need. We thank Parents for their continued support.

The Children sang at the annual St Alban's Brass band Carol Concert in St Alban's church, with the support of the Tenovus choir. The choir went into the community to sing at a Nursing home. This is becoming a regular feature in the school calendar. They also sang at Tesco to raise money for those in need.

## **Extra Curriculum and Sports Provision**

*St Alban's aims to provide all pupils with the opportunity of experiencing as wide a variety as possible of games, outdoor activities and physical exercise and to benefit from participating in team sports. These are provided during school time and in addition after school clubs have been very successful.*

*At St Alban's we provide a range of After School Clubs, from football, guitar, and Coding Club. These clubs are well attended and are open to year groups across the school.*

*Some highlights...*

- *Football teams took part in school competitions*
- *Willows performance*
- *Year 6 children completed their cycling Proficiency*
- *Robin Hood pantomime*
- *St David's Sixth form and the Sherman Theatre Christmas performances*
- *Exotic animal workshop*
- *Rap workshop*
- *Visit and activities from Paralympic Jack Rutter.*

## **School Visits**

*Many classes had educational visits, which included local area walks, a visit to the museum and to Cardiff castle.*

*Our Year 6 children also went to Storey Arms for a residential visit where they took part in many activities which included canoeing, gorge walking and rock climbing.*

*Year 4 children completed their swimming lessons and achieved a range of badges.*

## **Actions taken to strengthen links within the community**

*At St Alban's Primary School we value the contribution of our parents and the community. Continuous effort has been made to establish and maintain links between the school and its parents and community. Below offers a brief glimpse into some of the events and activities of the last year, which we feel contribute to our links with the community and promote other general activities such as charities and sports.*

### **Charities**

*We held many events to raise money for Charities. Some fundraising event days included: McMillan coffee morning.*

*We supported our local parish and community at Harvest time, when we donated the food collected to parishioners and the local food bank.*

### **Involving Parents**

*Over the academic year the parents were invited to class assemblies and presentations by the pupils. In addition to these events they were invited to the following:*

- eCadet assembly when pupils shared the importance of 'staying safe' online with parents.*
- Class assemblies/music performances*
- Mass in school and at church*
- Bingo event.*

### **Parents and Pupils Learning Together**

*Many workshops and programmes were organised and held last year to provide parents with the opportunity to work with their child. Such events and programmes included:*

- Foundation Phase workshops were held for parents to inform them of many teaching principles. In literacy, there was a focus on phonics and reading and using the environment to support number work.*
- Parents of all children were invited to attend a 'circle time' activity with their children and another with staff to introduce Restorative approaches.*

## **Breakfast Club**

*The school also runs a free breakfast club which starts at 8.20am, and is funded by the Welsh Government. Its aim is to provide a healthy breakfast for all pupils of the school, and supports our aim to increase attendance.*

## **School Improvement and Staff Development**

*We recognise that on-going staff training makes a huge contribution to a dynamic educational environment. For 2016/2017 the school was able to allocate 5 INSET days for staff training and development related to the school improvement plan (SIP). The main priorities focused on improving standards in science, Welsh, English, mathematics, skills in digital competence and improving pupils' behaviour and attendance. They continued to drive the training for our in-school sessions which have included: Safeguarding, Restorative approaches, English: oracy, reading and writing, science, Religious Education, moderation, SEN-graduated response, Autism and diabetes training.*

*Individual staff also attended training courses.*

## **PERFORMANCE AND TARGET SETTING 2016-17**

### **NATIONAL CURRICULUM AND NATIONAL TESTING**

*Children in reception, year 1 and year 2 follow the Foundation Phase guidelines. The national curriculum is being delivered at key stage 2 (years 3, 4, 5 and 6).*

*The results for the Foundation Phase at the end of Y2 and key stage 2 end of year 6 teacher assessments that are required to be submitted to the LA follow.*

*The school has a robust assessment system in place and for several years members of teaching staff are also invited to moderate standards with the cluster school at St Illtyds.*

### **Foundation Phase Outcomes 2017 School Results**

*The following table shows the percentage of pupils attaining each outcome.*

|   | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>5+</b>   |
|---|----------|----------|----------|----------|----------|-------------|
| <b>Language Literacy and Communication in English</b>                 |          | 12       | 16       | 44       | 28       | <b>72.0</b> |
| <b>Mathematical Development</b>                                       |          | 8        | 20       | 48       | 24       | <b>72.0</b> |
| <b>Personal Social Development, Well-being and Cultural Diversity</b> | 8        | 8        | 4        | 40       | 40       | <b>80.0</b> |

|   |             |
|---|-------------|
| <b>Foundation Phase Outcome Indicator</b> | <b>72.0</b> |
|---|-------------|

*There are 25 pupils in the year 2 group.*

*The following table shows the percentage of boys attaining each outcome.*

| <b>Boys</b>   | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> |
|---|----------|----------|----------|----------|----------|
| <b>Language Literacy and Communication in English</b>                 |          | 14.3     | 21.4     | 42.9     | 21.4     |
| <b>Mathematical Development</b>                                       |          | 7.1      | 28.6     | 42.9     | 21.4     |
| <b>Personal Social Development, Well-being and Cultural Diversity</b> | 7.1      | 14.3     | 7.1      | 42.9     | 28.6     |

|   |             |
|---|-------------|
| <b>Foundation Phase Outcome Indicator</b> | <b>64.3</b> |
|---|-------------|

*There are 14 boys in year 2.*

The following table shows the percentage of girls attaining each outcome.

| Girls  | 2   | 3   | 4   | 5    | 6    |
|--|-----|-----|-----|------|------|
| Language Literacy and Communication in English                 |     | 9.1 | 9.1 | 45.5 | 36.4 |
| Mathematical Development                                       |     | 9.1 | 9.1 | 54.5 | 27.3 |
| Personal Social Development, Well-being and Cultural Diversity | 9.1 | 0   | 0   | 36.4 | 54.5 |

|                                    |      |
|------------------------------------|------|
| Foundation Phase Outcome Indicator | 81.8 |
|------------------------------------|------|

There are 11 girls in year 2.

## Key Stage 2 2017 School Results

The following table shows the percentage of pupils attaining each level.

|             | 3    | 4    | 5    | 4+   |
|-------------|------|------|------|------|
| English     | 20.0 | 53.3 | 26.7 | 80.0 |
| Mathematics | 16.7 | 60.0 | 23.3 | 83.3 |
| Science     | 13.3 | 66.7 | 20.0 | 86.7 |

|     |      |
|-----|------|
| CSI | 76.7 |
|-----|------|

There are 30 pupils in year 6.

The following table shows the percentage of boys attaining each level.

| Boys        | 3  | 4  | 5  |
|-------------|----|----|----|
| English     | 25 | 60 | 15 |
| Mathematics | 20 | 60 | 20 |
| Science     | 15 | 75 | 10 |

|     |    |
|-----|----|
| CSI | 70 |
|-----|----|

There are 20 boys in year 6.

The following table shows the percentage of girls attaining each level.

| Girls       | 3  | 4  | 5  |
|-------------|----|----|----|
| English     | 10 | 40 | 50 |
| Mathematics | 10 | 60 | 30 |
| Science     | 10 | 50 | 40 |

|     |    |
|-----|----|
| CSI | 90 |
|-----|----|

There are 10 girls in year 6.

## **Summary tables showing Foundation Phase and Key Stage 2 results 2015/16 and targets**

### **Foundation Phase**

| FPI    | Year ending 2015 | Year ending 2016 | Year ending 2017 |
|--------|------------------|------------------|------------------|
| School | 89.5%            | 83.3%            | 72.0%            |
| Family | 80.8%            | 78.3%            | 76.9%            |
| LA     | 86.7%            | 88.9%            | 88.5%            |
| Wales  | 86.8%            | 87.0%            | 92.2%            |

### **Key stage 2**

| CSI    | Year ending 2015 | Year ending 2016 | Year ending 2017 |
|--------|------------------|------------------|------------------|
| School | 86.4%            | 86.4%            | 76.7%            |
| Family | 81.0%            | 83.9%            | 74%              |
| LA     | 87.8%            | 89.5%            | 89.4%            |
| Wales  | 87.7%            | 88.6%            | 89.5%            |

| Foundation Phase Outcome 5+                                       | Actual 2017 | Targets 2017 |
|---|-------------|--------------|
| Language Literacy & communication                                 | 72.0%       | 69.2%        |
| Mathematical Development  | 72.0%       | 76.9%        |
| Personal and Social Development, Wellbeing and Cultural Diversity | 80.0%       | 76.9%        |
| Foundation Phase Indicator  | 72.0%       | 89.7%        |

| <b>Key stage 2 level 4+</b> | <b>Actual 2017</b> | <b>Targets 2017</b> |
|-----------------------------|--------------------|---------------------|
| English                     | 80.0%              | 89.7%               |
| Mathematics                 | 83.3%              | 89.7%               |
| Science                     | 86.7%              | 89.7%               |
| Core Subject Indicator      | 76.7%              | 89.7%               |

### **Targets 2017/18**

| <b>Foundation Phase Targets</b>                                   | <b>Outcome 5+</b> | <b>Outcome 6</b> |
|---|-------------------|------------------|
| Language Literacy & communication                                 | 83.3%             | 16.7 %           |
| Mathematical Development  | 87.5%             | 16.7 %           |
| Personal and Social Development, Wellbeing and Cultural Diversity | 95.8%             | 16.7 %           |
| Foundation Phase Indicator  | 83.3%             |                  |

| <b>Key stage 2 Targets</b> | <b>Level 4+</b> | <b>Level 5</b> |
|----------------------------|-----------------|----------------|
| English                    | 75.0%           | 29.2%          |
| Mathematics                | 87.5%           | 29.2%          |
| Science                    | 79.2%           | 20.0%          |
| Core Subject Indicator     | 75.0%           |                |

## School Term Dates 2016/2017

| <b>TERM</b>   | <b>TERM BEGINS</b>           | <b>HALF TERM BEGINS</b>       | <b>HALF TERM ENDS</b>         | <b>TERM ENDS</b>              |
|---------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>Autumn</b> | Thursday<br>01 Sept<br>2016  | Monday<br>24 October<br>2016  | Friday<br>28 October<br>2016  | Friday<br>16 December<br>2016 |
| <b>Spring</b> | Monday<br>03 January<br>2017 | Monday<br>20 February<br>2017 | Friday<br>24 February<br>2017 | Thursday<br>10 April<br>2017  |
| <b>Summer</b> | Monday<br>24 April<br>2017   | Monday<br>29 May<br>2017      | Friday<br>02 June<br>2017     | Tuesday<br>21 July<br>2017    |

May Day Bank Holiday Monday 01 May 2017

Spring Bank Holiday Monday 29 May 2017

### INSET Days

Thursday 01 September 2016

Friday 02 September 2016

Monday 31 October 2016

Tuesday 01 November 2016

Friday 30 June 2017

### School Hours

#### Foundation Phase:

8.55am - 12pm

1pm - 3pm

#### Key Stage 2:

8.55am - 12pm

12.40pm - 3pm

Parents are requested to bring their children to the playground by 8.55 a.m. so that lessons may start promptly.

### School Address

St. Alban's Catholic Primary School  
Mona Place  
Tremorfa  
Cardiff  
CF24 2TG

### Telephone

029 2046 2915

### E-mail

stalbansprm@cardiff.gov.uk

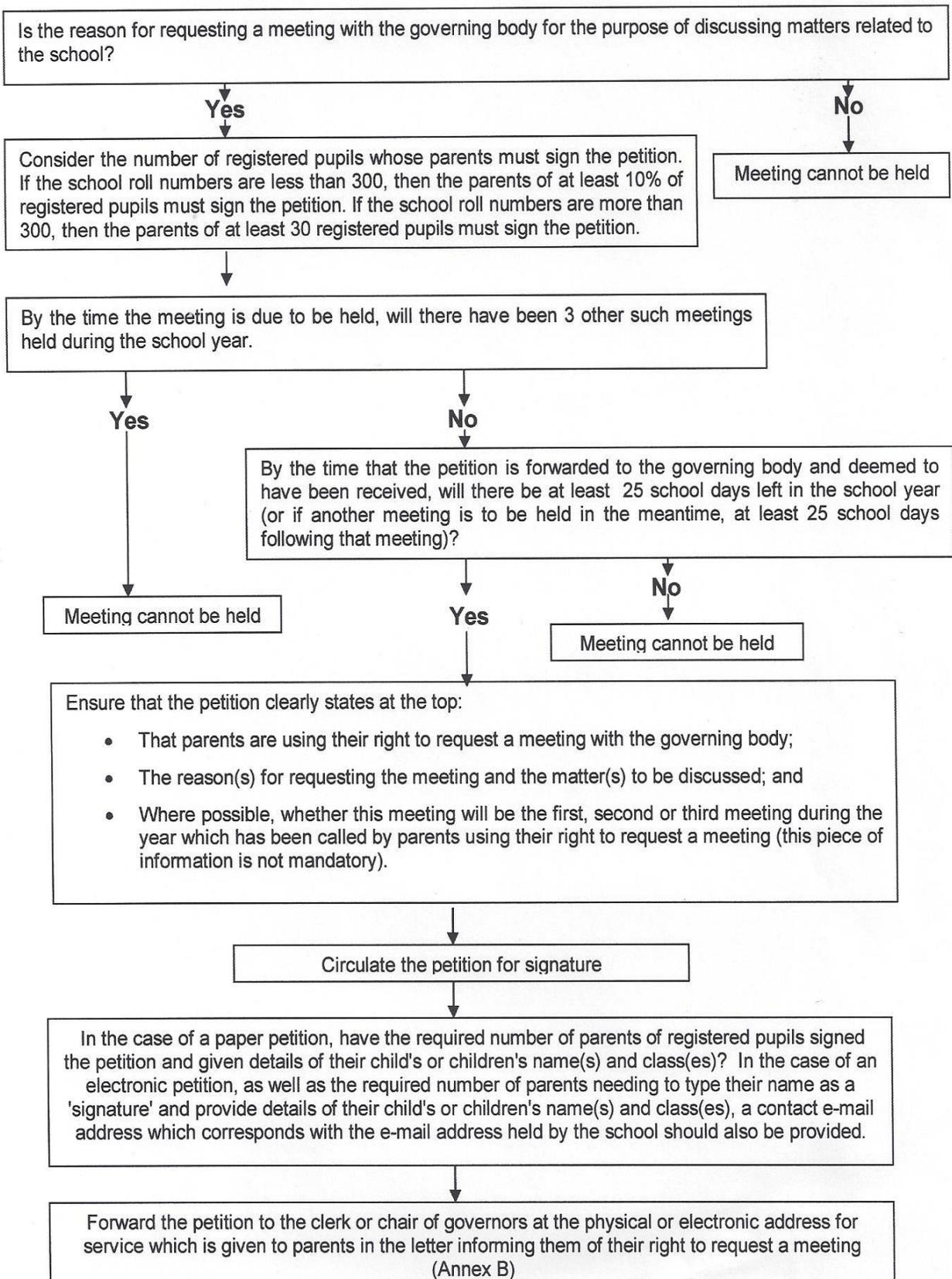
### Website

Stalbansprm.cardiff.sch.uk

### Twitter

StAlbansSchool1

## Annex A: A guide to the petitioning process



## **Annex B - Your right to request a meeting with the school's governing body**

The Schools Standards and Organisation (Wales) Act 2013 (The Act) removed the requirement for school governing bodies to hold an annual meeting with parents. Instead, new arrangements were introduced to enable parents to request up to 3 meetings in any school year with a governing body, on matters which are of concern to them.

If parents wish to use their rights under the Act to hold a meeting, 4 conditions will need to be satisfied:

**1. Parents will need to raise a petition in support of holding a meeting.**

The parents of at least 10% of the school's registered pupils will need to sign the petition. If it is a paper petition, then a written signature must be given as well as the name and class of each child who is a registered pupil at the school. If the petition is in electronic format, the 'signature' required is the typed name of the parent plus the name and class of each child who is a registered pupil at the school and the email address of each parent who 'signs' the electronic petition.

There were 236 children registered as pupils with this school at the beginning of this academic year. Exact roll numbers at any time during the year may be obtained from the school office.

**2. The meeting must be called to discuss matters which affect the school**

The meeting cannot be called to discuss such matters as the progress of individual pupils, or to make a complaint against a member of the school's staff or governing body.

The petition should contain brief details of the matter(s) to be discussed, and the reasons for calling the meeting. This information should be clearly displayed at the top of the petition, with parents' signatures appearing below.

**3. A maximum of 3 meetings can be held during the school year**

The law allows parents to use their rights to request up to 3 meetings with a school governing body during the school year.

**4. There must be at least 25 school days left in the school year**

The law makes it a condition that at least 25 school days are left in the school year when the petition is received so that the meeting can be held.

A "school day" means a day when the school is open to pupils: it does not include weekends, public holidays, school holidays or INSET days.

The address for service of a petition requesting a meeting with this school's governing body is:

Clerk to the Governors,  
St Alban's Catholic Primary School  
Mona Place,  
Tremorfa,  
Cardiff.  
CF24 2TG

Or alternatively you can e-mail the school at -

stalbansprm@cardiff.gov.uk

Further advice on how parents may to go about requesting a meeting with a governing body is available on the Welsh Government's website at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/parents-meetings-statutory-guidance/?lang=en>