

Prospectus  
2024 - 2025

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*Inspired by  
Christ:  
wellbeing  
at our  
core, joy  
in our  
learning  
and faith  
as our  
guide.*

# St Gabriel's RC Primary School



Dear Parent / Carer,

At St Gabriel's RC Primary, we are proud to offer a nurturing, child-centred environment where each pupil is valued as a unique individual. Rooted in strong faith traditions and guided by Gospel values, we are committed to providing an education that develops the whole child—academically, spiritually, and emotionally.

Our small school setting allows us to truly know each child, ensuring personalised attention and support tailored to their needs. We believe in celebrating every child's gifts and talents, fostering a sense of belonging and self-worth. With a focus on well-being and high-quality learning, we strive to create a joyful, inclusive community where children feel safe, respected, and empowered to reach their full potential.

Choosing St Gabriel's RC Primary School means choosing a school where your child will thrive in a caring, faith-filled environment, growing in confidence, character, and love for learning. We warmly invite you to join our school family and see first-hand how we can help your child shine.

Yours sincerely,

Mrs M. Harris  
*Headteacher*

## Contact Us

St. Gabriel's RC Primary  
School  
Ringland Circle,  
Newport  
NP19 9PQ



01633 273937



stgabriels.primary@  
newportschools.wales



stgabrielsrcprimary.org.uk

## ADMISSIONS

We warmly invite you to apply for a school place at St Gabriel's RC Primary School.

**If your child's date of birth is between the 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021, you are able to apply for a reception place in the 2025-26 school year.**

***The closing date for reception place applications is the 9<sup>th</sup> January 2025 at 5pm. With the common offer date across Newport schools being the 16<sup>th</sup> April 2025.***

Some children apply to join within the school year as they move into the area or other circumstances change. If you would like to arrange a visit to our school, please contact our School Support Officer on (01633) 273937.

**Applications (either in year or for reception) are available from our school office. Application forms can also be sent out to parents via email by requesting a copy from [stgabriels.primary@newportschools.wales](mailto:stgabriels.primary@newportschools.wales) .**

For more information, please refer to our Admissions Policy found on our website. <https://stgabrielsrcprimary.org.uk/admissions/>

### Nursery and Playgroup Applications

We are very fortunate to have Little Angels Nursery on our school site which is managed by Kelli Priest. We have excellent links with the nursery and we work closely supporting the children with an effective transition process.

Little Angels is a non-profit making pre-school playgroup with educational provision, and they welcome children from all cultural backgrounds. All staff are qualified and DBS checked.

Little Angels provide the following care:

Nursery - 5 morning sessions from 9am-11.30am for 3-4yr olds. The nursery intake is 24. Nursery places are funded by the local authority and there is a lunch club facility available.

Playgroup: five afternoon sessions each week from 1pm - 3.30pm for children aged from 2 years and 4 months. The charge is £6 per session. Children who are 3 years old are eligible for local authority funded places.

If you are interested in a place for your child please contact Kelli Priest on 07821 618329 or via email: [angelsnursery1970@hotmail.co.uk](mailto:angelsnursery1970@hotmail.co.uk) for details.

## **EQUAL OPPORTUNITIES**

St Gabriel's Primary School regularly monitors and updates its Strategic Equality Plan and Equal Opportunities procedures to ensure that no child is disadvantaged according to race, gender, ability, disability, ethnicity or religion.

We believe that everyone has the right to the equality of opportunity and should be free from all forms of discrimination. We recognise the right of equality of opportunity for all individuals including pupils and staff, irrespective of their gender, colour, culture, race, ability, disability, age or religious observances. We view this policy as an integral part of our whole school approach. It is reflected in the way other policies are planned and implemented.

Our aims are:

- to ensure that diversity is celebrated and welcomed;
- to ensure that all children have equal access to all curricular areas and all available resources;
- to ensure that all amenities / facilities do not deny equal opportunities;
- to ensure that everyone is valued and has a right to both personal and professional development;
- to ensure that everyone is able to identify unacceptable behaviour and given strategies for dealing with different situations;
- to ensure that everyone is aware of their responsibilities in implementing this policy.

## **ACCESSIBILITY**

Our school is accessed by a level pathway from the school gate. We have a ramp to the front of the school and a path that serves as a ramp that leads to the playground.

A disabled toilet is available for children or adults. All reasonable adjustments are made to the environment and teaching and learning activities to ensure children with disabilities are not disadvantaged.

## SCHOOL STRUCTURE

|                       |                    |  |
|-----------------------|--------------------|--|
| <u>Leadership</u>     | Mrs M. Harris      | <i>Headteacher</i>                     |
|                       | Mrs R. Rayner      | <i>Deputy Headteacher</i>              |
|                       | Mrs R. Wright      | <i>Additional Needs Lead</i>           |
| <u>Support Staff</u>  | Mrs H. Lekkas      | <i>School Support Officer</i>          |
|                       | Mrs J. McDonald    | <i>Caretaker</i>                       |
|                       | Mrs J. Rowlands    | <i>Cleaner</i>                         |
| <u>Teaching Staff</u> | Mrs J. Kukla-Evans | <i>Midday Supervisor</i>               |
|                       | Mrs O. Finnih      | <i>Teaching Assistant</i>              |
|                       | Miss E. Courtney   | <i>Teaching Assistant</i>              |
|                       | Mrs R. Price       | <i>Teaching Assistant</i>              |
|                       | Mrs E. Harley      | <i>Teaching Assistant</i>              |
|                       | Mrs F. Khokhar     | <i>Teaching Assistant</i>              |
|                       | Miss E. Cordin     | <i>Teaching Assistant</i>              |
|                       | Mrs M. Bishop      | <i>Teaching Assistant</i>              |
|                       | Mrs L. McInerney   | <i>Teaching Assistant</i>              |
|                       | Mrs J. Sullivan    | <i>Higher Level Teaching Assistant</i> |
|                       | Mrs L. Foster      | <i>Higher Level Teaching Assistant</i> |
|                       | Mrs A. Stuart      | <i>Teacher</i>                         |
|                       | Miss E. Beavis     | <i>Teacher</i>                         |
|                       | Miss L. Veale      | <i>Teacher</i>                         |
|                       | Mrs E. de Lima     | <i>Teacher</i>                         |
| Miss T. Griffiths     | <i>Teacher</i>     |  |
| Miss C. Walsh         | <i>Teacher</i>     |  |
| Miss H. Ford          | <i>Teacher</i>     |  |

## SCHOOL RULES

As part of our commitment to creating a positive learning environment for all students, we have established three simple behaviour rules: **be ready, be respectful, and be safe.**



Together, these rules create a framework that helps students navigate their school life successfully. They support not just academic growth, but also social and emotional development, preparing our children for future challenges.



## VISION



At St. Gabriel's RC Primary, with the light of Christ in our hearts, we explore the wonders of God's world through an authentic curriculum that embraces the joy and love of learning.

Our pupils feel safe and secure to become confident, enthusiastic and resilient learners that have self-belief and high aspirations.



We recognise and celebrate all of our pupils enabling them to confidently progress from individual starting points by developing key and life skills.

At St. Gabriel's we support the wellbeing of our learners so they can flourish as they explore their place in the wider world and within it, the gifts they have to offer.

## ROLE OF THE GOVERNING BODY

The governing body is a group of individuals responsible for overseeing the school's strategic direction and ensuring it meets its educational and ethical goals. In our primary school, the governing body plays a crucial role in maintaining the school's Catholic ethos while ensuring high standards of education.

The governing body is integral to the success of our school. Their dedication helps create a nurturing environment where our children can thrive academically and spiritually

## TYPES OF GOVERNORS

Each type of governor brings unique experiences and perspectives, which enrich our discussions and decisions. This diversity helps ensure that the governing body effectively serves the needs of our students, staff, and the wider community.

Parent Governor:

- **Role:** Elected by parents of the school, parent governors provide the perspective of the school community. They represent parents' views and concerns on the governing body.
- **Contribution:** They serve as a vital link between parents and the school, helping to ensure that the needs and aspirations of families are considered in decision-making.

Local Authority Governor:

- **Role:** Appointed by the local authority, these governors bring knowledge of local education issues and community needs. They help ensure that the school aligns with local policies and initiatives.
- **Contribution:** They represent the interests of the wider community and provide a link between the school and local government.

Foundation Governors:

- **Role:** Appointed by the Diocese, foundation governors ensure that the school upholds its ethos and values.
- **Contribution:** They help maintain the school's mission and identity, ensuring that our values are reflected in all aspects of school life.

Teacher Governor:

- **Role:** This governor is elected by the teaching staff and represents their perspectives and concerns on the governing body.
- **Contribution:** They provide insights into the educational environment and help bridge communication between staff and the governing body.

Staff Governor:

- **Role:** Similar to the teacher governor, the staff governor can represent all non-teaching staff, ensuring that their voices are heard in governance discussions.
- **Contribution:** They contribute to discussions about school policies and practices, representing the interests and perspectives of all staff members.

## GOVERNING BODY ORGANISATION

Each year at our Annual General Meeting, the key leadership roles are voted for.

Academic Year: 2024-2025

*Chair of Governors: Mr. A. Jacobs*

*Vice-Chair of Governors: Mr J. Furtek*

## CURRICULUM APPROACH

We are excited to share our approach to delivering an engaging curriculum at our primary school, rooted in the Four Purposes outlined in the new Curriculum for Wales. These purposes aim to prepare our students not just academically, but also as well-rounded individuals ready to contribute to society.

### The Four Purposes

#### 1. AMBITIOUS CAPABLE LEARNERS:

- We strive to foster a love of learning by encouraging curiosity and resilience. Our curriculum offers a variety of challenging experiences that promote critical thinking and problem-solving skills, helping pupils to become independent and confident learners.

#### 2. ENTERPRISING CREATIVE CONTRIBUTORS:

- We encourage creativity and innovation through project-based learning and collaborative activities. By engaging pupils in real-world challenges, they learn to think outside the box and develop their ability to work effectively in teams.

#### 3. ETHICAL INFORMED CITIZENS:

- Our curriculum includes opportunities for students to explore values, ethics, and sustainability. Through discussions, community projects, and global awareness activities, we help students understand their role in society and the importance of making positive contributions.

#### 4. HEALTHY CONFIDENT INDIVIDUALS:

- We prioritise the well-being of our students, integrating physical health, mental well-being, and personal development into our daily activities. We promote a balanced lifestyle through physical education, reflective practices, and social-emotional learning, ensuring students feel safe and valued.

## TEACHING APPROACHES

- **CROSS-CURRICULAR THEMES:** Our thematic approach connects different areas of learning, making learning relevant and meaningful. For example, a project on the environment may include the disciplines of science, art, and geography, allowing pupils to see the bigger picture.
- **HANDS-ON LEARNING:** We emphasise experiential learning through trips, visitors, workshops, and community involvement. These experiences deepen understanding and create lasting memories.
- **PUPIL VOICE:** We actively involve students in their learning journey by seeking their ideas as we plan our themes. The element of pupil voice enhances engagement and motivation.
- **PARENTAL INVOLVEMENT:** We value the partnership with parents and encourage you to engage in school activities and support your child's learning at home. Information for each theme is shared with parents via a learning journey and a homework menu that links to the learning in school.

## WELSH

At St Gabriel's we recognise the importance of promoting bilingualism and celebrating our rich cultural heritage, which plays a vital role in shaping our students' identities and understanding of their community.

Our school is dedicated to creating an environment where Welsh is not only taught as a discipline within the area of Language, Literacy and Communication learning but also used naturally and by promoting opportunities for its use. We undertake this by promoting the use of incidental Welsh throughout the school day in addition to formal Welsh language lessons

## RELATIONSHIP AND SEXUALITY EDUCATION

In St Gabriel's Primary School, Relationships and Sexuality Education (RSE) is an essential part of our curriculum. It aims to equip our students with the knowledge, skills, and values needed to navigate relationships in a healthy and respectful manner, grounded in our Catholic teachings.

## SPORTS

We believe that sports and physical activity play a crucial role in the holistic development of our students. Engaging in sports not only promotes physical health but also fosters essential life skills, teamwork, and community spirit.



Through our involvement in the football league, students learn the value of teamwork, communication, and cooperation. These experiences teach them how to work together towards a common goal and foster friendships that can last a lifetime. Our partnership with Newport County in the Community enhances our physical education curriculum by providing opportunities for our older pupils to engage with local sports professionals. This connection inspires students to pursue their interests in sports and understand the importance of community involvement.

Our Wellbeing Ministry is currently working on a project to develop our playground with new markings and activity zones. These enhancements will provide a stimulating environment that encourages active play, creativity, and exploration. We believe that an engaging playground will support both social interactions and the overall wellbeing of our students.

## EXTRA CURRICULAR

The options for extra curricular experience opportunities for the pupils of St Gabriel's are spread across the year and aim to provide opportunities for each year group as the year progresses. We are grateful to the staff involved for dedicating their time outside of the school day to sharing different experiences with our children.

We take a 'short burst' experience option over 5 weeks rather than a weekly club that lasts for half term – in this way we maintain the 'buzz' and enjoyment of the club sessions.



## ADDITIONAL NEEDS THE ADDITIONAL LEARNING NEEDS CODE OF PRACTICE: WALES

The Additional Learning Needs (ALN) Code in Wales is designed to ensure that all children with additional learning needs receive the support they require to thrive in their education. This framework promotes inclusive practices and emphasises collaboration between schools, families, and external agencies.

### SCHOOL PROCESSES

We monitor all children's learning and behaviour carefully. Some of our children may need additional support during their time at the school. Once pupils have been identified as having additional educational needs it is our aim to address these needs at the earliest opportunity, in accordance to the Additional Learning Needs Code for Wales 2021.

If parents or staff have any concerns this is immediately discussed and together an individual programme to address the needs of the child is devised. The child's programme of support is regularly reviewed and parents' views are sought at each stage.

*If you require more information then please contact Mrs R. Wright our Additional Learning Needs Coordinator (ALNCo) via the school office.*

## HEALTHY LIVING BUILDING GOOD HABITS

Maintaining a balanced diet during primary school years is crucial for children's growth, development, and overall well-being. The information below describes our approaches that are informed by Welsh Government directives.

### DRINKS IN SCHOOL

Water bottles are to contain water during the school day. Drinking enough water throughout the day is vital. Encouraging water instead of other drinks fosters better hydration habits.

Squash is allowed at lunch time.

### SNACKS

Break time snacks are fruit or vegetables

### SCHOOL LUNCHES

School dinners, freshly prepared onsite by Chartwells Catering, are available daily with a hot meal (with vegetarian alternative), sandwich bar and jacket potato option to choose from daily.

If your child has diagnosed allergies, we can help you to contact Chartwells directly to develop a meal plan suitable for their needs.

## FIRST AID

Our school has four members of staff fully trained in First Aid at Work. We have a first aid kit box in every classroom. If your child receives first aid treatment during the school day, you will receive an 'accident' note sent home with your child and the details are also logged for our school records.

## SITE SECURITY

Our school has a combination of security fencing and a natural barrier boundary for the perimeter of our site. Internal gates are locked so that visitors can still access the main office while children are secure on site and within the building.

Parents are asked not to bring dogs onto our school site, even if they are held or on a lead. If you bring a dog onto the school site you will be asked to remove the dog from site immediately.

St Gabriel's Primary is a 'No Smoking or Vaping' site: this includes both the building and the grounds.

We have a strict procedure for releasing children from school. Pupils will only be able to leave with adults that are on our collectors list or have been formally authorised by a parent as an ad hoc collector. Only Year 5 and Year 6 pupils are allowed to walk home unaccompanied (with the permission form completed by a parents)

## SAFEGUARDING AND CHILD PROTECTION

At St Gabriel's Primary, the safety and well-being of our pupils are our top priorities. We are committed to creating a secure and nurturing environment where every child feels safe, valued, and respected.

Our safeguarding policies and procedures follow National and Local Guidance and is reviewed annually by our Governors, are designed to protect children from harm and to promote their physical and emotional well-being.

We work closely with parents, staff, and external agencies to ensure that our safeguarding practices are robust and effective. Through regular training and clear communication, we empower our community to recognise and respond to safeguarding concerns.

Where concerns have been identified or disclosed by a child, our school has a duty of care to make a referral to formal agencies so these concerns can be investigated. The two main agencies responsible for investigations are Social Services and the Police.

The Designated Safeguarding Person with responsibility for safeguarding and child protection in school is Mrs Harris. The Deputy Designated Safeguarding Person is Mrs Rayner.

## WORKING TOGETHER

At St Gabriel's Primary School, we believe that strong partnerships with parents are essential for fostering a positive and supportive learning environment.

We use a variety of methods to keep parents informed, involved, and engaged in your child's education:

- **Welcome Meetings:** At the beginning of the school year, we host welcome meetings to introduce parents to their child's new teacher, their new classroom and the routines and expectations of the new school year.
- **Parent Consultations:** We hold regular parent consultations to discuss your child's progress and address any questions or concerns, ensuring open lines of communication.
- **School Life Events:** Throughout the year, we organise events such as workshops, performances, and community days that invite parents to engage with school life and celebrate our students' achievements.
- **Parent and Teacher Association – The Friends of St Gabriel's:** This active group provides a platform for parents to get involved in school activities and fundraising efforts, helping to enhance our school community.
- **End of Year Reports:** We provide detailed end-of-year reports that highlight your child's progress, achievements, and areas for development.
- **Open Door Policy:** Our open-door policy encourages parents to reach out anytime to discuss their child's needs, concerns, or successes, fostering a collaborative approach to education.
- **Seesaw:** Through this digital platform, parents can receive updates on their child's learning journey, view class activities, and communicate directly with teachers.
- **X (Twitter):** We use our Twitter account to share news, updates, and highlights from school life, keeping parents connected to our school community.
- **Newsletters:** Our monthly newsletters provide details on upcoming events and important information, ensuring that parents stay informed.
- **School Based Text Messaging Service:** For quick updates and important notifications, our text messaging service allows us to communicate efficiently with parents.

Together, these methods help build a strong partnership between home and school, ensuring that every child receives the support they need to thrive. We value your involvement and look forward to working together for the benefit of our pupil community.



## ATTENDANCE MATTERS

Regular attendance in primary school is crucial for your child's academic success and social development. Each day of learning builds on the previous one, and consistent attendance helps ensure that children grasp essential concepts and skills.

## SESSION TIMES

*We run a free breakfast club (Funded by Welsh Government) that runs from 8:15am to 8:45am. Places are available by contacting the school office for an application form.*

Gates open from 8:45 and close at 8:55 after which registers are taken.

We have a 45 minute lunch within the school day with separate lunch time sittings for upper and lower school.

We stagger the dismissal times at the end of the school day.

- Dosbarth Coch (Reception) are collected at 3:00pm from the outside area by their classroom door
- Dosbarth Cas-Gwent (Year 1) are collected at 3:05 pm from their classroom door.
- Dosbarth Rhaglan (Year 2/3) are collected at 3:05 pm from their classroom door.
- Dosbarth Cil-y-Coed (Year 3) are collected at 3:10 pm from the school playground.
- Dosbarth Caerdydd (Year 4) are collected at 3:15 pm from the school playground.
- Dosbarth Caerffili (Year 5) and Dosbarth Caernarfon (Year 6) are collected at 3:15 pm from the front of the school.

## PUNCTUALITY

Arriving on time ensures that the children can settle in, participate in morning routines, and fully engage in learning from the start. Being punctual also helps develop important life skills, such as time management and organisation, which are vital for their future success.

At St Gabriel's Primary, the religious life of our school is fundamental to our mission and community. Our Religious Education learning is informed by the Religious Education Directory and is a key area of our **curriculum**. Lessons are designed to connect with real-world experiences and integrate cross-curricular themes, ensuring that faith is relevant and impactful in the lives of our students.



**Collective Worship** occurs daily, bringing the whole school together to reflect, pray, and nurture our spiritual awareness. These assemblies foster a sense of community and encourage pupils to develop their personal values in alignment with our focus.

We also incorporate **Guided Meditation** into our program, providing children with opportunities for self-reflection while providing an opportunity to focus on their relationship with God.

The **Catholic Pupil Profile** serves as a framework for the values and attributes we aim to instill in our children, guiding them to become compassionate and responsible members of our school community and beyond.

Through these elements, we create a nurturing environment that supports the spiritual development of each child, helping them grow in faith and character.



## THE SCHOOL P.E. UNIFORM FOR PUPILS

- Plain black shorts / black joggers
- Plain white t-shirt
- Black hoodie / sweatshirt (when it is colder)

*The above is to be worn to school on their PE day.*

### Footwear:

On PE days wear trainers or black plimsolls / daps.

*Note - If you have plain black trainers for school shoes, these can also be worn for PE.*

## THE SCHOOL UNIFORM FOR PUPILS

### **Autumn/ Spring term:**

- Blue school sweat shirt or cardigan (can be embroidered with a school logo)
- Light blue school polo shirt
- Full length, dark grey tailored trousers
- Grey knee length skirt or grey pinafore
- Grey or black tights
- White or grey socks

### **Summer term:**

As Autumn / Spring, plus the additional options of:

- Blue and white checked summer dress
- Grey knee length shorts

### **Shoes:**

- Fully black footwear

All pupils are required to wear sensible black footwear for school therefore, high heels are not allowed in the interest of safety.

**SCHOOL YEAR DATES 2024 - 2025**

| <b>Term</b>   | <b>Start</b>            | <b>Half Term starts</b> | <b>Half Term ends</b>     | <b>Term ends</b>        |
|---------------|-------------------------|-------------------------|---------------------------|-------------------------|
| <b>Autumn</b> | Mon 2<br>September 2024 | Mon 28<br>October 2024  | Fri 1<br>November<br>2024 | Fri 20<br>December 2024 |
| <b>Spring</b> | Mon 6 January<br>2025   | Mon 24<br>February 2025 | Fri 28<br>February 2025   | Fri 11 April<br>2025    |
| <b>Summer</b> | Mon 28 April<br>2025    | Mon 26 May<br>2025      | Fri 30 May<br>2025        | Mon 21 July<br>2025     |

***May Day - Monday 5 May 2025***

**SCHOOL YEAR DATES 2025 - 2026**

| <b>Term</b>   | <b>Start</b>               | <b>Half Term starts</b>    | <b>Half Term ends</b>      | <b>Term ends</b>        |
|---------------|----------------------------|----------------------------|----------------------------|-------------------------|
| <b>Autumn</b> | Mon<br>1 September<br>2025 | Mon 27 October<br>2025     | Fri 31 October<br>2025     | Fri 19 December<br>2025 |
| <b>Spring</b> | Mon 5 January<br>2026      | Mon<br>16 February<br>2026 | Fri 20<br>February<br>2026 | Fri 27 March<br>2026    |
| <b>Summer</b> | Mon 13 April<br>2026       | Mon 25 May<br>2026         | Fri 29 May<br>2026         | Mon 20 July<br>2026     |

***May Day - Monday 4 May 2026***

We value open communication and believe that addressing concerns early is essential for resolving issues effectively. If you have a concern, we encourage you to first discuss it with your child's class teacher. They are in the best position to understand the situation and work towards a resolution.

If the issue is not resolved, or if you feel uncomfortable discussing it with the class teacher, you may then approach a member of the Senior Leadership Team. They will listen to your concerns and work with you to find a satisfactory outcome.

Should the complaint remain unresolved, you have the option to escalate it to the Governing Body. For formal correspondence, please address your concerns to our Chair of Governors, Mr. A. Jacobs, through the school office.

We are committed to working collaboratively with parents to ensure that every concern is heard and addressed in a timely manner. Your feedback is important to us as we strive to provide the best possible environment for our pupils.

