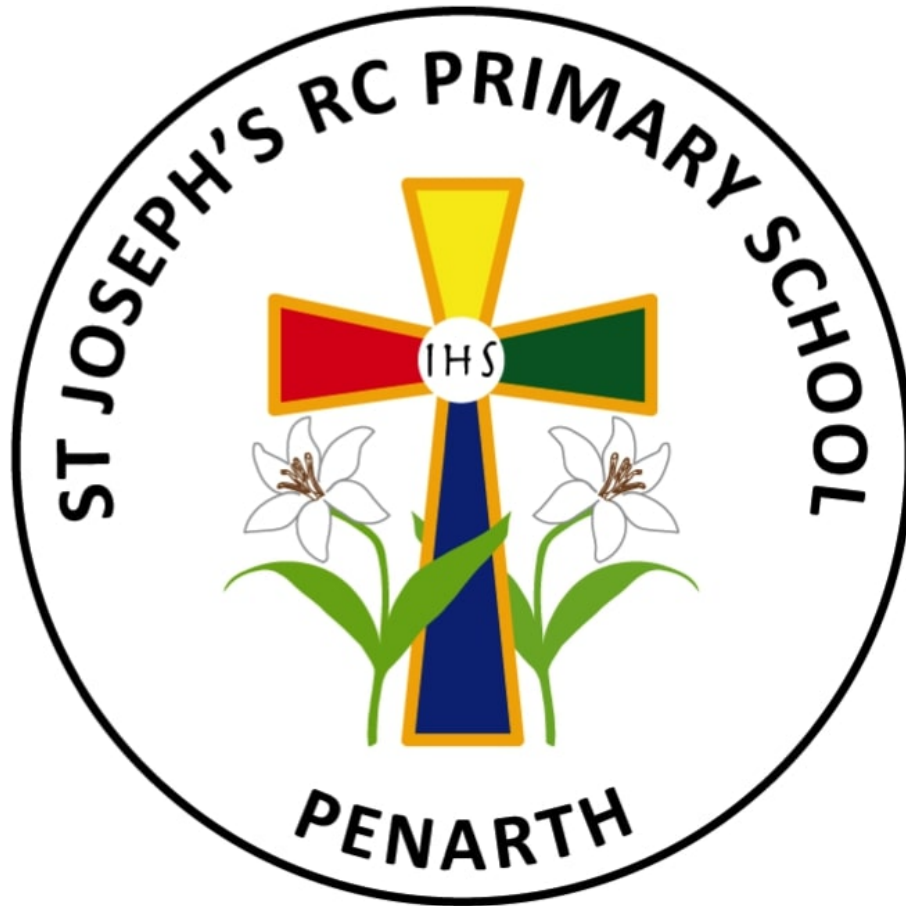


St Joseph's RC Primary School  
Governing Body's  
Annual Report to Parents  
2023 - 2024



This report is available on the school's website.

If you require a hard copy or an accessible version, please contact the school by email  
[stjosephsps@valeofglamorgan.gov.uk](mailto:stjosephsps@valeofglamorgan.gov.uk)

## Introduction by the Chair of Governors

Dear Parents and Carers,

It is with great pleasure that I present the Governing Body's Annual Report to parents for the academic year September 2023 to July 2024. This has been a year of continued growth and development for St Joseph's, and I am very proud of our school's achievements.

St Joseph's is an inclusive and caring community where every child is supported to succeed. Our recent inspection highlighted the strong relationships that exist between pupils and staff, the positive attitudes to learning across the school, and the welcoming environment that ensures all children feel valued and inspired to achieve their best. It is wonderful to hear that our pupils love being part of St Joseph's and that they show kindness, respect, and enthusiasm in all they do.

I extend my heartfelt thanks to the Senior Leadership Team, teachers, and all staff for their dedication and commitment. Their hard work ensures that our children experience a rich and engaging curriculum, with particular strengths in mathematics, digital skills, and the expressive arts. I also thank my fellow Governors for their continued strategic guidance and challenge, helping to drive improvement while maintaining our school's distinctive Catholic ethos.

A special thank you to you, our parents and carers, for the vital role you play in supporting your children's education and faith development. Your partnership with the school strengthens our community, and I am especially grateful to those involved in our Friends and Family team for their generosity of time and spirit.

Finally, to our wonderful pupils – you are at the heart of everything we do. Your curiosity, kindness, and commitment to learning inspire us all. We remain focused on providing the best possible opportunities for you to grow academically, spiritually, and personally, ensuring that St Joseph's continues to be a place where every child can flourish.

Anthony Rogers  
Chair of Governors

## **School Mission Statement**

Jesus: in our hearts, in our minds, in our living, in our learning.

## **School Vision**

At St. Joseph's Roman Catholic Primary School, our vision is to create a welcoming, loving, and transformative community where Christ is at the centre. Through excellent, rigorous, and inspirational teaching, we are dedicated to ensuring that each child develops in mind, body and spirit. At St Joseph's, pupils receive an ambitious curriculum, which is driven by the Four Purposes and designed to open minds, broaden horizons and develop literacy, numeracy and digital skills. This helps all learners realise their potential and develop a lifelong love of learning.

We are committed to developing and encouraging our pupils and staff members to grow in the virtues outlined in the St. Joseph's Pupil Profile. We prioritise the mental and emotional wellbeing of our pupils, equipping them with the skills and attributes they need to form positive relationships with adults and their peers. We foster in each pupil a sense of Cynefin, Welsh heritage, culture, and the uniqueness and diversity of our community and environment. Our aim is to help pupils live by Jesus' example, becoming beacons of His love and light in the world, while also instilling in them good manners and kindness in their interactions with others.

We recognise the importance of building strong connections between the school, home, parish, and local community. Through active participation in school improvement, community action, and the Global Goals for Sustainable Development, we promote informed citizenship and empower our pupils to make a positive impact on the world.

St Joseph's is a Voluntary Aided Roman Catholic Primary School which caters for the religious and educational needs of children aged 3 - 11 years. Children of non-Catholic parents who seek a specifically Christian education for their children will be welcome if there are vacancies.

## **The role of the Governing Body**

The Governing Body has a strategic role. The Governing Body is responsible for the performance of the school, working closely with the Head teacher who is responsible for the day-to-day management of the school. As the agent of accountability, on behalf of the Catholic community and the community of the school, the Governing Body decides what it wants the school to achieve, in order to secure its mission, and sets the framework for making sure those intentions are realised. Work undertaken by governors includes:

- Responsibility for the performance of the school.
- Responsibility for school policies
- Responsibility for admissions, the buildings and associated matters, the dates and times of the school sessions and school holidays.
- Responsibility for the employment of staff members
- Advising and supporting the Head Teacher and staff
- Ensuring the school meets the needs of the pupils including opportunities to develop their unique talents to benefit themselves, the school and the wider community.
- Helping to decide what is taught.
- Determining how the money is spent.

The Governors meet at least six times a year. Full Governors Meetings and sub-committee meetings such as Curriculum, Standards and Wellbeing committee and Finance, Personnel and Premises committee, ensure the smooth running of the school. During 2022-2023, Statutory and Non- Statutory Policies were reviewed. Policies are regularly reviewed and updated as appropriate.

## Governing Body Structure 2023 - 2024

Name	Category	Appointment	Term of Office Expires
Mr Anthony Rogers	Foundation	01/09/1995	31/08/2025
Miss Angharad Price	Foundation	01/01/2014	31/08/2025
Mr Benny Augustian	Foundation	15/03/2012	31/08/2025
Mrs Alexandra Thomas	Foundation	18/04/2018	31/08/2025
Mr Gareth Williams	Foundation	23/10/2017	31/10/2025
Mr Laurence Hooper	Elected Parent	12/10/2021	12/10/2025
Mrs Claire Hicks	Elected Staff	08/12/2005	08/12/2026
Mrs Jennifer Dunstan	Foundation	01/11/2023	31/08/2025
Mrs Victoria Batten	Elected Teacher	18/10/2022	31/08/2026
Jackie Griffiths	Local Authority	23/10/2023	23/10/2027
Mrs Emma Garson	Minor Authority	08/06/2022	08/06/2026

**Clerk to the Governors:** Mrs Allison Davies, St Joseph's Primary School

**Chair of Governors:** Mr Anthony Rogers, c/o St Joseph's RC Primary School

## Staffing and Class Organisation 2023 - 2024

### Numbers on Roll

Class 2023 - 2024	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
No. on roll	32	16	25	28	29	31	39	28	219
eFSM	n/a	2	4	1	5	2	5	9	28

Senior Leadership Team	
<b>Headteacher</b>	Laura Taylor
<b>Deputy Headteacher and ALNCO</b>	Claire Jones
<b>TLR: Leader of Learning</b>	Richard Frost Natalie Lawrence

Year	Teacher(s)	Support Staff
Nursery	Danielle Gardiner	Nia De Claire Olivia Sharpe Jo Pyman (am)
Reception	Lisa Austin Victoria Batten	Taneale Stephens
Year 1	Helen Walsh	Claire Harris
Year 2	Natalie Lawrence/Sally Loveridge	Emma Preston
Year 3	Helen Innes	Jo Pyman (pm) Bryony Edwards Lucy Mulchinock
Year 4	Steffan Penry-Williams/ Mercedes Ttophi	Bernadette Katchi
Year 5	Catherine Clements	Jo Feehan Laura Daniels
Year 6	Richard Frost	Noreen Arshad

<b>PPA &amp; Leadership time</b>	Claire Hicks Rolf Clarke Dave Smith
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School Admin Officers	Caretaker
Tracey Buckland Allison Davies	Paul Phillips

Breakfast Club Supervisors	
Karen Bonutto	Emma Preston
Michelle Peach	Taneale Stephens
Nicola Solomon	Val Roberts
Laura Daniels	Olivia Sharpe

Midday Supervisors	
Nicola Solomon	Olivia Sharpe
Karen Bonutto	Michelle Peach
Alison Parry Jones	Laura Daniels
Gloria Griffiths (Cook)	Anna Griffiths (Kitchen staff)
Sophie Morgan (Kitchen Staff)	

## School Sessions and Times

Dates for the School Year: September 2023 - 2024

TERM	START	HALF-TERM HOLIDAY		END
Autumn	Monday 4 Sept 2023	Monday 30 Oct 2023	Friday 3 Nov 2023	Friday 22 Dec 2023
Spring	Monday 8 Jan 2024	Monday 12 Feb 2024	Friday 16 Feb 2024	Friday 22 Mar 2024
Summer	Monday 8 April 2024	Monday 27 May 2024	Friday 31 May 2024	Monday 22 July 2024

## Staff Training Days 2023 - 2024

All schools have six staff training days per year (INSET days). Children do not attend school on these days.

Date	Focus
<b>04.09.23</b>	<ul style="list-style-type: none"> <li>- RE, RSE, Collective Worship, Catholic Life and Mission</li> <li>- Safeguarding</li> <li>- Schools as Learning Organisations Survey</li> <li>- School vision and aims</li> <li>- Evaluation of Areas of Learning and Experience</li> </ul>
<b>24.11.23</b>	<ul style="list-style-type: none"> <li>- The Writing Journey</li> <li>- Oracy and reading tasks/ grammar activities.</li> <li>- Skills Progression Ladders</li> </ul>
<b>24.7.23</b>	<ul style="list-style-type: none"> <li>- Taken as Twilight sessions during the Autumn term focusing on Anti Racism; PACE; Parent Teacher Consultations; Prevent Home Office training</li> </ul>
<b>31.1.24</b>	<ul style="list-style-type: none"> <li>- Religious Education Directory – Model Curriculum; Planning and Assessment</li> </ul>
<b>14.6.24</b>	<ul style="list-style-type: none"> <li>- Cluster INSET Day – Curriculum for Wales; the importance of knowledge progression; Progression Maps</li> </ul>
<b>23.7.24</b>	<ul style="list-style-type: none"> <li>- Taken as Twilight sessions during the Spring and summer terms focusing on Religious Education Directory Planning and assessment; new Welsh language continuum; Writing Journey – Skills Progression Chains; Feedback in Action.</li> </ul>

## School sessions and times

	Morning	Afternoon
<b>Nursery</b>	9.20am - 11.50pm	N/A
<b>Reception – Year 2</b>	9.20am - 12.30pm	1.30pm - 3.55pm
<b>Years 3 and 4</b>	9.20am - 12.30pm	1.30pm - 3.55pm
<b>Years 5 and 6</b>	9.20am - 12.30pm	1.30pm - 3.55pm

## Summary of School Improvement Priorities 2023 - 2024

Throughout the year, staff at St Joseph's RC Primary School monitor and analyse progress. Targets are set out in the School Improvement Plan. Clear targets and actions are approved by Governors who ensure targets are met and action plans lead to school improvement and raised standards. A copy of the School Improvement plan is available on request.

### Priority 1: Action Plan

Area of Evaluation and Improvement - LEADERSHIP			
<b>Priority 1</b>	<b>To sharpen self-evaluation and improvement processes to ensure that they focus on the most important areas of school improvement.</b>		
<b>Evaluation</b>	<i>The school has updated its vision and aims, and the School Development Plan (SDP) for 2023-2026 now targets fewer, more impactful priorities. The alignment of the SDP with Professional Learning (PL) and Monitoring, Evaluation, and Review (MER) processes effectively evaluates their impact on pupils' outcomes. Analysis of outcomes and self-evaluation now focuses on students' development of knowledge, skills, and understanding. Governors actively contribute to school self-evaluation and strategic planning, including the leadership structure. They have also completed a self-evaluation to identify their strengths and areas for improvement. The school continues to use the National Evaluation and Improvement Resource for ongoing self-evaluation and improvement. Strengthened partnerships with other schools support collaborative educational efforts. All leaders are committed to improving outcomes for all pupils through focused provision, monitoring, and review.</i>		
<b>Lead staff member</b>	Laura Taylor	<b>Link Governor</b>	Anthony Rogers
<b>School Parliament Government Groups</b>	All	<b>UNCRC</b>	<b>A28</b> - Every child has the right to an education.

### Priority 2: Action Plan

Area of Evaluation and Improvement – LEARNING AND TEACHING			
<b>Priority 2</b>	<b>Improve the consistency of teaching and provision to ensure that it is appropriate to pupils' stage and age of development and successfully develops pupils' independence.</b>		
<b>Evaluation</b>	<i>The school maintains a high standard of teaching, with quality consistently rated as good or better across all classes. In the Early Years, there are numerous purposeful opportunities for pupils to develop independence, with a noticeable reduction in adult direction. This shift fosters a more self-directed learning environment which will be developed during the next academic year. Learning environments are beginning to be developed and designed to support rich and purposeful independent learning tasks, enhancing overall pupil engagement and autonomy. Younger pupils, in particular, benefit from a number of increased opportunities for making choices in their learning activities. An action plan is in place for 2024 – 2025, to ensure that Foundation learning practices align with the latest Welsh Government guidance published in summer 2023, ensuring that educational approaches are current and effective.</i>		
<b>Lead staff member</b>	Laura Taylor	<b>Link Governor</b>	Angharad Price
<b>School Parliament Government Groups</b>	All	<b>UNCRC</b>	<b>A28</b> - Every child has the right to an education. <b>A29</b> – Education must develop every child's personality, talents and abilities to the full.

### Priority 3: Action Plan








Area of Evaluation and Improvement – LEARNING AND TEACHING			
<b>Priority 3</b>	<b>Improve pupils' writing skills.</b>		
<b>Evaluation</b>	<p><i>Many pupils demonstrate effective progress in writing, supported by frequent opportunities for contextualised and extended writing. There is clear progression in the use of text features and the provision for the teaching of sophisticated grammar conventions has improved. Pupils are regularly given opportunities to edit and improve their writing, contributing to their development. Consistency in handwriting instruction is beginning to ensure that high standards of handwriting and presentation throughout the school are improving. Most pupils in each class read, spell, and write at an age-appropriate level, showing progress from their starting points. Literacy-focused interventions effectively support ALN, eFSM, and MAT pupils in achieving their individual targets. Most pupils in each class can write grammatically correct sentences appropriate for their year group, and their handwriting and presentation are consistently rated as good or better.</i></p>		
<b>Lead staff member</b>	Catherine Clements	<b>Link Governor</b>	Anthony Rogers
<b>School Parliament Government Groups</b>	Curriculum	<b>UNCRC</b>	<p><b>A28</b> - Every child has the right to an education.</p> <p><b>A29</b> – Education must develop every child's personality, talents and abilities to the full.</p> <p><b>A30</b> - Every child has the right to learn and use the language, customs and religion of their family</p>

### Priority 5: Action Plan

Area of Evaluation and Improvement – CURRICULUM			
<b>Priority 4</b>	<b>To further develop and enhance the St Joseph's Curriculum.</b>		
<b>Evaluation</b>	<p><i>Most pupils demonstrate a good or better understanding of the UNCRC principles through initiatives such as Class Charters, Acts of Worship, and the School Parliament. The curriculum across domains is beginning to incorporate BAME role models, fosters opportunities to explore diversity, and includes multicultural texts. This approach enhances learners' knowledge and understanding of their own identity, as well as the diversity within their community. Pupils also gain increased awareness of their Cynefin, their sense of belonging, and how it may differ from others'. The school integrates opportunities to celebrate each pupil's Cynefin throughout the academic year, reinforcing a supportive and inclusive environment. Government Groups provide pupils with opportunities to enhance their Cynefin by improving the school and supporting the local community, fostering active citizenship among students. Governors, senior leaders, teachers, and LSAs have completed DARPL training, equipping them with the skills to effectively support diversity and inclusivity initiatives. The school's participation and successful completion of the Vale of Glamorgan Anti-Racist Action Research Project demonstrate its commitment to anti-racism education. The school has established a comprehensive anti-racism vision, policy, and procedures, ensuring a proactive approach to addressing and recording racist incidents through consistent and effective restorative practices. These efforts collectively promote a respectful and inclusive learning environment for all pupils.</i></p>		
<b>Lead staff member</b>	Laura Taylor (Overall) Lisa Austin (Humanities/ Citizenship)	<b>Link Governor</b>	Laurence Hooper (Curriculum, Progression and Assessment) Angharad Price (Humanities)
<b>School Parliament Government Groups</b>	Curriculum School Cabinet	<b>UNCRC</b>	<p><b>A28</b> - Every child has the right to an education.</p> <p><b>A29</b> – Education must develop every child's personality, talents and abilities to the full.</p>

## St Joseph's School Parliament – Pupil voice

Our School Parliament is an important focus and priority in St Joseph's and the work of Government Groups is essential for pupil voice, developing the four purposes and improving the school. For the academic year 2023 - 2024, all pupils from Years 3- 6 are a member of a Government Group. The groups have all written an action plan to work towards targets to improve the school (Cynefin), improve the local community (Community) and work towards the Global Goals (Citizenship). Here are 3 actions from each plan.

Government Group	Proposed Actions
IT and Digital Safety 	<ul style="list-style-type: none"> <li>• To promote the safe use of devices.</li> <li>• To promote our school and help people to know what we do.</li> <li>• To help all children have access to honest, reliable information and to make sure that pupils can access it on their own.</li> </ul>
Curriculum 	<ul style="list-style-type: none"> <li>• To promote reading and writing for pleasure throughout our school by listening to learners and planning World Book Day and the St Joseph's Literature and Writing Festival.</li> <li>• To promote diversity within our community by helping to create St Joseph's Anti-Racism vision and generating ideas to celebrate diversity in our school and community.</li> <li>• To ensure quality education for all and promote lifelong learning opportunities by fundraising for The National Literacy Trust.</li> </ul>
Welsh language and culture 	<ul style="list-style-type: none"> <li>• To develop our provision for Welsh days, games, language posters, songs and prayers and the role of the Helpwr Heddiw.</li> <li>• To encourage parents to use Welsh and hold a Welsh stall at the Christmas Fair.</li> <li>• To develop a sense of Cynefin and recognise and celebrate different cultural traditions of Wales and other nations around the World.</li> </ul>
Mission 	<ul style="list-style-type: none"> <li>• To review our school behaviour policy.</li> <li>• To work towards re accreditation as a Rights Respecting School.</li> <li>• To plan Universal Children's Day focusing on diversity, belonging and rights.</li> <li>• To plan and deliver a fundraising initiative to support the Noah's Ark children's charity.</li> </ul>
Chaplaincy 	<ul style="list-style-type: none"> <li>• To develop and enhance the children's experience of encountering God.</li> <li>• To continue to strengthen links with St Helen's, St Richard Gwyn and with community projects like Hazlehurst Nursing Home and Mini Vinnies.</li> <li>• To support Global Goal 1, aiming for no poverty in our local community and the world.</li> </ul>
Healthy Schools and Fairtrade 	<ul style="list-style-type: none"> <li>• Improve health promotion across our school through drinking water, handwashing and supporting happy and healthy breaktimes.</li> <li>• To promote and participate in Children's Mental Health Week 2024</li> <li>• To continue to work towards the Welsh Network of Healthy Schools Scheme indicators</li> <li>• To participate in the Hands Up Travel Survey.</li> </ul>
Eco and the outdoors 	<ul style="list-style-type: none"> <li>• To help develop and maintain the polytunnel.</li> <li>• To reduce waste at lunchtimes.</li> <li>• Take part in litter picks in the local community.</li> <li>• Reduce the use of electricity in school and take part in Switch Off Fortnight.</li> <li>• To introduce games from other countries for children to play at playtimes.</li> </ul>

## **School Policies**

All policies relating to the school are available to parents from the school office. Selected policies are also made available via the school website. Policies are reviewed regularly depending on a programme of revision. Any other queries can be discussed with the headteacher.

Policies reviewed by the Governing Body during the academic year 2023 - 2024 were:

- Strategic Equality Plan (October 2023)
- Accessibility Plan (October 2023)
- Collective Worship Policy (October 2023)
- Attendance Policy (October 2023)
- Recruitment and Selection (March 2024)
- Dignity at Work (March 2024)
- Social Networking (March 2024)
- Prayer and Liturgy Policy (July 2024)
- Safeguarding Policy (July 2024)

## **Prospectus**

The prospectus is changed every year, if necessary, to reflect any alterations in staff. It also reflects any other significant changes to the school that may affect pupils. A copy of the latest School Prospectus can be found on the school website.

## **School Premises**

The fabric of the building is the responsibility of the Governing Body and is in a good state of repair. During the year 2023 – 2024, a new access system on the gate between the infant playground and staff car park ensured that pupils can't access the car park and outdoor learning area without adult supervision; Photovoltaic Panels were installed by the Vale of Glamorgan on the Nursery/ EIB building roof; new boundary fencing was installed around the perimeter of the school field and new infant playground huts were purchased by Friends and Family.

## **Security**

We are always ever mindful of the children's safety and security. As part of the general school routine all visitors are asked to report to the school office during the school day before going to classrooms or meeting with anyone in the school.

No child is allowed to go home with anyone other than agreed parents or carers except in extreme emergencies. If arrangements change then parents should inform the school in writing of these changes. If parents or carers are late at the end of the school day, the child/children will be supervised for 15 minutes. After this time, children are asked to join the after-school care club if they are known to Joe's Club and parents are billed for the session. For children who are not known to Joe's Club, school staff members will continue to attempt to contact a parent or carer for the first half an hour. After this time, the Vale of Glamorgan's Children's Services will be contacted.

The security of the building outside school hours is ensured by the alarm systems and CCTV cameras.

All staff, teaching and non-teaching and volunteers are DBS checked. All staff receive annual safeguarding training. The Safer Recruitment Policy is used.

## **Toilets**

The Welsh Government requires annual reports to contain a brief statement on the provision of toilet facilities at the school. There are sufficient toilets for the number of pupils in the school, including one disabled toilet. The condition of toilets across the school ranges from adequate to good. Toilets are cleaned daily, and the caretaker ensures that supplies of soap and toilet paper are replenished daily. Toilets are inspected regularly and are maintained by the school caretaker and Vale of Glamorgan buildings team. Pupils are involved in planning for improvements and the

evaluation of provision. The Years 5 and 6 girls' and boys' toilets were refurbished by the Vale of Glamorgan Local Authority during the Summer holiday 2021 and Reception and Staff toilets were refurbished in the Summer of 2022.

## **Additional Learning Needs**

### **Identification and Assessment of children with ALN**

At St Joseph's RC Primary School, early identification of learners with ALN is a priority. The school uses appropriate screening and assessment tools for early identification through:

- Screening/diagnostic tests (see Assessment Policy)
- Standardised tests
- Notes from transition meetings (from class to class; from Nursery to Reception; from Early Years to Lower Primary; from Lower Primary to Upper Primary).
- Parental information or/and information from outside professionals
- Evidence obtained by teacher observation/assessment
- Learner progress in their learning journey through the Curriculum for Wales

Staff work on a collaborative basis to monitor standards of teaching and learning, input support and scaffolding for individual and groups of pupils and liaise with the ALNCo (as appropriate).

If a child transfers to our school from another school, they will be monitored, allowing an appropriate length of time for the child to 'settle in'. Previous records and assessments will be used to provide help in designing differentiated learning, where necessary and help with identification of ALN, if this has not already happened and is appropriate.

In St Joseph's RC Primary School we follow a graduated response to support all our learners. This includes:

- Quality teaching using available and appropriate resources e.g. support staff and/or assistive technology (Universal Provision)
- Reasonable adjustments (where appropriate).
- Individualised and targeted support for specific pupils with an ALN and in need of ALP (Additional Learning Provision)

If a class teacher has a concern about a learner, the class teacher will usually raise this with the parent/carer in the first instance. The pupil will be added to the school's 'Monitoring List' and the class teacher will keep parents/carers informed of progress. At this stage an intervention may be put into place by the class teacher, in consultation with the ALNCo if appropriate. Appearing on the Monitoring List for a particular length of time does not necessarily mean a learner will move on to be formally identified as having ALN. However, if 'adequate progress' is not shown within that given time, it may be appropriate to begin considering referrals to external professionals and whether or not the learner has ALN.

Assessment is continuous and for children identified as having ALN, parents will be given regular opportunity to be kept informed of progress by class teachers e.g. at parents' evenings. More formal review of progress will be held regularly, at least annually, to update Individual Development Plans (IDPs).

Further information can be found in the school's Additional Learning Needs policy.

## **School's Strategic Priorities**

St Joseph's School, through its ethos and Mission statement, which is rooted in Gospel values, recognises the rights of the individual for equal treatment regardless of race, creed, colour, sexual orientation or other need. In its strategic planning it actively considers all aspects of providing for the individual in terms of access to the curriculum as well as the physical environment.

## **Equality Vision and Equality Objectives**

St Joseph's is committed to equality and we do not discriminate, either directly or indirectly, against anyone on the grounds of their gender, race, colour, ethnic origin, religion, ability, disability or any aspect of their social/cultural background. Furthermore, we strive to be an anti-racist school. All the practices and procedures detailed in this

policy are designed to be inclusive and we have considered equality implications as part of our obligations under the public sector equality duty when preparing it. The School's Strategic Equality plan can be found here

<https://www.stjosephsrc.com/policies-1/>

The Equality Act 2010 requires all schools to have equality objectives in place. These objectives cover all following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and include the Welsh language in Wales.

We have based our Strategic Equality Objectives on local, regional and national priorities within education as well as feedback from our school community and our own school data.

Objectives 2023 - 2025

- Improve how we involve, engage, and communicate with protected groups about our work and decisions.
- Develop and implement plans throughout the life of this plan to address attainment gaps for children and young people and provide support to overcome barriers to them reaching their full potential.

Actions to achieve these objectives are in the Strategic Equality Plan 2023 - 2025 and may be included as the School Improvement Plan.

A copy of the School's Strategic Equality Plan is available on the school website or from the school office.

<https://www.stjosephsrc.com/policies-1/>

### **School and Parish Links**

We continued to develop effective links between home, school and parish.

Links included:

- Welcome Mass at school (25<sup>th</sup> September 2023)
- St Joseph's Feast Day 19<sup>th</sup> March 2024
- KS2 Advent Service at St Joseph's RC Church
- St Richard Gwyn Joint Cluster Carol Service
- St Richard Gwyn's Cake and Carols for the SVP.
- St Joseph's and St Mary's parish First Reconciliation
- Joint Lent Service with St Richard Gwyn and St Helen's Barry
- Holy Week – Journey with Jesus
- Stations of the Cross
- St Richard Gwyn Chaplaincy Team - Years 2 and 6 collaboration
- Weekly Mass at St Joseph's RC Church – one class visit per term.
- May Procession and Picnic
- First Holy Communion at St Mary's Dinas Powys and St Joseph's
- Reconciliation Liturgy
- Year 6 Transition Mass - St David's Cathedral
- Whole School Leavers Mass
- Class Acts of Worship throughout the year.

### **Expressive Arts, Welsh Language and Culture**

- Shwmae Welsh Language Day
- St David's Day Eisteddfod
- Christmas Choir performances – Tesco, Hazelhurst Nursing Home
- Arts Council Wales Cynefin and Diversity project
- Holy Week Living Liturgies
- Educational visits to the Cosmeston Medieval Village, South Wales Air Museum, Pizza Express, Roman Fortress Caerleon, Ancient Egypt virtual museum, Cardiff Bay, Penarth Pier, Rhondda Heritage Park, Mountain View Ranch, Llancaiach Fawr
- Scholastic Book Fair
- XL Wales technology workshops
- Town Mayor Christmas Card Competition

- Creative and Enterprising Christmas Challenge
- Nursery – Year 2 Christmas Concerts
- World Book Day
- Cardiff and the Vale Music Service – pBone (Year 5); pBuzz (Year 3)
- Choir sang at a Music Festival with the Aber Valley Male Voice Choir (June 2024)
- Literature Festival 2024
- Hay Festival Online Programme for Schools (Years 5 and 6)
- Year 5 Dinas Powys Music Festival
- Year 5 German lessons with e-sgol and the Goethe Institute.
- Criw Cymraeg Seren a Sbarc Siarter Iaith Day
- Infant Celebration of Music and Dance
- Year 6 to St Richard Gwyn – International Languages Cluster Concert
- Years 5 and 6 Poetry workshop at Penarth Library
- Reception – Year 6 Expressive Arts workshops Theme: Sustainability
- BBC National Orchestra of Wales – First Experience workshop (Year 1)
- Upper Primary Production of
- KS2 St Joseph’s Got Talent

### **Health, Wellbeing, Sports and Physical Development**

- Year 4 two-week swimming course
- Bullies Out Wellbeing workshops
- Healthy and Confident Week – cross country, badminton, self-worth sessions and healthy eating sessions
- Crucial Crew at Ysgol Pen Y Garth
- Vale Cross Country Event
- Cricket Wales - Cricket Chance to Shine
- Sports Day
- Residential Visits: Y6 Manor Adventure and Y5 Llangrannog
- Safe Cycling – Year 6
- Years 2-4 Badminton sessions
- Year 5 Athletics Festival
- Self-Worth Workshops with Mrs Pugsley for Y5 and Y6
- Y5 & Y6 Calzaghe Mini Dragons Non-Contact Boxing Session
- Dance sessions with Mrs Pugsley for Nursery, Reception, Y1 and Y2
- Healthy Eating sessions provided by Kimberley Willyman from the Healthy Schools Team

### **Citizenship**

- PC Alex – all year groups
- Vale Foodbank Harvest Appeal
- Global Dimension Fortnight including visits to South Wales Islamic Centre and Cardiff United Synagogue
- Diversity and Heritage Celebration event
- Road Safety Workshop (Year 2)
- Children’s Commissioner for Wales – Super Ambassador’s event
- School Cabinet Vale Rights Ambassadors workshop
- Universal Children’s Day
- HSBC Financial Education workshops – all year groups
- Fairtrade Stall
- Fairtrade competition exhibition – Dinas Powys Library
- Mission Ministry Day of Many Colours
- CAFOD Brighten Up for Harvest – Vale Foodbank collection, CAFOD petition cards send home.
- Show Racism the Red Card
- Switch Off Fortnight
- School Cabinet Great Big Green Day!

## Healthy Living

At our school, we believe that healthy living is key to happy learning! All children bring water bottles and can drink fresh water throughout the day to stay hydrated. We encourage only fresh fruit at break times in line with the Welsh Government's commitment to healthy eating. Our Breakfast Club is very popular and gives our children a nutritious start to the day, helping them feel ready to learn.

Our school's Health and Well-being Government Group plays an important role in promoting a healthy lifestyle for everyone. They help lead initiatives that support happy and healthy break times, encourage healthy eating and focus on mental and emotional wellbeing.

Keeping our minds and bodies healthy is also part of our learning. Children take part in fun activities in P.E., Science, and PSE that help them understand how to look after themselves. Wellbeing is a strong focus in our Collective Worship and Christian Meditation gives children time to reflect and relax. Our staff and Governors also receive regular Safeguarding training, making sure our school is a safe and caring place for everyone.

We are always looking for ways to improve our outdoor spaces so children can enjoy being active and exploring nature. Thanks to the amazing support from our Friends and Family Association, we continue to develop these areas to make playtimes and learning even more exciting!

Extra Curricular experiences included:

- Bullies Out – Playground Pals training (Health and Wellbeing Government Group)
- Road Safety workshops (Y2)
- PC Alex – Police Liaison visits to classes
- Antbullying week
- Bullies Out – Hands of Courage and Jar of Hearts workshops from Year 2 to Year 6 (Year 2 – 6)
- Friends and Family – Mr Marvel Magic Show and Santa Surprise
- Mrs Pugsley - Y5/6 Self Worth workshops
- Year 4 Swimming
- Forest School sessions through the year
- Years 5 and 6 Period Workshops
- Designed to Smile Tooth Brushing
- Healthy and Confident Week
- Travel to School Hands up Survey
- Cardiff and Vale Credit Union
- SHRN and SELFIE Wellbeing Surveys
- Class Visits to St. Fagan's, Cardiff Castle, South Wales Aviation Museum, Penarth, Pizza Express, Brecon Beacons, St. Richard Gwyn and Stanwell.
- Emojis and Play Therapy Interventions provided by Families First
- XL workshops for all classes
- A focus on Children's Mental Health Week
- 'Eat Them To Defeat Them' – Healthy Eating Campaign
- Tag Rugby Tournament – Christ the King, Cardiff

## St Joseph's Friends and Family Association (F&F)

Invaluable support for our school comes from our active Friends and Family Association (F&F). This is a thriving organisation that works hard for your children. All F&F members strive to foster strong relationships among parents, staff and friends of school. They organise fund raising activities to support the school. Money is raised by the F&F to buy resources that enhance the life of our school. The Governors would once again like to thank the F&F for their support, enthusiasm and commitment this year.

All parents are automatically members of the F&F, but those wishing to become an active member of the group should approach Mrs. Buckland who will provide the contact details for the committee members.

### Wrap Around Care

Before and after school care was provided by Joe's Club and partnerships were also successfully forged with other local private childcare providers who have an arrangement to drop off and collect children before and after school to provide continuity of care, with one of these hosting the care within the school setting. Please contact Mrs Buckland if you would like information or to register your child with Nightingale's.

The WG funded Free Breakfast Club has continued to grow in popularity and ranges in age from Nursery to Year 6. Children are guaranteed a nutritious breakfast in a caring environment that helps them to prepare for optimized learning for the day. If you would like information or to register your child for the Free Breakfast Club, please contact Mrs Buckland.

### Action as a Result of any Resolution Passed at the last AGM

There was no Annual General Meeting for parents held in 2023 – 2024.

## Finance

### St Joseph's RC Primary School Outturn Report 2023 -2024 Revenue Summary

COST CENTRE CODE	COST CENTRE DESCRIPTION	DETAIL	ANNUAL BUDGET	TOTAL ACTUAL
101233	St Joseph's Primary	CONT. TO FUNDS	465.00	489.38
101233	St Joseph's Primary	CONT TO CAPITAL OUTTURN	0.00	24.53
101233	St Joseph's Primary	CONT TO GENERAL RESERVE	465.00	464.85
101233	St Joseph's Primary	EMPLOYEES	1,046,150.00	1,055,490.19
101233	St Joseph's Primary	TEACHING EMPLOYEES	714,512.00	724,496.67
101233	St Joseph's Primary	NON TEACHING EMPLOYEES	171,812.00	167,769.37
101233	St Joseph's Primary	GRANT EMPLOYEES	158,934.00	163,224.15
101233	St Joseph's Primary	OTHER DIRECT EMPLOYEES	892.00	0.00
101233	St Joseph's Primary	INTERNAL RECHARGES EXPEND	95,733.00	100,780.09
101233	St Joseph's Primary	INTERNAL RECHARGES EXPEND	95,733.00	100,780.09
101233	St Joseph's Primary	PREMISES	76,001.00	120,909.56
101233	St Joseph's Primary	CLEANING AND DOMESTIC SUPPLIES	38,124.00	38,937.95
101233	St Joseph's Primary	ENERGY	16,201.00	51,838.00
101233	St Joseph's Primary	GROUNDS MAINTENANCE	2,700.00	2,612.60
101233	St Joseph's Primary	REPAIRS & MAINT OF BUILDING	13,721.00	22,266.77
101233	St Joseph's Primary	WATER SERVICES	5,255.00	5,254.24
101233	St Joseph's Primary	SUPPLIES AND SERVICES	24,960.00	69,418.84
101233	St Joseph's Primary	COMMS AND COMPUTING	3,378.00	1,897.86
101233	St Joseph's Primary	EQUIP, FURNITURE & MATERIALS	31,515.00	55,145.03
101233	St Joseph's Primary	GRANTS & SUBSCRIPTIONS	4,889.00	4,988.74
101233	St Joseph's Primary	MISC EXPENSES	(22,899.00)	262.57
101233	St Joseph's Primary	PRINTING STATIONERY & OFFICE EXPS	7,409.00	5,191.01
101233	St Joseph's Primary	SERVICES	668.00	1,933.63
101233	St Joseph's Primary	TRANSPORT	2,734.00	1,888.28
101233	St Joseph's Primary	CAR ALLOWANCES	1,000.00	895.04
101233	St Joseph's Primary	DIRECT TRANSPORT COSTS	1,734.00	993.24
101233	St Joseph's Primary	CUSTOMER RECEIPTS	0.00	(32,860.67)
101233	St Joseph's Primary	CHARGE FOR SERVICE	0.00	(28,084.47)
101233	St Joseph's Primary	DONATIONS	0.00	(2,374.32)
101233	St Joseph's Primary	SALE OF PRODUCTS	0.00	(2,401.86)
101233	St Joseph's Primary	GOVERNMENT GRANT	(202,253.00)	(239,909.79)
101233	St Joseph's Primary	OTHER GOVERNMENT GRANTS	(4,889.00)	(4,889.00)
101233	St Joseph's Primary	WG GRANTS	(197,364.00)	(235,020.79)
101233	St Joseph's Primary	INTERNAL RECHARGES INCOME	(55,552.00)	(93,795.01)
101233	St Joseph's Primary	INTERNAL RECHARGES INCOME	(55,552.00)	(93,795.01)
101233	St Joseph's Primary	OTHER GRANTS	0.00	(100.00)
101233	St Joseph's Primary	INCOME FROM OTHER LAs/HAs	0.00	(100.00)
		<b>Total 101233</b>	<b>988,238.00</b>	<b>982,310.87</b>

## St Joseph's RC Primary School Admission Policy

The Governing Body has sole responsibility for admissions to the school. (This policy does not relate to St Joseph's Nursery Class.)

From September 2021, the Vale of Glamorgan Council is coordinating admission for St Joseph's RC Primary School. In the first instance, parents and carers apply through Vale of Glamorgan admissions online application service. Following the closing date, parents and carers will be notified by the Vale of Glamorgan of the results, approximately three months later, and are asked to accept the place. A timetable for the application process can be found on the Vale of Glamorgan Admissions website. Following receipt of acceptance, parents and carers will be contacted by St Joseph's RC Primary School to complete a more detailed school application form and provide all necessary supporting evidence as detailed below.

The school has a 30 place Reception class. The minimum age of entry of pupils to the Reception class will be 5 years of age between 1<sup>st</sup> September and 31<sup>st</sup> August.

The Schools Standards and Framework Act 1998, Section (86), gives parents the right to express a preference as to which school their children attend. If the number of applications received for September matches or is below our indicative admissions number then places will be allocated to all applicants.

In the event that the applications for places exceed the school's indicative admissions number the following Oversubscription Criteria will be applied:

The Governing Body will give priority of admission as follows:

1. Children who are Looked After by a Local Authority (CLA) in accordance with Section 22 of the Children act 1989 in each category. Equal priority will also be given to previously Looked after Children (Code 2.32)
2. Children with a Statement of Special Educational Needs (SEN) which names St Joseph's RC Primary School. (Code 3.51).
3. Baptised Catholic children residing in the Parishes of St Joseph's, Penarth and St Mary's Dinas Powys. (Parish boundaries are in accordance with the Vale of Glamorgan's County Borough boundaries of Penarth and Dinas Powys).
4. Baptised Roman Catholic children with a brother or sister currently in the school
5. Baptised Roman Catholic children living outside of the Parishes of St Joseph's Penarth and St Mary's, Dinas Powys.
6. Brothers or sisters of children already in the school
7. Children whose parents are Baptised Catholics
8. Baptised children from other Christian denominations
9. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values. An accompanying letter to be written to the Governing Body clearly stating this aim will be required.

Unsuccessful applicants have the statutory right of appeal. Any such appeal will come before an Independent Appeals Panel the decision of which will be binding on both parties. Details of the appeal process are available upon request from the School Administration Officer: School Administration Officer, St. Joseph's RC Primary School, Sully Road, Penarth, Vale of Glamorgan. CF64 2TQ

## Attendance

The attendances at school are grouped into three areas:

- a) Attendances
- b) Absences (authorised)
- c) Absences (unauthorised)

Authorised absences are those such as illness, hospital/dental appointments and these are noted provided information is sent to the school by parents or guardians as soon as possible.

Unauthorised absences are those that the school is not officially made aware of by parents or guardians, or reasons given for the absence that do not qualify for authorisation. It is not sufficient for a child to return to school from an absence without any information from parents or guardians.

It is the policy of the school to mark all absences for holidays during term time as unauthorised.

Parents are also asked to ensure that children are regularly on time for school and are collected promptly at the end of each day.

The school continues to work closely with the Inclusion Service in working with parents and guardians to ensure high levels of attendance and punctuality for all pupils.

### Attendance Information 2023 - 2024

2023 - 2024	Attendance %	Authorise Absence %	Unauthorised Absence %
Autumn	93.5	4.5	2.0
Spring	92.6	6.2	1.2
Summer	91.0	5.8	3.2

## Thanks

The Governing Body would like to thank all stakeholders associated with the school and those of the wider community for all the support given throughout the year. We are proud of our school, its traditions, values and achievements. We hope that through our continuing mutual support, the children of St. Joseph's RC Primary School will continue to benefit and grow using their talents and abilities for themselves and others. We are all here for the children of our school and feel privileged to support parents in the spiritual, educational and social development of their children.