



# Venerable Edward Morgan Catholic Primary School **PROSPECTUS**

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# CROESO





# WELCOME

## Welcome from the headteacher

Croeso gan y pennaeth

Dear Parents and Guardians,

I am delighted to welcome you to our school family. We are delighted in your interest in our school and hope our prospectus explains how our school works and what we offer for your child.

Venerable Edward Morgan Catholic Primary School is a happy, friendly and caring school that serves the Catholic parishes of The Blessed Sacrament Church, Connah's Quay and The Blessed Trinity Church, Queensferry.

We are extremely proud of our school and its nurturing and supportive community. We believe strongly that school should be an engaging, exciting place where children feel confident as learners, and can show their individuality and achieve well. We strive to create a safe, caring and fun environment, where each child is encouraged and nurtured to reach their full potential. Our experienced, professional and dedicated staff understand the individual needs of pupils and feel privileged to have the responsibility of educating all the pupils in their care.

We take pride in knowing all of our children really well. We have high aspirations academically and strive to help children grow to be confident, creative, informed citizens.

However, this prospectus is just a taster of what Venerable Edward Morgan School has to offer you and your child. The best way to decide if our school is right for you is to visit us during a normal school day, when you can see the children at work and experience first-hand the caring and calm environment. You are welcome to visit during school hours to meet myself and the staff.

Please contact the school office if you would like to make an appointment for a school tour, where we will be happy to show you around and answer any questions that you may have.



**Mrs Rebecca Langley**

Headteacher

Pennaeth



## Overview

Trosolwg

### **“LEARN, BELIEVE, ACHIEVE TOGETHER”**

“DYSGWCH, CREDWCH, CYFLAWNWCH GYDA’CH GILYDD.”

As a Catholic School in the Diocese of Wrexham, we welcome all children and ask parents applying for a place here to recognise and respect our commitment to Catholic education and the nurturing of the children on their faith journeys. This does not affect the rights of parents who are not Catholic to apply for a place here. Our primary aim as a Catholic School is to enable the children to become aware of God’s presence in their lives and encourage their response to His invitation to enter a personal relationship with Him.

Throughout the year, we relate to the Church’s year with liturgical celebrations and assemblies. Canon Joe Stewart, visits school regularly to celebrate Mass and share special occasions and events. The school joins with the parish to prepare pupils and celebrate the sacraments of Reconciliation and First Holy Communion. As well as being an important curriculum subject, our religious education permeates all aspects of our school life. Every day begins and ends with prayer; we meet twice or three times a week as a whole school for Collective Worship and assemblies that reflect the Sunday gospel and celebrate the children’s hard work and achievements.



## Welcome from our Chair of Governors

Croeso gan ein Cadeirydd Llywodraethwyr

On behalf of the Governing Body, welcome to the school!

I hope you find this latest edition of the Prospectus informative and helpful.

The governors are very proud of this school and the dedicated staff, who strive to ensure every child is recognised and valued for their unique talents. Each child is nurtured and supported to achieve their full potential.

Parents, Estyn inspectors and community leaders have frequently commented on the friendly atmosphere of the school. We believe the children develop a strong sense of belonging, which helps them enjoy the school as well as preparing them well for their secondary education.

We firmly believe that setting high standards, in a caring friendly atmosphere, enable the children to attain their potential whatever their individual ability.

I would like to take this opportunity to welcome all new parents and I would also like to thank all existing parents for their help in making our school one of the best in Flintshire.



# OUR CURRICULUM VISION

EIN GWELEDIGAETH CWRICWLWM

The development of the new curriculum is the driver for our current school improvement journey and we are working hard to implement a curriculum which focuses on the development of the 4 Purposes of Curriculum for Wales.

## Those purposes are:

- Ambitious, capable learners.
- Healthy, confident individuals.
- Enterprising, creative contributors.
- Ethical, informed citizens.

## Our curriculum is:

- Designed to inspire learning.
- Broad and balanced.
- Personalised, using innovative approaches to tailor to individual needs.
- Monitors pupil performance, regularly celebrating pupil success across the curriculum.
- Complemented by extra-curricular opportunities.
- Ensures children leave prepared for the move into secondary school and their future success.

## The aims of our curriculum are:

- To ensure our pupils are inspired to learn and develop new skills.
- Have the Gospel values at the heart of all we do.
- To encourage all pupils to reach and exceed their potential by offering a challenging, stimulating and exciting curriculum.
- To develop the whole child and encourage them to become curious about the world.
- To learn about and celebrate Welsh Culture
- To provide our children with the freedom to be creative and explore new ideas.







# ADMISSIONS (PROCEDURE)

DERBYNIADAU (GWEITHDREFN)

## Admission to Reception:

Pupils are admitted to Reception in the academic year in which they are five, i.e. any child who attains the age of four by 31<sup>st</sup> August can be admitted in September. Once a Reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5<sup>th</sup> Birthday. Parents are not able to defer entry beyond this point, or beyond the academic year for which the original application was accepted.

The School Standards and Framework Act 1998 requires LAs and Governing Bodies to admit pupils up to the school's admission number (AN). The Admission Number relates to the number of children that can be admitted to each year group during the school year and is calculated using the capacity assessment method in the Welsh Government's guidance document 'Measuring the Capacity of Schools in Wales'. The Admission Number (AN) for our school is 40.

Children Looked After and Previously Children Looked After are a priority. In the case of oversubscription, these children will be admitted before all others, except those with a Statement of Special Education Needs/Individual Development Plan (IDP) naming our school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

Our school will not discriminate based on gender, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

Applications should be made via Flintshire County Council at [School-Admissions](#).

## Admission to Nursery:

Pupils are admitted to the Nursery, in the academic year in which they are four - i.e. any child who is three by the 31<sup>st</sup> August can be admitted in September.

Nursery education is not compulsory and parents have no right of appeal regarding nursery admissions under the School Standards and Framework Act 1998.

Nursery schooling will be provided on the basis of 5 x 2.5hour sessions per week for each child. Places are available in Nursery classes, up to our Admission Number.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria.

Admission to the nursery class does not guarantee admission to Reception. If a child has a place in our Nursery, parents must complete the appropriate form for admission into Reception.

Applications should be made via Flintshire County Council at [School-Admissions](#).

## Admission to Early Entitlement:

Pupils can attend Early Entitlement, at the beginning of the Term following their 3<sup>rd</sup> Birthday - i.e. any child who is three between 1<sup>st</sup> September and 31<sup>st</sup> December can attend Early Entitlement from the following January (Spring Term); any child who is three between 1<sup>st</sup> January and end of Easter break can attend Early Entitlement after the Easter break (Summer Term).

Early Entitlement schooling will be provided on the basis of 4 x 2.5hour sessions per week for each child. Places are available in Early Entitlement classes, up to our Admission Number for Nursery.

Applications should be made via Flintshire County Council at [Early Entitlement](#).

As well as applying online with Flintshire County Council please complete the necessary applications found on our school website [here](#).

More details about enrolling your child at Venerable Edward Morgan can be found on our school website [here](#) and in our [Admissions Policy](#).





# SCHOOL UNIFORM

GWISG YSGOL

## Sold at Monkhouse.com

Please see points below which should help you when ordering uniform:-

- Order early - DO NOT leave it too late
- Uniform is now on display in store
- Click [here](#) for a direct link to the Monkhouse website and our uniform page
- The website can also be accessed by going to: Monkhouse.com, and clicking on Find my School in the top search bar, the school can be found by choosing the letter V or by keying in Venerable Edward Morgan
- Click and collect to the school is set up for Wednesday. This service is totally FREE and included with every order are FREE return labels, you will be notified by text /email so you will know when your parcel is ready for collection. Parcels delivered to school will be handed to the children to bring home with them.
- The website will also give all the opening times, address, phone number, email address etc, in the summer they open on Sundays as well; there is loads more information on the website to help you.
- Monkhouse (Forresters), 14/16 New Street, Mold, Flintshire, CH7 1NZ, Tel no 01352 756636, email address: [mold@monkhouse.com](mailto:mold@monkhouse.com) , store manger: Lea Morriss.

We ask that all children wear the uniform and encourage them to maintain a good standard of clean and tidy dress in school. The uniform is designed to be practical, maintainable and good value for money. Parents are asked to ensure that all items are labelled clearly with their child's name. All children are expected to wear black school shoes and not trainers. Children can come to school in PE kit on PE days (for pupils in KS2 this is a Tuesday). Trainers can be worn on these days. For safety reasons we ask that the children do not wear jewellery in school and it is important that children are properly dressed for physical activity. Further details can be found in our Uniform Policy on our website [here](#).



# THE SCHOOL DAY

Y DIWRNOD YSGOL

## School Hours

Early Entitlement (EE) (Jan-July)	Mon-Thu 9:00am-11:30am
Nursery	Mon-Fri 9:00am-11:30am
Infants	8:55am-3:10pm (gates open at 8:45am)
Juniors	8:55am-3:15pm (gates open at 8:45am)

## Wraparound Care

Breakfast Club (for pre-booked pupils YrR-6)	8:15am-8:45am (gate opens at 8:15am)
FUN Club (for pre-booked pupils YrN-6)	3:00pm-5:30pm
Playgroup Plus Breakfast (Nursery & EE)	8:30am-9:00am
Playgroup Plus Childcare (Nursery & EE)	11:30am-3:00pm (Mon-Fri Nursery / Mon-Thu EE) (9:00am-3:00pm FRI ONLY EE)





## BREAKFAST CLUB

CLWB BRECWAST

Breakfast Club runs in our school hall for all our full-time pupils (Reception to Year 6), from 8:15am to 8:45am. There is no charge and parents wishing their child to attend this facility must book them in the week before.

A healthy breakfast of cereal, fruit or toast is offered, milk or water to drink.

Staff then supervise pupils who play table-top games until 8:45am when they join their peers in their relevant classrooms.

Bookings are setup through the [Parents Evening System](#) and opens at 12:05am on a Monday the week before and closes at 12noon on a Friday the week before.

Please make sure school has your most up to date details as an e-mail and your children's details are required for logging in.

Please call the School Office you have: -

- changed your contact details
- any issues with this system
- need to cancel
- have forgotten to book



## FUN CLUB (AFTER SCHOOL CARE)

CLWB HWYL (OFAL AR ÔL YSGOL)

FUN Club runs every day for all our pupils (Nursery to Year 6), from 3:00pm to 5:30pm. They have their own room in the Junior end of the building.

A healthy snack is offered, and a choice of milk or water to drink. The staff plan activities they can get involved in i.e. Craft Activities, Games, Colouring, Toys etc. On fine evenings they can play outside either in the quad adjoining the FUN Club room or on the main school field. Pupils must be registered for FUN Club as this is a requirement from the Care Inspectorate of Wales (CIW). Please visit the [Clubs Page](#) on our school website for further details and to download our FUN Club Parents Booklet; which outlines our charges which currently start from £5.50 to £8.50 for one child and additional siblings from £4.00 to £5.50.

As with Breakfast Club, FUN Club must be booked the week before and places are allocated on a first come, first served basis. Bookings are setup through the [Parents Evening System](#) and opens at 12:05am on a Monday the week before and closes at 12noon on a Friday the week before.

Please make sure school has your most up to date details as an e-mail and your children's details are required for logging in.

Please call the School Office you have: -

- changed your contact details
- any issues with this system
- need to cancel
- have forgotten to book

Payment can be made through the School Gateway App or by Bank Transfer to the FUN Club Account.





## PLAYGROUP PLUS (NURSERY WRAPAROUND CARE)

PLAYGROUP PLUS (GOFAL CAMPUS MEITHRIN)

Our Playgroup Plus offers wraparound care for our Nursery and Early Entitlement pupils. With the help of the Childcare Offer for Wales, eligible working parents can receive up to 30 hours of early education and childcare, allowing them to access this provision Monday to Friday 9am to 3pm.

Playgroup Plus runs every day for pupils in Nursery and Early Entitlement, with a Breakfast Club starting at 8:30am to 9:00am and Childcare from 11:30am to 3:00pm. They use the Nursery Room in the Infant side of the school, with their own play area and outside space.

Playgroup Plus Breakfast Club offers a healthy breakfast and there is a choice of milk or water to drink. Pupils must be registered for Playgroup Plus as this is a requirement from the Care Inspectorate of Wales (CIW). Please visit the [Clubs Page](#) on our school website for further details and to download our Playgroup Plus Parents Booklet.

Occasionally depending on numbers, Playgroup Plus may need to be booked in advance, this will be done through [Parents Evening System](#), those receiving the Childcare Offer for Wales will be allocated places first. Pupils will need to be provided with a Healthy Packed Lunch.

Payment can be made through the School Gateway App or by Bank Transfer to the FUN Club Account.







## LUNCHTIME (SCHOOL MEALS)

AMSER CINIO (PRYDAU YSGOL)

Meals are cooked on-site by our cook who is employed by Newydd. Newydd provide a wide range of food choices, created within and in support of [The Healthy Eating in Schools \(Nutritional Standards and requirements\) \(Wales\) regulations 2013](#).

From Easter 2024, all primary children are entitled to free school meals, the Universal Primary Free School Meals ([UPFSM](#)). This is the part of the Welsh Government's response to the rising cost-of-living pressures on families, tackling child poverty and ensuring no child goes hungry in school. Every day, children have a choice of meals and we have a rolling three-week menu of hearty, nutritious food. All meals can be pre-ordered from home, via the School Gateway App.

As a Healthy School we always encourage children to bring in a healthy packed lunch and appropriate drink (no cans, fizzy drinks or glass bottles please).

Venerable Edward Morgan is a **NUT-FREE SCHOOL**. No products containing nuts should be brought into school.

### Snacks

Byrbrydau

### Early Years & Foundation Phase

We ask that Parents/Carers provide a healthy snack and drink for their child, fresh fruit or vegetables. This means no confectionary, crisps or fizzy drinks. Foundation Phase pupils are provided with free milk as per Welsh Government.

### Key Stage 2

We ask that Parents/Carers provide a healthy snack and drink for their child, fresh fruit and a bottle of water please. This means no confectionary, crisps or fizzy drinks. Water is readily available to all pupils throughout the day. This follows Welsh Assembly Guidelines.



## RELIGIOUS EDUCATION

### ADDYSG GREFYDDOL

Religious Education is at the heart of our curriculum here at Edward Morgan School. As a school we follow the Religious Education Curriculum Directory (RECD) 'To know you more clearly'.

Collective Worship in Venerable Edward Morgan Catholic Primary School is an integral part of school life and central to our Catholic tradition. While respecting diversity of belief and commitment; it is Catholic in character and has Christ at its heart. A daily Collective Worship is held in each classroom. A whole school Collective Worship takes place every Monday morning in the school hall. We take opportunities to vary the location for Collective Worship, such as in the open and in Church when appropriate.

We ensure Collective Worship provides learners with a variety of experiences. It may be led by staff, the Gift Team or the children themselves.

The school has adopted the new policy for RSE (Relationship, Sex and Education) recommended by the Diocese and will use the 'Life to the Full' programme to deliver RSE across the school. This recommended programme of study for Catholic Schools supports the new RSE curriculum guidance.







## ADDITIONAL LEARNING NEEDS

### ADGHENION DYSGU YCHWANEGOL

We are committed to providing additional support to children with additional learning needs so that they can develop their skills and knowledge. This helps them to be independent learners.

Children have additional learning needs if they have a requirement, which calls for individual additional learning provision. This is identified at the earliest time, intervention put into place, reviewed and discussed with parents and other staff to ensure the most appropriate provision and support for pupils with additional learning needs.

We aim to ensure that all children with ALN have access to a full and broad curriculum, appropriate to their ability and that they develop communication skills by having opportunities to work with other children and adults. This is further developed by nurturing appropriate behavioural skills and a sense of self-discipline, whilst having a positive attitude towards themselves, their peers, the staff and the school as a whole.

The provision is delivered and supported by trained staff, using a range of resources and technology which supports pupils. If appropriate, we access other specialists from a variety of agencies for expert advice and diagnosis.

When considering a child's additional educational needs the following are considered as cause for concern:-

- Parental concern and observation
- Teacher observations and concerns
- Performance in assessment - on entry assessment, spelling, maths and reading tests - at a level below that of his /her peer group end of Key Stage Assessment
- Unexplained difficulties with literacy and numeracy
- Behavioural problems which affect learning
- Medical concerns



Following the new IDP process, which is a graduated approach, when a child has been determined to have additional learning needs, meetings are held between all the relevant parties to discuss how the pupil can be best supported in school. The child is placed on the Additional Learning Needs Register and an IDP is created for the child. IDP's are reviewed formally at least once per year.

### **Dyslexia Friendly Schools Initiative**

Venerable Edward Morgan School uses dyslexia friendly teaching strategies. Through early intervention pupils with dyslexic tendencies are identified and taught in the appropriate way.





## WELSH LANGUAGE – YR IAITH GYMRAEG

### Welsh/Bilingualism

Bilingualism and the teaching of Welsh as a second language is a priority in Edward Morgan School. All staff including Support Staff, Business Manager and DRAs are encouraged to support us in developing the use of incidental Welsh during all aspects of the School Day. Pupils learn Welsh throughout the school, with many opportunities for pupils to practise incidental Welsh alongside their weekly lessons to develop vocabulary, and sentence patterns through topics. Welsh is used within Registration, Worship Time and PE lessons, this is a time when all children join in and develop their understanding of the language. We are proud to be a school in Wales and the Welsh culture is embraced throughout the year in all areas of the curriculum; many of our educational visits are to local historical landmarks to encourage the children in their knowledge and understanding of the local area. St. David's Day is celebrated with our Eisteddfod, and the school's 'Criw Cymraeg' are active in promoting the Welsh Language through Assemblies and 'Ditectif Cymraeg' Certificates each week.

### Criw Cymraeg

Our school is working hard to achieve the Cymraeg Campus Language Charter. We aim to increase the use of Welsh by pupils, staff and the wider school community.

We have three awards to work towards - bronze, silver and gold. We have ten targets to achieve for each award. We have gained our Bronze Medal and are currently working towards our Silver medal. Our school has an active Criw Cymraeg - a group of pupils who promote Welsh. Our Criw Cymraeg will lead the Charter.





## EQUAL OPPORTUNITIES

### CYFLE CYFARTAL

At Venerable Edward Morgan we believe that as God's children all people are of equal value and, as such deserve equality of opportunity, thus enabling them to fulfil their maximum potential. To achieve this, we endeavour to promote equality and to minimise discrimination in all aspects of school life. All members of our school community, irrespective of race, culture, religion, sex or disability are valued and respected, and treated with courtesy and consideration, so each individual has a true sense of dignity and self-worth. For disabled pupil's suitable adaptations have been made to allow access throughout the school and the school has disabled toilet facilities.

### Extra Curriculum

#### Gweithgareddau allgyrsiol

A very wide range of activities and clubs are offered at different times of the day and at different times of the year. This includes: Chess, AmaSing expressive arts, gardening and various sports (Dodgeball, Netball, football, cross-country). There is a small charge for some of these activities depending on the external personnel.

### Residential Opportunities

#### Cyfleoedd preswyl

Our school is committed to providing our pupils with an exciting and varied programme of outdoor education. From year 3, pupils have the opportunity to have a range of residential experiences including, a school sleepover, residential visits to the Outdoor Activity Centre at Glan-Ilyn in Bala and Nant BH in the Conwy Valley and the experience of visiting our capital city, Cardiff. This promotes Welsh culture and heritage for our children.







# SAFEGUARDING

DIOGELU

Keeping your children safe at school is our number one priority. Our focus on safeguarding is evident through all aspects of our work, from how we employ new staff to how we maintain the building and how we supervise playing on the playground. All staff have annual safeguarding training and our Child Protection Team lead on investigating and supporting safeguarding needs.

## School Security

At Venerable Edward Morgan School, every possible care is taken to ensure children's safety whilst they are at the school. The following measures are put into place to ensure the safety of everyone.

- All visitors must report to main entrance to the school. They must ring the bell and wait for a member of the admin team to answer, then they must sign in and wear a visitor's badge.
- At 9.00am the school gates are locked to ensure the safety of your children when they are in our care. The gates will be re-opened at the end of the school day.
- No child is allowed to leave the school early without permission and staff in the office must be notified.
- All playgrounds are well supervised at play times.
- The school benefits from external lighting, a CCTV system and intruder alarm.
- We teach pupils to keep themselves safe - both in and out of school.
- We ask that when parents/carers come into school, they wait to be escorted around the building by a member of staff.

If there is a change to normal pick up arrangements, parents/carers are requested to inform the class teacher or member of the Senior Leadership Team.



## Accidents/Emergencies

Despite our upmost care, accidents do sometimes occur.

The required number of staff are qualified to carry out first aid and there are adequate first aid facilities at the school. The majority of accidents are minor ones and are dealt with by the staff. Parents will always be informed if a head injury has occurred.

In the event of a serious accident, an attempt will be made to contact you. If you cannot be contacted, the Head Teacher or member of the Senior Leadership Team reserve the right, acting on medical advice, to do whatever is necessary.

## Medication

If your child suffers from a long-term medical condition, you will be expected to inform school on our Pupil Information form when enrolling your child or ask to speak to the Heateacher or the Additional Learning Needs Co-ordinator.

If any medical issues arise during the school year, it is your responsibility to notify the school in writing.

Pupils with asthma are expected to bring their inhaler into school every day. This should be labelled with your child's name and will be stored within their classroom. If your child requires prescribed medication during the school day, you must come into school to complete and sign the correct form. For further information, please ask the admin office for our Administration of Medicines policy.







# SCHOOL LINKS WITH PARENTS AND THE WIDER COMMUNITY

## Reporting to Parents

Adrodd i Rieni

Pupil Progress meetings are held termly and an interim report is shared with parents before the meetings showing pupils' last progress scores in reading, spelling and mathematics.

A detailed written annual school report for each pupil is sent to parents in July at the end of a school year.

Communication with parents is encouraged through Seesaw, Website, Texts & E-Mails via the Parentmail App, Twitter, Facebook, Instagram, OurSchoolsApp.

School provides informal personal induction sessions for each Nursery child and their parents during the first week of the autumn term.

The school will strive to address any concerns in a timely manner and will arrange a phone conversation with the class teacher or head teacher at a convenient time. Appointments are sometimes necessary according to teachers' commitments. Likewise, teachers often contact parents if there is anything to discuss, either by telephone or email.





# ATTENDANCE

## Attendance 2023/2024

Whole School Annual Average = 92.2%

Annual average (for pupils with regular attendance) = 93.5%

Authorised Absences = 6.0%

Unauthorised Absences = 1.8%

(For further explanation of the above please see Headteacher)

VEM school works hard to improve attendance figures and has a close working relationship with the Inclusion Welfare Officer. Punctuality is very important and parents are contacted when necessary regarding this.

It is vitally important that all Parents inform school as soon as possible of the reason for any absence either by telephone or a written message. We are clear that for children to make good progress in their learning regular attendance is key.

We want every child who comes to Venerable Edward Morgan to be happy and feel like they belong to our school family. In order to achieve this pupils need to attend school as often as they can.

Poor attendance can have a negative impact on your child's self-esteem and friendship groups. Poor attendance will also have an impact on your child's progress through the curriculum. They can't make achievements against this curriculum if they are not here.

So ...Why does every day attendance matter? Well... here is some data to highlight the impact poor attendance can have.

- Half a day off in a week = 90% attendance
- 1 day off in a week = 80% attendance
- One and a half days off in a week = 70% attendance
- 2 days off in a week = 60% attendance

However, we do understand that there are times when attendance is not possible. We put these into 2 categories. Authorised and unauthorised.

## Authorised Absence

If your child is unwell we would expect you to make the judgement as to whether they would be well enough to attend school. Please let school know on the first morning of any absence so school can record the correct attendance mark promptly. If they are unable to attend school then they will have an "I" recorded to signify they are off ill. We can also give a recording of "M" for a medical appointment. However, we kindly ask, where possible, that all medical and dental appointments are made after school hours or during school holidays. We would expect, again where possible, pupils to be able to come to school before and after their appointments.

We do like to help where ever possible and so if your child has more than 10 days (20 sessions) absence the school may contact you to see if there is anything we can do as a school to help you.

## Unauthorised Absence

If a child does not attend school and we do not receive notification as to why from either a phone call or letter, then it shall be recorded as unauthorised. Late after registration is also counted as an unauthorised absence, if no reason is provided. Any incident of 10 sessions missed through unauthorised absence will be investigated by the school and may result in a referral to the education inclusion team.

## Request for Leave of Absence

It is possible to request leave for your child for a special occasion or holiday.

The decision as to whether the absence can be authorised lies solely with the head teacher. Parents do not have an automatic right to withdraw pupils from school during the school term for a holiday. The head teacher will make the decision and may include the following contributory factors:

- Time of year
- Length of time
- Overall percentage of attendance
- Impact on the child's learning

You are able to request up to 10 days absence which must be done where possible at least 28 days before the period of leave. The head teacher will then assess each case on its own merits and report back to you detailing as to the reasons why the request has been approved, or indeed, unapproved. There are other circumstances where absence may be approved, some of which will not affect attendance, such as Educational and/or residential visits, educated off site etc...

## Punctuality

Being on time for school is another way you can support your child being 'School Ready'. For some children arriving late when the class routine has started can be very unsettling and can have an impact on the rest of the day. Children really hate being late for school. It can make them anxious and upset about attending school. If you have problems in getting your child to school on time you must let the head teacher know as soon as possible.

Our school gates open at 8:45am and the bell rings to signal the start of the school day at 8:55am. It is advisable to have your child in school for 8:45am. If you need to drop your child off earlier we have a breakfast club which starts at 8:15am and pupils in Reception to Year 6 are able to attend. Please ask in the office how to book. Lateness can add up to a lot of lost learning.

I hope this helps you understand why attendance and punctuality is so important to us at Venerable Edward Morgan - but more importantly why it is important for your children.





# SCHOOL STAFF 2024/2025

## Teaching Staff

Headteacher - Mrs R Langley

Deputy Headteacher - Ms M Woodward

Foundation Phase Manager - Mrs A Moss

Teachers - Mrs A Doyle / Mrs B Hardstaff / Mrs S King / Mrs C Lovell / Mrs R McCusker

PE Teacher - Mr P Kelly

High Level Teaching Assistants - Mrs S Brown

Teaching Assistants - Miss E Cruse-Harris / Mrs R Cuthbert / Mrs K Edge / Mrs K Foster-Noble / Mrs C McPartland / Mrs J Powell / Mrs L Prince / Mrs D Szymanska / Mrs C Williams

## Other Staff

School Business Manager - Mrs N Clarke

Caretaker - Mr A Allen

Cleaners - Mrs J Chesters / Miss T Parry

Breakfast Club Supervisors - Mrs M Lever / Mrs C McPartland / Mrs L Prince

Midday Supervisors - Mrs J Chesters / Miss R Connolly / Mrs D Cox / Miss T Parry / Mrs D Szymanska / Mrs H Williams

Newydd Catering Staff - Mrs M Bryan / Mrs S Delaney

## Dosbarth (Class) for School Year 2024/2025

Dosbarth	Year	Teacher
Dosbarth Chestnut	Nursery	Mrs S Brown
Dosbarth Cherry	Reception / Year 1	Mrs C Lovell
Dosbarth Willow	Year 1 / Year 2	Mrs R McCusker
Dosbarth Ash	Year 3 / Year 4	Mrs A Moss
Dosbarth Maple	Year 3 / Year 4	Ms M Woodward
Dosbarth Beech	Year 5 / Year 6	Mrs A Doyle
Dosbarth Oak	Year 5 / Year 6	Mrs S King







## SCHOOL GOVERNORS

The Governors meet at least once a term to carry out the routine business of the school.

### Dates of Meetings during 2023/2024

• Inaugural Governors' Meeting	September 2023
• SAC - Finance / Curriculum / Mission & Purpose	November 2023
• Autumn Termly Governors' Meeting	November 2023
• SAC - Finance / Curriculum / Mission & Purpose	March 2024
• Spring Termly Governors' Meeting	March 2024
• SAC - Curriculum / Mission & Purpose	June 2024
• Summer Termly Governors' Meeting	June 2024

You can read about the main business of the Full Governors' termly meetings during 2023/2024 by reading our Governors' Annual Report to Parents 2023/2024 which will be available on our website during the Autumn Term 2024/2025. Please find the latest Governors' Annual Report to Parents [here](#).

Please do not hesitate to contact the Governors regarding any query you may have. At present there is one vacancy for a Foundation Governor.





# COMPLAINTS PROCEDURE

## GWEITHDREFN CWYNION

We recognise the importance of building and maintaining excellent relationships with parents and guardians in order that all children enjoy their time at Venerable Edward Morgan and gain the most from their education.

However, issues sometimes arise with your children and it is always best to talk to a member of staff as soon as possible so that a resolution can be reached. In these circumstances we encourage parents or guardians to:

- Discuss your concern with the class teacher.
- If you are still not satisfied you should then make an appointment to see the Head Teacher.
- In the rare event that this does not provide a solution you may wish to write to the Chair of Governors.
- If the matter is still not resolved, a formal referral will be made to the Diocese (Though it is hoped no complaint would get this far).

# GENERAL INFORMATION

**School Address:**

Venerable Edward Morgan Catholic Primary School  
Caernarvon Close  
Shotton Lane  
Flintshire  
CH5 1AS

**Phone Number:**

01244 830408

**Email Address:**

[emmail@hwbcymru.net](mailto:emmail@hwbcymru.net)

**Chair of Governors:**

Cllr D L Mackie

**Headteacher:**

Mrs R Langlely

**Deputy Headteacher:**

Ms M Woodward

**Flintshire Director of Education:**

Mrs C Homard  
County Hall  
Mold  
Flintshire  
CH7 6ND  
01352 752121

**Wrexham Diocese Director of Education:**

Mrs W White  
01978 290344



Latest Estyn Inspection Report can be found:- <https://www.estyn.gov.wales/provider/6643312>





# THANK YOU

DIOLCH YN FAWR

Thank you for choosing to send your child to Venerable Edward Morgan Catholic Primary School and trusting us to support their learning and personal growth. This Prospectus is designed to answer as many questions as possible about Venerable Edward Morgan School but should you be unsure about anything please phone school or call in to speak to someone. We want you to know what is happening during your child's day because children achieve most when they are happy and secure and know that school and parents are working together for their good.

Mrs Langley  
Headteacher