Padre Pio Catholic Primary School

Prospectus

Padre Pio is a Catholic family where we pray and learn in peace with each other.
Together we take the message of Jesus to the world.

School Name: Padre Pio Catholic Primary School

School Address:

Padre Pio Catholic Primary School

Conway Rd

Pontypool

NP4 6HL

Telephone: 01495 742074

E-mail: clerk.padrepiorc@torfaen.gov.uk

Website: www.padrepiorcprimary.co.uk

Acting Headteacher: Mrs N. McGinty

Chair of Governors: Mrs C. Thomas

Contents

	Page
Letter of Introduction	4
The dedication of Padre Pio	5
Introduction and General Information	6
Public Access to Documents and Privacy Notice	6
Admission Arrangements (and Appeals Process)	7
Flying Start and Nursery Childcare	7
Mission Statement	8
Our Values	10
Religious Education & Collective Worship	11
Relationships and Sexuality Education	12
School Discipline	13
Sanctions	14
Additional Learning Needs	15
Strategic Equality Plan	15
Safeguarding	16
Children Looked After, Child Welfare, Administering Medications, and Health Service	16
Curriculum For Wales	18
School Hours, Breakfast Club and After School Club	20
School Meals	20
Governing Body	21
School Staff	22
Term Dates	23
Security and Safety	24
Toilet Facilities	24
After School Activities	25
Charging Policy	26
School Uniform	27
Parental Contact	28
Friends of Padre Pio School	28
Complaints Procedure	29
Attendance	30

Dear Parents and Carers,

Welcome to Padre Pio Catholic Primary School.

Padre Pio Catholic Primary School opened in September 2008 following the amalgamation of St. Alban's and St Francis schools. We are a Catholic family where we pray and learn in peace with each other.

Together, we take the message of Jesus to the world. We aim to provide a high-quality Christian education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community and is able to develop his or her talent to the full.

We work in close partnership with all parents/carers and hope that the prospectus is a valuable source of information. You will also find information on our school website, including: information on the fantastic range of free after school activities available, the lunch menu, school newsletters – all in the 'Parents' section; admissions and other school policies - in the 'Key Information' section of the site.

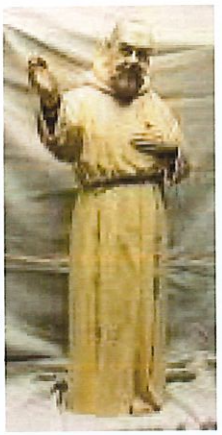
If there is further information that you require that is not contained in this prospectus or on our website, please do not hesitate to contact me at the school.

Yours faithfully,

N. McGinty

ACTING HEADTEACHER
PADRE PIO SCHOOL

Our Patron Saint, Padre Pio



Padre Pio was born May 25, 1887 in Pietrelcina, Italy, a small country town located in southern Italy. He was given the name Francesco and did not become known as Pio until he became a Franciscan at the age of 15. On August 10th, 1910, Friar Pio was ordained a priest and became known as Padre Pio.

Despite suffering from poor health, Padre Pio dedicated his life to serving others and to serving God. Padre Pio died on September 23rd 1968. On June 16th 2002, Pope John Paul II declared Padre Pio to be a saint and his feast day is celebrated on September 23rd each year.

The dedication of Padre Pio was chosen for the new school due to the Governing Body wanting to recognise the tremendous work of the Franciscan Friars who came to Pontypool in the middle of the nineteenth century and established the parishes and schools of the Eastern Valleys. While it was felt that there was a need to recognise this past tradition there was also a need to be contemporary, hence choosing a Franciscan saint who died in the comparatively recent past, in 1968.

The mosaic, situated on the front wall of the school, was constructed by local artist Stephanie Roberts. It is in the form of the Franciscan Cross, and not only respects the history of the Catholic community in Pontypool but also incorporates contemporary approaches in the use of stained glass and lead work. It symbolises how the gospel preached by the Franciscan Friars in the past is not something just for the past but which also needs to be preached today and in the future.

Introduction and General Information

Acting Headteacher: Mrs N. McGinty
Chair of Governors: Mrs C. Thomas

Padre Pio Catholic Primary School was founded by and is part of the Catholic Church. It is a voluntary aided co-educational day school for children aged 4-11 years in the Archdiocese of Cardiff and is maintained by Torfaen Local Authority. It serves the Roman Catholic Parish of St. Alban's. The Governing Body of Padre Pio School is the admissions authority for this school. Our aim is to provide a high-quality Christian education based on the teachings of Christ in the Gospels.

Padre Pio is an English medium Catholic school. However, we are very aware of our role, as a school in Wales, in promoting and developing the use of Welsh as a living language. In addition to sessions where we teach Welsh as a second language, the school tries to promote the language as the working language of the school. Simple instructions (sit on the carpet / line up at the door) are given through the medium of Welsh, where pupils hear the language and respond to it through action. Staff and pupils greet each other throughout the day using the medium of Welsh and pupils are encouraged and supported to use the short sentence patterns they know outside of the classroom, in the playground.
All members of staff have been trained to teach Welsh as a second language. Training is supported by the peripatetic teacher who assists both pupils and staff.

Parents considering sending their child(ren) to Padre Pio should contact the school office for information on the admissions process or visit the school website for the application form.

The prospectus is designed to provide parents with the information about our school as required by The Education Act (1980) and The Education Reform Act (1988). The details contained herein are correct at the time of printing.

Public Access to Information

In accordance with the Data Protection Act 2018 and the General Data Protection Regulation, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices and this notice explains how we collect, store and use personal data about individuals at the school.
The school retains records on each individual child. These provide a personal and academic profile as progression is made throughout each year. The records are available for parents to inspect at school and copies can be made to take away, should this prove necessary.
It is a statutory obligation that pupil records should be made available within 15 days, but normally it is possible to arrange for them to be seen more quickly than this.
Parents who wish to inspect documents relating to the school's curriculum should contact the Headteacher as all are available to view. Many of the more significant policies are available to view on our website. Please note there may be a cost for multiple data information requests to cover photocopying and administration time. For further information please refer to PRIVACY NOTICE on our website Information page.

Admission Arrangements 2026-27 and 2027-28

Parents considering sending their child(ren) to Padre Pio should contact the school office for information on the admissions process or visit the school website for the application form. We welcome applications from families of all faiths (and no faith).

The policy and arrangements set out below are governed by the relevant parts of education legislation and in accordance with the Articles and Instruments of Government of Padre Pio Catholic Primary School.

The Governing Body has sole responsibility for admissions to the school. The admission number of new entries is 30 as per Welsh Government / Local Authority directives. The minimum age of entry to the school is 4 years provided that the child's 5th birthday falls between 1st September and 31st August of that academic year.
Children with a statement of additional learning needs (ALN) naming the school will be admitted before other applicants. When the number of applications is equal to or less than the admission number, all pupils will be admitted. When the number of applications exceeds the admission number, criteria will be applied in priority order — please visit the school website or call the school office on 01495 742074 for a copy of the school's admission policy.

Please note that, for the first time, applications for Reception Class (September 2027) should be submitted to Torfaen Council, via their website, from 13 November 2026 and before the deadline of 15 January 2027. All other applications, i.e. in-year school transfer applications and applications to all other classes/year groups, are made directly to school using our school application form.

Right of Appeal

Details of the procedure to be followed if an appeal against a decision of the Governing Body on admission is contemplated may be obtained from the Admissions Appeal Committee c/o the school office.

Written requests for an appeal should be addressed to:
Admissions Appeal Committee, c/o Padre Pio Catholic Primary School, Conway Road Pontypool, NP4 6HL
Appeals against refusal to admit must be received in writing within 14 days of receiving written notification of refusal.

Flying Start and Nursery Childcare

We're delighted to be able to offer Flying Start and Nursery Childcare. County Childcare Padre Pio is registered with Care Inspectorate Wales (CIW) and manages Flying Start and childcare provision in our newly renovated room 'The Nursery'. For bookings and enquiries, please contact County Childcare by email:
admin@countychildcare.co.uk

Our Mission Statement

Padre Pio is a Catholic family where we pray and learn in peace with each other. Together we take the message of Jesus to the world.
Our aim is to provide a high-quality Christian Education based on the teachings of Christ in the Gospels, where each individual is a valued member of our community, and is able to develop his or her talent to the full. We aim to promote in all members of our community, faith and religious commitment, in accordance with the rites, practices and teachings of the Catholic Church. In order to achieve this, we strive to:

Nurture and develop the distinctive nature of our Catholic school.
We try to achieve this in school by:
Embracing the Catholic Schools' Pupil Profile, which teaches the children eight pairs of virtues (eg Compassion and truthfulness)
Our acts of daily worship;
Our joyful celebration of the Church's liturgy;
Ensuring that Gospel Values underpin all areas of school life;
Seeking to engage Catholic pupils in a deeper understanding of their faith;
Seeking to engage with parents to support the faith development of their children;
Communicating the Christian message of love, justice, tolerance and respect as the basis of all relationships;
Considering applications for admission irrespective of particular circumstances;
Our use of eco-friendly opportunities, e.g. grey-water recycling, general recycling and, use of natural light.

Promote a happy, caring and non-threatening environment within which each individual can develop his or her own physical, intellectual, emotional and spiritual potential to the full, and at his or her own pace and level.
We try to achieve this in school by:
Providing a relevant and engaging curriculum to prepare children for life in the 21st century, with a particular reference on developing numeracy, literacy, ICT, bilingualism and thinking skills. Consideration will also be given to entrepreneurship and the world of work;
The relationships we develop with all members of our school community, as staff and pupils;
Our buddy system;
Promoting the School Council;
Focussing on sustainable development and global citizenship;
Our Additional Learning Needs (ALN) and other related policies and the use of outside agencies when necessary;
The setting of challenging/high standards in work and behaviour;
The provision of differentiated work and targets;
Our display of children's work and the general fabric of our building;
Broadening the children's experiences through participation in educational visits and extra-curricular activities;
Our praise assemblies;
Our staff development programme.

Develop and maintain close links with the parish, the home and the school governors, as well as offering support to organisations and groups in the wider community at large.

We try to achieve this in school by:

The celebration of a whole-school Mass on a termly basis in which the children are actively engaged in its preparation, and to which parents and members of the parish community are warmly invited to attend;

The celebration of Class Assemblies throughout the year which parents and members of the parish community are warmly invited to attend;

The celebration of Mass on an annual basis for each class (Years 3-6), in which the children are actively engaged in its preparation, and to which parents and members of the parish community are warmly invited to attend;

The celebration of a Family Mass on a Sunday morning in Saint Alban's Church in which the children are actively engaged in the preparation of the liturgy;

The hosting of sacramental preparation meetings for pupils and parents, e.g. First Holy Communion;

The celebration of Christmas and other productions to which parents, governors, parishioners and members of the local community are invited to attend;

The liaison we have with Saint Alban's High School so as to facilitate an ease of transition to High School;

Our support of charities;

The distribution of our school newsletter to all members of our school community;

The promotion of opportunities for our pupils to engage with their own culture through bilingualism.

Create a 'welcoming' school, with honest and open communication, so that an atmosphere of mutual respect and friendship exists between the home and school.

We try to achieve this in school by:

Listening to parents and acting on information received;

Our induction meeting for parents of children who will be entering Reception Class the following term;

Our three parents' evenings per year for each child;

Our transparent and regular communications with all stakeholders;

Engaging with parents to support their children's learning.

Acknowledge that each person is a unique individual and to respect the dignity of each individual irrespective of circumstance, gender, race or creed.

We try to achieve this in school by:

Our promotion of equal opportunities for all our pupils;

Our support of children with ALN;

Our promotion of 'Healthy Schools' initiatives;

Our promotion of physical exercise to promote a healthy lifestyle.

Our Values/Virtues

As a Catholic School in the Archdiocese of Cardiff, we have embraced the Catholic Schools' Pupil Profile, which teaches the children a set of eight pairs of virtues to be internalised and cultivated - enabling them to grow in wholeness as fully rounded individuals in the image of God.

The pairs of virtues are:

- Grateful and generous;
- Attentive and discerning;
- Compassionate and loving;
- Faith-filled and hopeful;
- Eloquent and truthful;
- Learned and wise;
- Curious and active;
- Intentional and prophetic.



At Padre Pio, the children are growing to be:

- Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and generous with their gifts, now and in the future;
- Attentive to their experience and to their vocation; and discerning about the choices they make and the effects of those choices;
- Compassionate towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words;
- Faith-filled in their beliefs and hopeful for the future;
- Eloquent and truthful in what they say of themselves, the relations between people, and the world;
- Learned, finding God in all things; and wise in the ways they use their learning for the common good;
- Curious about everything; and active in their engagement with the world, changing what they can for the better;
- Intentional in the way they live and use the resources of the earth, guided by conscience; and prophetic in the example they set to others.

Religious Education

Religious education (RE) is at the core of everything we do in Padre Pio School and 10% of teaching time is dedicated to Curriculum RE.
We are a proud Welsh Catholic school where the teachings of Jesus guide every aspect of school life and inspire a journey of lifelong learning. We are an inclusive community, committed to excellence and to nurturing the unique, God-given gifts of every pupil. We also recognise and celebrate that our pupils come from a range of backgrounds and have differing abilities, and our teaching of Religious Education reflects this.

We value parents and carers as first educators. Parents provide their children with the safety and security that they need to develop as people and in the context of that loving relationship, the children will begin to grasp the great truth of God's love.

The school, in conjunction with the parents and Parish, will help foster and develop an understanding of this truth. Our role is a supportive one building on the faith experience. Our whole task is to help the children grow in independence and to develop a greater capacity to make the right choices. It is the love encountered both in the family and school that will then be extended to the community.
In school, religious education is taught through regular lessons, the season of the Church's year, various liturgies, assemblies, and not least, by the attempt to create a school ethos which reflects the value of the Gospel.

Collective Worship

The Education Act (1988) states that all children attending school should take part in a daily act of collective worship. In Padre Pio this act of worship is varied throughout the week.

Monday:	Whole School- based on Gospel Reading
Tuesday:	Individual class acts of worship
Wednesday:	Hymn practice/worship
Thursday:	Separate age- phase acts of worship
Friday:	Whole School 'Praise' Assembly (certificates presented for good work, behaviour, etc.)

Relationships and Sexuality Education (RSE)

In Padre Pio, RSE is taught through a variety of teaching methods. It is taught in discreet lessons, in cross curricular lessons, particularly R.E. and science, and fundamentally embedded in the ethos of the school through assemblies, classroom discussions and the centring of all relationships in school on the person of Jesus Christ. The programme of study is based on the teachings of the Church and aims to help young people develop their sense of purpose and character and uses schemes of work endorsed by Archdiocese of Cardiff.
RSE will be taught, using a wide range of teaching strategies, clear ground rules for discussions will be established, parents will be informed, and lessons will always take account of the safeguarding policy.
The Church recognises parents as the first educators of their children. Children's first experience of relationships and love are in the home. At Padre Pio we seek to work with parents and support them as their children grow and begin to develop their own character as well as experiencing changes in their physical appearance. Parents have been consulted about this policy through the school newsletter, a parents' meeting and via the school website before it was ratified by the governing body.
The school will involve and support parents in learning about RSE by sharing the programme of study/published resources to be used, letters when visitors are coming to school, letters when a sensitive subject is to be taught, resources to use at home, information in school prospectus and on school website, listening to questions etc. In addition, there will be an online parent platform so that you, as parent and carers, can engage with the teaching and enhance the experience for your child.

Parents do not have the right to withdraw their children from RSE lessons.

In addition, the School Nurse visits in the summer term to speak to the children in year 6 about puberty. It is important that they respect themselves and others. The importance of their experience of relationships cannot be over emphasised. As well as rules and guidelines for behaviour that we offer them, we should help them to realise why we are telling them what is 'right' and 'wrong'.

School Discipline and Behaviour

Emphasis is placed on good manners, respect for others, correct speech and personal appearance. Behaviour within the school and its surroundings is based upon the safety of the individual child and consideration for others. There is a written policy on discipline which is available from school. Pupils are regularly reminded of these requirements by their class teachers. Minor misdemeanours are dealt with as good, caring parents would deal with their own child. When incidents of a serious nature occur, the parent will be informed immediately, so that we may work together to eradicate such behaviour.

At all times we stress the positive behaviour of the child. For example:
We try to 'catch' children being good and emphasise this through praise and class rewards;
Good work is displayed;
Each class has 2 'pupils of the week', for which they receive a certificate.

As a parent, you are the first educator of your child. You set the essential first example for your child in your witness to the faith and your standard of behaviour. Your parental example is followed by your child and is reflected in their behaviour in school. It is vital that you realise the importance of the example you set to your child.

At Padre Pio School we believe that a Catholic school is distinguished by the quality of care extended to all its members. Your child will be expected to show respect to the adults and children they meet during the school day. We will expect others, in turn, to show this respect to your child. If your child is not happy for any reason please make sure the school knows.

Your child will be better able to play their full role in school if they:
have had a good night's sleep having gone to bed at a reasonable time;
have had an adequate breakfast or, if breakfast is refused, fruit has been provided for break time;
have been sent to school in a happy frame of mind;
have been sent to school at the expected time (8.55am);
have not been encouraged to retaliate (your child should not "hit back");
have been encouraged to treat others with respect and to consider their feelings;
have had their problems, including those of health, explained to the school class teacher before they escalate;
have been encouraged to follow the rules laid out in the prospectus (uniform, no jewellery, returning school books, etc.).

Sanctions

Although rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to register the disapproval of unacceptable behaviour. In an environment where respect is central, loss of respect, or disapproval, is a powerful punishment. Sanctions will always be based on the Catholic values of justice, dignity and peace.

The use of punishment should be characterised by certain features:
It must be clear why the sanction is being applied;
It must be made clear what changes in behaviour are required to avoid future punishment;
Group sanctions should be avoided as they breed resentment;
There should be a clear distinction between minor and major offences;
It should be the behaviour rather than the person that is punished;
Knowledge of the child is used to measure the level of behaviour using a scale of 1-10 in order to ensure that the sanction is not out of proportion to the offence.

Sanctions range from expressions of disapproval, through withdrawal of privileges, for example, moving to sit alone, loss of playtime and loss of responsibility, to referral to the Headteacher, letters to parents and, ultimately and in the last resort, exclusion (following LA guidelines).

To try to ensure a sanction is proportionate, behaviours have been sorted into three groups:
A. Low level Behaviour including:
chatting; calling out; swinging on chairs; wandering around classroom; talking when others are talking; fussing and fidgeting; making noises; interrupting/distracting others; making faces/gestures; tapping pencils.
B. Mid level behaviour including:
repeating any of the above when asked not to; pushing/shoving; answering back/mumbling under breath; spoiling someone's work; name-calling; refusing to follow instructions; throwing rubbers/small objects; put-downs.
C. High Level Behaviour (these incidents must always be recorded):
persisting in any of above (Mid) having been asked to stop; swearing; leaving classroom without permission; stealing; breaking/damaging property on purpose; hitting/kicking/punching; fighting; throwing objects to hurt someone; racism; bullying.

Parents will be involved at the earliest possible stage, if problems are persistent or recurring. Children may then be placed on a daily or weekly report system to monitor their behaviour with parents' support. Where anti-social, disruptive or aggressive behaviour is frequent, additional specialist help and advice from the Educational Psychologist or Inclusion Service is sought.

Communication and Parental Partnership

We give high priority to clear communication within the school and to a positive partnership with parents since we believe that these are crucial in promoting and maintaining high standards of behaviour. Where the behaviour of a child is giving cause for concern it is important that all those working with the child are aware of those concerns and of the steps which are being taken in response. The key professional in this process of communication is the class teacher who has the initial responsibility for the child's welfare. Early warning of concerns should be communicated to the Headteacher so that strategies can be discussed and agreed before more formal steps are required.

Additional Learning Needs

As a child goes through school - whether primary or secondary there may be times when he or she will need extra help and support in some area of learning. For example, there could be difficulties with reading, writing, spelling or maths. A child may need this extra help for only a short time or for quite a long period. In order to help each pupil to reach his or her full potential, there is a special school policy document which aims to cater for these differing situations. This document is called the Additional Learning Needs Policy. Below is just a brief outline of the main points.

Our aims in teaching children with ALN are as follows:
Additional learning needs provision is based on a whole school policy drawn up by governors, senior management, teaching staff and non-teaching staff. All members of the school staff are committed to its successful implementation.
The Governing Body and staff will ensure that all pupils have access to a broad and balanced differentiated curriculum which meets individual needs and will have regard to the Code of Practice when implementing ALN provision, both for children with Local Authority or School Individual Development Plans (IDPs) and those with One Page Profiles with Targets.
The needs of the child must be made known to all those likely to teach the child.
Teachers must be made aware of the importance of identification and provision and be responsible for the assessment of needs.
The Governing Body aims to report annually to parents on the school's ALN policy and its implementation. This must be monitored.
It must be ensured that each child with ALN joins in activities within the school, so far as is compatible with children who are not deemed to have ALN.

Strategic Equality Plan

The Governing Body is fully committed to the principles of inclusivity and will examine and cater for specific needs as they arise, within the school's capabilities. The school's Strategic Equality Plan reinforces our mission statement of 'A Catholic family where we pray and learn in peace with each other. Together, we take the message of Jesus to the world'. Copies of the school's Strategic Equality Plan are available on written request to the school. There may be a charge for this in line with the school's Charging Policy.

The equality objectives set in our Strategic Equality Plan (SEP) 2025 – 2028 are:

- To ensure all staff and governors improve their understanding of anti-racism and their roles and responsibilities
- To ensure that pupils who belong to protected groups have equal and consistent access to school
- To ensure that pupils from protected groups do not experience educational disadvantage

Safeguarding

Padre Pio Catholic Primary School recognises that we have a duty to safeguard and to promote the welfare of our pupils. This responsibility requires a Safeguarding Policy and appropriate procedures. This means that the school may need to share information and work in partnership with other agencies if there are concerns about a child's welfare. A copy of our Safeguarding Policy is available for parents or carers to see. The School's Designated Child Protection Officer, Mrs N McGinty, the Headteacher, is happy to discuss any concerns parents may have about Safeguarding /Child Protection Policies and practice. The appointment of all staff and volunteers is subject to a DBS check. Staff are aware and act upon the guidelines as laid down in the Safeguarding Policy and Health and Safety Policy.

Children Looked After (CLA)

Mrs H. Jones, ALNCo, has designated responsibility for promoting the educational achievement of children who are looked after. The school has adopted an Admissions Policy that gives priority in each criterion to looked after children/previously looked after children.

Child Welfare

Several of the community services work in partnership with our school including the Health Service (see below), Police, and Social Services. Occasionally situations arise, concerning child welfare, when advice is sought by the school from these bodies. Also, from time to time, health personnel make visits to the school to carry out hearing, vision tests or dental inspection, etc. Parents are notified of these visits. Parents are also notified by the County Medical Officer if follow-up treatment is necessary. It is necessary for the school to be informed about any medical condition suffered by the child that may interfere with the learning process and/or be a danger to the child in school.

School Health Service

The aim of the School Health Service is to ensure all school children are physically and emotionally healthy, so that they may benefit fully from their education. A healthy child has a better chance of learning. The Health Service can help and advise parents, children and teachers on health matters and, when necessary, is involved with health promotion in the school. Should you wish to contact the service, the telephone number is 01633 431685.
Help and advice can be given on various issues, e.g. hearing problems, bedwetting, soiling, and referrals can be made to other health disciplines.
If your child has head lice please inform the school. We will then be able to tell other parents to be extra vigilant when examining their child's hair. The recommended treatment is to use a shampoo recommended by a pharmacist and / or regular and thorough conditioning and combing hair. Please report infectious illnesses to the school and check with your doctor as to the length of time you should keep your child home from school.

Administering Medication / Policy for Managing Medicines

1. Administration of Medication

Parents should be encouraged to ask their GP if it is possible for the timing of doses of any medication be set for outside normal school hours. Wherever possible, the parents of pupils requiring medication during school hours should attend the school to administer the medication to their children.

The headteacher, with the support of the school governing body, agrees to the administration of medicines in school.

1.1 Any member of staff who agrees to administer medication to pupils does so on a voluntary basis.

1.2 Staff who volunteer to administer medication must receive correct training before being allowed to administer medication to any pupil.

1.3 The school must receive a completed form from the pupil's parent requesting the school to administer medication during school hours.

1.4 It is necessary for the headteacher to formally agree to the request before any medication is administered.

1.5 Staff who administer medication to pupils must record all details on the school's 'Administration of Medication' form.

1.6 Any adverse effects experienced by the pupil following the administration must be reported to the parent (either immediately or at the end of the school day depending on severity).

1.7 If the pupil refuses to take his/her medication, then they should not be forced to do so. Parents must be informed if a pupil refuses medication. If a pupil refuses medication in an emergency situation (for example: adrenaline injection in the case of anaphylaxis), then professional medical help must be requested and the parents informed immediately.

1.8 Staff should ensure that the privacy and dignity of the pupil is maintained as best as possible, even in an emergency situation.

1.9 If a pupil requires intimate or invasive treatment, there should be two members of staff present, one must be the same sex as the pupil.

2. Storage of Medication

Wherever possible, parents must be asked to provide the school with the amount of medication required for the school day only, rather than bringing in a full bottle of medicine or full bottle of tablets.

2.1 The school will not accept any medication which is not in its original container.

2.2 All medication must be clearly marked with the pupil's name and class.

2.3 With the exception of: asthma inhalers, medication which needs to be kept refrigerated, and medication which may be needed urgently in an emergency, all other medication must be kept in a locked cabinet/container.

2.4 It is the headteacher's responsibility to ensure that all staff are made aware of where the key to the medicine cabinet is kept.

2.5 Any medication which requires refrigeration must be stored in the fridge in the staffroom. The medication must be kept in an airtight container which is clearly marked with the pupil's name and class.

2.6 Pupils considered mature enough to take responsibility for their asthma inhaler are allowed to carry them on their person provided that a formal request has been made by the parent.

2.7 During off-site activities, any medication which may be needed should be carried by the member of staff in charge of the activity or a member of staff with first aid training. Pupils who may urgently require their medication should be in a group which is supervised by the member of

staff carrying the medication. Pupils considered mature enough to take responsibility for their asthma medication should be allowed to carry them on their person provided that a formal request has been made by the parent.

2.8 Staff should never transfer medication from its original container to another container except in the event of the original container being broken. In such an instance, the alternative container must be clearly labelled with all of the information held on the label of the original container. The parent must be notified in the event of any damaged containers.

2.9 School staff must not dispose of any unused medication. This is the responsibility of the parent. Any unused medication must be collected by the parent at the end of every half term. In the event that the parents are unable to attend the school, then the school nurse will be able to assist with the disposal of unused medication left in school. If a pupil's medication runs out or expires, it is the responsibility of the parents to replenish it.

Curriculum for Wales

At Padre Pio Catholic Primary School, we aim to provide our pupils with authentic, holistic opportunities within their learning. We provide learners with a range of "real life" opportunities that will hopefully be enjoyed thoroughly. As a school community we continue to design and deliver a curriculum that is personal and relevant to us and one that we are proud of.
Through the opportunities provided, we strive to ensure all our learners are:

- Proud to be valuable members of our Catholic school and display our Catholic virtues.
- Ambitious, capable learners who always work to the best of their abilities and never give up.
- Enterprising and creative contributors in the class, school, parish and community
- Healthy, happy and confident individuals who actively take part in many different experiences.

(These are based around the Core Purposes set out by the Welsh Assembly Government.)

What our learners will learn

As well as RE, Literacy, Numeracy and digital skills, there are six areas of learning experiences (AoLEs):

- Humanities (Geography and History)
- Health and Well-Being
- Expressive Arts (Music, drama and Art)
- Languages, Literacy and Communication (Literacy, Welsh language as well as engagement with Modern Foreign languages further on in the school)
- Mathematics and Numeracy
- Science and Technology (Science, Design Technology, ICT and STEM opportunities)

In addition to the above, our curriculum will also cover:

- Human Rights
- Diversity and respecting differences
- Experience and skills for careers and the workplace (at an appropriate level)
- Learning about Local, National and International contexts
- Developmentally appropriate relationships

How we deliver our curriculum

The staff have created a long-term curriculum map which states which AoLEs will be taught each half term. An overarching theme or context is the focus across the school each half term (e.g., "Let's Celebrate" or "I Wonder..."). Pupil engagement and input is crucial to influence what learners learn- and at the start of each topic, learners are asked what they would like to be included
We endeavour to use a wide range of teaching strategies and resources both indoors and outside to ensure all of our learners reach their full potential and to stimulate a passion for lifelong learning.
We fully recognise that our world is changing, and we need new ideas and creative use of technology to ensure our learners have the necessary skills, knowledge and expertise to lead a fulfilling life as a valued member of society.

Organisation and Planning

We plan our curriculum in two phases. We agree a long-term plan for each phase. This indicates what topics are to be taught in each term, and to which groups of children.
With our medium-term plans, we give clear guidance on the objectives and teaching strategies that we use when teaching each topic.
Our short-term plans are those that our teachers write on a weekly or daily basis. We use these to set out the learning objectives for each session, and to identify what resources and activities we are going to use in the lesson. The emphasis will be on children working in a practical way, through investigation and structured indoor and outdoor play/learning, using key skills so meeting Curriculum requirements.

Classroom Organisation

Staff contribute to the development of the child's experience in the classroom in the following ways:
by providing an environment where learning can take place;
by enabling, supporting and extending children's learning, sharing as a partner in the process;
by planning the curriculum to meet the learning needs and styles of children;
by observing children in order to make judgements about how the learning is progressing;
by making records of their observations and collecting other kinds of evidence (samples of work, photographs, data records) of children's development;
by reviewing and evaluating their planning and provision in the light of their assessments of an individual child's progress and needs;
by sharing with parents' information about their child's progress.
The teachers fully recognise their important responsibility as Primary School Teachers in laying down the foundations for each child's future.

Children with Additional Needs

The curriculum in our school is designed to provide access and opportunity for all children who attend the school. If we think it necessary to adapt the curriculum to meet the needs of individual children, then we do so only after the parents of the child have been consulted.

Homework

The school encourages regular involvement by parents in all subjects, for example, reading, spelling, and key skills development.
Homework is designed to consolidate learning and foster independent study skills. We are currently consulting with our pupils and parents to determine the most effective approach for the coming academic year—specifically evaluating whether to implement weekly set homework tasks or continue using our half-termly homework learning grids. Updated details will be shared once consultation is complete.
In addition, parents and carers are encouraged to regularly share a book at home with their child and to supervise spelling and handwriting homework when set. Work may also be sent home due to a child's interest or need at the discretion of the Class Teacher or Headteacher; follow-up work may be given to be completed at home. Parents are asked to ensure that any work sent home is supervised.

School Hours

08.55 - 15.05

Free Breakfast Club

A school breakfast club operates in the school hall from 8.20am (no entry after 8.30am) until 8.45am. This is a free service and is available to all children. More information and an application form can be obtained via the school office.

School starts at 8.55am. A teacher or member of staff will be in your child's classroom from 8.45am - parents are requested not to leave their child unattended before this time unless the child attends the school breakfast club.

After School Childcare

George Street After School Club operate a 'walking bus' which takes children from Padre Pio School to George Street School. Currently operating Tuesdays, Wednesdays and Thursdays, 15.05-17.30. There is a charge for this service. Please contact Isobel Yacomen for more details or to book a place for your child - phone: 07889346348 or email: admin@countychildcare.co.uk

School Meals

Torfaen Catering is responsible for providing the school meals service. Meals are free for pupils in all primary school year groups. Meals are cooked on the premises. A varied menu for the term is supplied in advance. A packed lunch is also available on request.

Snacks and Drinks

The school has a Healthy Eating Policy. Pupils have access to water to drink (and milk for pupils in reception class, class 1 and 2) and can bring a refillable water bottle to school and a fruit snack. Pupils are not allowed to bring chewing gum to school. Glass bottles are also not permitted in school.

Padre Pio School Governing Body 2026-27

Our Governors work with staff to sustain, and indeed improve, standards in our school.

COMPOSITION OF THE GOVERNING BODY		
Name	**Status**	**Office Expires**
Ceri Thomas	**Chair of Governors / Foundation Governor**	31/08/2028
Stephanie Williams	**Vice Chair / Local Authority Appointed Governor**	29/09/2027
Nicola McGinty	**Acting Headteacher**	
Stuart Allen	**Foundation Governor**	31/08/2028
Canon Paul Millar	**Foundation Governor**	31/08/2028
Louise Langley	**Foundation Governor**	31/08/2028
Denise Newlands-Taylor	**Foundation Governor**	31/08/2028
Vacancy	**Foundation Governor**	
Vacancy	**Foundation Governor**	
Vacancy	**Foundation Governor**	
Emma Davies	**Parent Representative**	31/08/2029
Christian Sefton	**Teacher Representative**	04/02/2029
Paula Carter	**Support Staff Representative**	18/12/2026
Roya Thomas	**Minor Authority Governor**	24/07/2029
David Thomas	**Link Officer (Archdiocese Deputy Director of Education)**	
EAS Clerk	**Clerk to Governors**	
Mrs Thomas (Chair of Governors) can be contacted via a letter to the school. The clerk can be contacted via a letter to the school. School Address: Padre Pio Catholic Primary School, Conway Rd., Pontypool, NP4 6HL		

Governor responsibilities are re-allocated annually at the first Governors' meeting of the academic year.

Correspondence with the governors should be made in the first instance via the headteacher or to the clerk to the governors at the school address.

Minutes of meetings are available from the headteacher.

Governors are encouraged to become involved in the life of the school.

The Headteacher advises all committees.

School Staff

Teachers
Mrs McGinty, Acting Headteacher
Mr Tucker, Reception
Mrs Taylor, Year 1
Miss Way, Year 2
Mrs Jones, Year 3
Mr Davies, Year 4
Mr Francis, Year 5
Mr Sefton, Year 6

Higher Level Teaching Assistants (HLTA) and Teaching Assistants
Mrs Sculley
Mrs Jones
Mrs Kettle
Mrs Williams (HLTA)
Mrs Tennet (HLTA)

Support Staff
Mrs Lewis, School Support Officer
Mrs Carter, Assistant School Support Officer

Mr Carter, Caretaker

Cleaners: Mrs Carter and Miss Davies

Midday Supervisors: Mrs Carter (Senior MDS), Mrs Morgan, Miss Davies, Mrs Dawkins

Volunteers and Work Experience for Students
We work with volunteers and students to find suitable placements. The school ensures that all students and volunteers are subject to a DBS check and / or risk assessment.

TERM DATES FOR THE ACADEMIC YEAR 2026-27

Parents are reminded of the half-term and end of term dates when taking holidays.

Term	Term Begins	Half Term Begins	Half Term Ends	Term Ends
Autumn	Tuesday 01.09.26	Monday 26.10.26	Friday 30.10.26	Friday 18.12.26
Spring	Monday 04.01.27	Monday 08.02.27	Friday 12.02.27	Friday 19.03.27
Summer	Monday 05.04.27	Monday 31.05.27	Friday 04.06.27	Tuesday 20.07.27

INSET Days - school closed to pupils:

01.09.26 INSET 1

02.09.26 INSET 2

23.10.26 INSET 3

15.02.27 INSET 4

19.07.27 INSET 5

20.07.27 INSET 6

Security and Safety

General

The health and welfare of your children is of prime importance in Padre Pio School. In line with other schools throughout the country, increasing attention is being paid at Padre Pio School to all aspects of safety and security. Several security measures are in place including: digital CCTV surveillance and security lighting of the grounds and buildings; keypad locked entrance doors; playground gates are locked at all times other than the start and end of the school day; DBS checks on all staff and volunteers working directly with children.

Fire Drill

Fire Drills are undertaken once a term to practise evacuation procedures.

Lockdown Procedures

Lockdown procedures are undertaken once a term to practise procedures.

Parking on Site

Parking on site is only permitted in the parking bays to the right of the school gate as you enter. Please do not park anywhere else as this puts the children in danger as they enter and leave the school grounds. If there are no bays available, please park outside the school gates. Pontypool United Rugby Club have kindly given permission for parents to use their car park at the beginning and end of the school day.

Toilet Facilities

The toilet facilities in Padre Pio School are very good. The children in Reception have access to their own toilets. In years 1 and 2 and in years 3 and 4 the children have access to shared unisex toilets in their cloakrooms. In years 5 and 6, boys and girls have access to separate toilet facilities fitting with their need for more privacy. The school has three disabled toilets (wheelchair accessible). Each toilet area has washbasins, liquid soap, and hand driers or paper towels. The toilets are cleaned every day.

After School and Extra Curricular Activities

We encourage all pupils to have a healthy lifestyle, and this includes participation in sporting events. During a typical academic year, the school teams participate in the following sporting events:

- rugby and football festivals
- cross-country running
- athletics
- cricket tournaments
- weekly swimming sessions for year 5 pupils (Spring and Summer Terms)

After school activities are provided by our teachers for the benefit of the children. Staff have given their time to arrange and lead a wide variety of extra-curricular clubs for the children. Pupils in year 3 to year 6 can attend a variety of after school activity clubs, including:

- Football
- Gardening
- Art
- Cookery
- Choir
- Dance Fusion
- Rugby
- Welsh
- I.T. and Coding
- Keep Fit

(Pupils in year 1 and 2 can attend Activities Club.)

Sport

The traditional team games of rugby and football are played during the autumn and winter months. Tennis and athletics take place in the summer term. Gymnastics and Dance are taught as units at intervals during the school year. Our aim in Padre Pio School is to provide the children with as wide a variety of sporting opportunities as we can in the school setting. We place an emphasis on fitness and sporting behaviour and encourage and guide the children to work together as a team and to also pursue individual excellence. We believe that competition does have a place within the curriculum and take part in outside events and matches for the older pupils. However, sporting behaviour is paramount and we give opportunities for children to represent the school whatever their abilities, so long as they are attending one of our sports clubs or are trying hard in their games lessons. We encourage parents to support their child's efforts and particularly to help with transport to sporting events for their child, as the cost of a coach is often beyond school finance. School kit for matches is provided. To help the school, we ask that parents ensure that kit is washed and returned to school promptly.

Charging and Letting Policy

Introduction
All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum for Wales.

Visits
When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the Curriculum for Wales, we do not make any charge for the education. However, we may make a charge to cover the cost of transport and do make a charge to cover the cost of board and lodging.

Swimming
The school organises swimming lessons for all children in year 5. These take place in school time and are part of the Curriculum for Wales. We make no charge for this activity, but we may ask for a contribution towards the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Receipts
Receipts are given for all amounts tendered which are £20 and over.

Letting of premises
The Governing Body supports the development of all community groups use of the school through a flexible charging approach. This may include offering the premises free of charge or at reduced rates for a set period of time in order to assist a new group. Each application for use of the premises would be negotiated with the Headteacher in consultation with the governors.

Arrangements for part or full remissions of charges
The Governing Body may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Headteacher. The Recruitment and Resources Committee will be informed in general terms of the total provided for each activity.

School Uniform

School uniform:
Bottle green crewneck jumper or cardigan;
Yellow polo shirt;
Charcoal grey trousers / skirt (pupils in Reception class will have the option to wear grey joggers rather than trousers / skirt);
Black shoes.

Summer Uniform (optional):
Green check summer dress. Knee-length grey or black shorts (not sports shorts). Please note that autumn/spring uniform (listed above) is perfectly acceptable for use in the summer term.

P.E. kit:
Black shorts & white T-shirt.
For reasons of personal hygiene and safety, all pupils must change into kit for P.E. lessons. Jewellery should be left at home, and we ask that, if necessary, pupils wear stud earrings only. We ask that pupils remove earrings for P.E. lessons – if this is not possible, pupils should bring plasters to cover the earrings.

School uniform can be purchased from any shop selling the appropriate colours. The following shops sell uniform with the school logo:

- Ruck Um Maul, Pontnewynydd Industrial Estate, telephone: 01495 01495 769467
- Global Uniform (formerly Pretty Miss), Cwmbran town centre, telephone: 01633 484408
- online at yourschooluniform.com

ALL GARMENTS SHOULD BE CLEARLY MARKED WITH PUPIL'S NAME.

DEPENDING ON THE WEATHER, PUPIL MAY NEED A RAINCOAT OR SUNHAT. PLEASE APPLY SUNCREAM BEFORE SCHOOL, IF NECESSARY.

Parental Contact

Parents are welcome to visit the school. If they wish to see a member of staff, it is advisable to telephone the school office in advance to make an appointment.
A consultation afternoon/evening is arranged early in the Autumn Term. This is an opportunity for parents to give the class teachers any information they think is necessary about their children and to familiarise themselves as to how the new class is organised. Targets from the previous Summer Report will also be discussed. Parents' evenings are arranged later in the academic year when the child's progress and class work may be discussed.
Parents are welcome, and indeed encouraged, to get involved in school life - attend the various class and school Masses, assemblies and other regular events/celebrations which occur during the school year.
Parents/grandparents help with the 'non-teaching' aspect of the school day - taking small groups for reading etc. If you have a talent to share, or an hour to spare, please contact the Headteacher.
A newsletter is regularly emailed to parents/carers. The newsletter gives reports of achievements, advance notice of future events and reminders of the day to day running of our school.
A text messaging service is used to provide reminders and notices.

In accordance with Government legislation, School Governors present an Annual Report to Parents. Parents/Guardians can question/comment on items in the report.

Friends of Padre Pio (formerly PFA)

The Friends of Padre Pio continues to do excellent work to support the school. All the money raised subsidises trips and in-school activities (e.g. supplies for Cookery and Art Clubs) and benefits all pupils / your children.
The Friends of Padre Pio organise a range of events including fetes, raffles, Easter Bonnet Parade, Bingo Night. We give our sincere thanks to all the staff, parents/guardians and other family members who help to organise and run fundraising activities, and our thanks all who support events. Please contact the school office if you want to help at any events.

Complaints Procedure

The school has a Complaints Policy which should be adhered to. If you or your child were to be unhappy about something to do with the school, then we would like to know. We can only do something to improve the situation if we know about it. The purpose of the policy is to set out how concerns will be handled. It describes how anyone with a concern can set about having that concern dealt with and what then happens. The arrangements set out the three levels at which a concern will be considered. These are:

Stage 1 Informal discussion with Class Teacher or Headteacher.

Most situations can be clarified through a discussion with your child's class teacher or, if you feel it is more appropriate, with the headteacher (Informal Stage).

Stage 2 The formal complaint to the Headteacher.

If you are still unhappy with the school's response, then you can make a formal complaint in writing to the headteacher.

Stage 3 The formal complaint to the Governing Body.

If you feel the headteacher has been unable to deal effectively with your complaint you should write to the Chair of Governors, outlining your complaint. The governing body complaints committee will investigate the complaint and try to bring it to a satisfactory resolution.

As a school we hope that we can work with families to ensure that the formal complaint procedures are never required. However, if ever you do need to complain we will keep you fully informed of the outcome of your complaint. For stages 2 and 3 this will always be in writing.

Please visit our school website to download our school complaints policy and procedure. Copies of the document are also kept in the school office.

Attendance

It is widely recognised that regular attendance at school is a key factor in raising children's attainment and for improving their future life opportunities. By law, pupils must attend regularly and punctually.
We strongly discourage holidays during term time, however, should you wish to take your child out of school then you will need to obtain a holiday request form from the school office or our website. All absences / requests for leave must be submitted in advance – please complete and return a request for leave to the school office.
Please note that if your child has attendance under 95% at the time of the holiday request, it is unlikely to be authorised except in exceptional circumstances. If you would like to discuss an application for leave or feel that there are exceptional circumstances which mean an authorised leave should be considered, please contact the school at the earliest opportunity.
In cases where children are taken out of school without approval, their absence will be recorded as unauthorised, and the school will discuss this with the Educational Welfare Service. Fixed penalty notices may be issued for an unauthorised absence where attendance is 90% or below in the current year and the previous year.
The school is working hard to reduce the number of unauthorised absences and would like to thank parents for their cooperation.

Please Keep School Informed

If your child does not arrive in school, staff have no way of knowing where they are and if they are safe. Please let us know if your child will be absent and the reason for absence on the first morning of absence - please contact us on 01495 742074.

Punctuality

As well as monitoring absence we are also concerned that pupils develop a routine of punctuality. Registration takes place at 8.55am and 1pm (1.30pm in infant classes).
School gates will be locked at 9am – any pupils arriving after this time must enter via the main school entrance/school office and will be marked as late. Punctuality is regularly monitored by the school and by Torfaen Council's Education Welfare Service.

Reporting

Attendance and punctuality are recorded in school registers and reported to/discussed with Torfaen Council's Education Welfare Service. It's also reported to parents during termly parent-teacher consultations and in end of year school reports. Overall attendance information will be recorded in the Governors' Annual Report to Parents/Carers (other than years where attendance is affected by exceptional circumstances, e.g. a pandemic). The school identifies an annual target for attendance each year and endeavours to meet this. The school attendance target (optional) for 2025-2026 was 92.5%; actual attendance for 2025-26 was 92.4%. The school attendance target (optional) for 2026-27 is 93.5%.