

# **School Prospectus**

## **Welcome to St. Joseph's Catholic Primary School**

Dear Parents,

I would like to welcome you to St Joseph's RC Primary School. We hope that this will be the beginning of a very happy time for you and your child.

At St Joseph's we believe that partnership is the key to a successful school. We can best benefit the children when parents, governors and staff work together towards providing the very best for every pupil in our care.

We will ensure that your child receives a broad and balanced education, which is tailored towards his/her individual needs. We will also provide many opportunities for enrichment and fun.

Your child will learn in an environment, which promotes tolerance, respect, courtesy and an understanding of different faiths and cultures and whilst we welcome pupils from other faiths providing our Admission Policy is adhered to, St Joseph's is first and foremost a Catholic Primary School. As such, our curriculum and all of our dealings with each other are underpinned by the Gospel values on which our faith is founded. Whilst here with us, your child will embark upon a spiritual journey, which will lead him/her to a greater understanding of our Catholic Faith and a greater tolerance for all faiths. We hope you will support us in this by ensuring your child attends Mass either each Saturday at 6.00pm or each Sunday at 10.30am at Joseph's Church. We will always invite you to special school and class assemblies and liturgies.

At St Joseph's we have a Policy for Good Behaviour, which aims to catch children being good and promotes self-discipline, good manners and respect. Our many opportunities for celebration provide the children with opportunities for academic and sporting acclaim; effort and attitude are rewarded in an environment in which pupils can grow in self-esteem.

We pride ourselves on good communications and will provide frequent opportunities to keep you informed of school events and activities and about your child's progress.

We trust that your child will be happy and successful in school, but should you have any concerns that you wish to discuss, please feel free to come to talk to us.

Childhood is a very precious time and at St Joseph's every child really does matter. We promise to do our best to make it as happy and productive as possible for your child.

Kind Regards

Mrs E King  
Headteacher

# **Our School Prayer**

**Saint Joseph**

**Guardian of the Holy Family and patron of our school.**

**Teach us to love Jesus and Mary.**

**Teach us to see Jesus in others and to be like you:**

**Unselfish, loving, patient, hardworking and true.**

**Help us to live for God,**

**day by day**

**In faith and trust**

**Amen**

# **Information about the School**

**St Joseph's RC Primary School  
Marton Road  
Middlebrough  
T54 2NT**

**Tel: 01642 819252**

**Fax: 01642 819252**

**E Mail: [jmcontact@stjosephsrcmbro.co.uk](mailto:jmcontact@stjosephsrcmbro.co.uk)**

**Web address: [www.stjosephsrcmbro.co.uk](http://www.stjosephsrcmbro.co.uk)**

**Headteacher: Mrs E King**

**Deputy Headteacher: Mrs J Mander**

**Chair of Governors: Mr D Nolan c/o the school**

**Vice Chair of Governors: Mr N Turnbull c/o the school**

If you wish to read our most recent OFSTED report, please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk). St Joseph's is a part of St. Hilda's Multi Academy Trust. It is a primary school with a Nursery, which admits children from the age of three years. The school is situated on the fringes of the town of Middlesbrough. Since opening in 1928 the school has had many improvements and adaptations. Some of the most recent include better facilities for the Foundation Stage including an extensive outdoor play area. We have also upgraded the entrance to the school and many of the classrooms.

There are close links with the Parish of St Joseph.

The school premises are being continually upgraded to provide children with excellent accommodation.

## **ADMISSIONS**

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by the Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness of Jesus Christ. Please refer to the Admissions Policy for further details.

## **STAFFING**

We have 13 full time members of the teaching staff including the Headteacher and 2 part time teachers. We have support assistants in every class. We also benefit from a part time Parent Support Adviser, Mrs Fovargue contactable through school.

## **Administration**

St Joseph's is noted for the quality of welcome provided to visitors to the school. Mrs. Trippett and Mrs. Nolan who make up our Administration Team are warm and friendly. They are ready to help you with any problems or questions you may have about your child's welfare or procedures and protocols in school.

## **Caretaking and Cleaning**

The school is kept spotlessly clean by Mr Bousefield our caretaker and a team of hard working cleaners. Re-decorating of classrooms happens on a rolling programme.

## **PROFESSIONAL DEVELOPMENT**

Teachers are invited to review their own performance annually as part of the Performance Review Cycle.

Staff training is sometimes delivered by outside agencies on Professional Development Days or at Staff Meetings. Subject co-ordinators and members of the Senior Leadership Team also provide training to other members of staff. Teachers have the opportunity to observe good practice within the school and to observe teachers in other settings.

The school also provides staff with the opportunity to attend relevant training both after school and during the school day.

Staff development is matched to the School Improvement Plan and also takes account of individual training needs. Teachers are encouraged to record their own professional development in their professional folders.

The Spiritual Development of the staff is given a high priority

## **OFSTED**

The school had a full OFSTED inspection in the autumn of 2008. In July 2013 the Religious Education Inspection graded the school as outstanding in every respect.

The Report may be viewed on [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

# STARTING SCHOOL

Children who attend our Nursery will have a planned preparation for the transfer to the Reception class. We have one intake into our Reception class each September. By the time they are due to start in Reception children are familiar with the main school, having been given opportunities to visit all parts of the building. They will also have shared in some classroom activities and assemblies along with the rest of the school.

All children admitted to school take part in a transition programme. They will sample a full day in Reception and experience a school lunch. On this day parents will meet with the Headteacher and with Reception staff so that policies and procedures can be fully explained and any questions answered. Whilst in the Reception Class your child will follow a similar curriculum to that which he/she followed in the Nursery i.e. to continue to make progress towards the Early Learning Goals. These goals cover six areas of young children's development and learning.

## **These six areas are:**

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Creative development
- Physical development

If your child has been unable to attend our Nursery and has been admitted to school there is no need to worry. You only have to contact the school and we will make the necessary arrangements for you and your child to come and visit, meet with the teachers and find out about school procedures and expectations.

After admission to the Reception Class the School Nurse screens each child. Parents are not normally invited to this examination, which concentrates on checking hearing, eyesight, and general fitness.

## **PLAYGROUND SAFETY**

The Playground is well supervised at break time by Teachers and Teaching Assistants.

We ask that you begin to allow your children some independence straight away, please do not accompany them into school when the bell goes at 8.55am. **Please do not leave your child before 8.55am unless he/she are taking part in morning club.**

## **LUNCHTIMES**

Despite our planned induction, lunchtimes can be difficult for children just starting school. Often the children will not have had to make a choice from so many different dishes for lunch. There is no need to worry, as a member of the Reception Staff will accompany the children in the dining hall for the first few days, until they are confident with routines. The Reception Classes have two designated Lunchtime Supervisors and extra provision is made to ensure the children are happy and secure at this time. The lunchtime period is well supervised by staff.

## **THE END OF THE DAY**

We recognise that a full day may be a long challenge for our four year olds in the first week of school. Arrangements are usually made for the children to have a phased entry over a number of days and for sessions to finish early for a short while. In this way we can give your child the individual attention he/she needs at this important transition time and more importantly they are not separated from mum / dad for too long!

Our well thought out induction and transition procedures ensure that the children settle down very quickly to a full school day taking advantage of all the new learning on offer.

## **RE & PARISH/COMMUNITY LINKS**

Pupils from the school attend our Youth Club, which takes place once a month and is for pupils in Year 5 and Year 6.

Once each month on the first Sunday we have a Family Mass. This takes place at the 10.30 Mass at St Joseph's Church.

Our Liturgies are always very prayerful and moving occasions. These take place during key points in the liturgical year and parents and members of the parish are welcomed to these.

The children work hard to raise money for CAFOD (Catholic Aid for Overseas Development) and for other local causes. You can find out more about CAFOD by visiting [www.cafod.org.uk](http://www.cafod.org.uk)

# **OUR SCHOOL CURRICULUM**

**Christ is at the centre of every aspect of the curriculum at St Joseph's School.**

Our curriculum provides opportunities for broad and balanced learning, which is tailored, to the needs of our pupils. Our belief in every child as individually gifted ensures that we seek, through our curriculum to provide opportunities for all children to reach their potential. We strive to help the children develop as responsible citizens with strong sense of their own self worth.

## **RELIGIOUS EDUCATION**

Religious Education is the core of our curriculum.

We believe that RE embraces the life of individuals and of the school. Through participation in the Come and See scheme for Religious Education, we aim to give the children a knowledge and understanding of their faith. We will support the work begun by our Catholic Families and Parish Community in order to foster spirituality and develop an awareness of the Sacramental life of the church.

Our RE programme provides many varied opportunities for your child to explore and develop a sense of awe and wonder through scripture, singing, art, poetry, music as well as through every aspect of the curriculum and the extended curriculum.

We aim for the children to achieve as well in Religious Education as they do in the other core elements of the curriculum such as English and Mathematics.

Children are prepared for the Sacraments of Reconciliation and Holy Communion when parents feel they are ready to. Preparation is under the direction of Fr Leonard and school catechists. Parents must apply to school if they wish their children to take part. This will not normally be before children reach Year 3.

On the second Sunday of each month the children prepare a Family Liturgy to which all children with their families are invited to attend. This is a very important aspect of our school/parish life and we hope that everyone will play a part and join with us on these occasions. Our school policy is intended to foster spiritual growth through partnership between home, school and the parish. This aim is reflected in our Mission Statement.

If there are places available in school we welcome children from other faiths who are supportive of our Catholic ethos. This is made clear in our Admission Policy.

## **BEHAVIOUR AND DISCIPLINE**

At St Joseph's we have a policy for good behaviour, which aims to catch children being good. This whole school policy is supported by a school wide rewards system and is geared towards promoting self discipline, good manners, respect for others and fair play. We have very high expectations of all our pupils and report regularly on each child's social and

learning behaviour. If the school is concerned about your child's behaviour you will be contacted as soon as possible to discuss sanctions and ways forward.

We expect that parents will fully support our policy for good behaviour. If you have any worries about your child's safety in school, we urge you to speak to us as soon as possible.

## **EQUAL OPPORTUNITIES**

We aim to ensure that every child has equal access to the curriculum. St Joseph's is lucky to have a rich diversity of children from a variety of backgrounds and cultures. We celebrate and learn from each other as often as possible. All our children regardless of their ethnicity, faith, gender or cultural background are given equal status and value.

## **SPECIAL EDUCATIONAL NEEDS & INCLUSION**

At St Joseph's we work towards enabling every child to achieve his/her full potential. We recognise that your child has individual needs and as such makes a unique contribution to the life of our school. The school welcomes all children including those with disabilities. The school has an Accessibility Plan, which is available from the school on request. It is the aim of the Governing Body to ensure that no child is discriminated against as a result of his/her special needs.

We aim to identify those children who have special needs as soon as possible after they start school. Extra help is available from resources within the school and the school is able to access help from outside agencies for those children with special needs.

Mrs Boyne Cross is the SENCO (Special Educational Needs Co-ordinator). Her role is to work closely with class teachers in providing appropriate support to all children who are on the SEND register.

Concerns about a child's learning are first identified by the class Teacher and discussed with the SENCO. Appropriate support is then put in place. Help is sometimes sought from external agencies. Parents are informed at every stage of the support and assessment process and as early as possible. We have a policy for Special Educational Needs, which is reviewed regularly and is available on the school website.

We recognise that parents of children who have learning difficulties may be anxious and the class Teacher and SENCO are available to discuss these anxieties at a mutually convenient time.

We use the resources we have to ensure that all children have full inclusion and therefore full access to the curriculum.

## **THE FOUNDATION STAGE**

The Foundation Stage spans the Nursery and Reception years. During the Foundation Stage, the six areas of learning are introduced in ways that are appropriate for young children, often through play.

Through engagement in the Foundation Stage your child's existing skills will be developed and a variety of experiences provided to help him/her learn. Our outside classroom is constantly developing enabling children to learn whilst enjoying a different environment. Children in Nursery and Reception are encouraged to spend as much time as possible outside. In the summer months the children are encouraged to wear caps to protect against the sun. **Wellingtons and raincoats are essential for all year round.**

When a child enters Year 1 the expectation is that he/she will be working on the National Curriculum. However some children may still be working towards Early Learning Goals and there is a transition process in place to enable all children to move smoothly from the Foundation Stage to the National Curriculum.

## **ENGLISH**

We continue to follow the guidelines set down in the National Curriculum.

### **SPEAKING AND LISTENING**

The children are provided with a range of activities to enable them to become confident speakers and listeners. This area of the curriculum is given a very high profile in the Foundation Stage and in Key Stages 1 and 2 by our policy for developing questioning and thinking skills. Children are encouraged to ask and answer questions and to develop presentation skills.

We use Pie Corbett's Talk for Writing as a tool to support speaking and Listening as well as writing.

### **READING**

Our aim is for all children to become fluent readers and to develop a love for books as well as a positive attitude towards literacy. Your child will be taught to read using a variety of methods and materials. We ask that you support us in this vital process by reading with your child regularly at home. Some children are supported in school through participation in a variety of reading intervention programmes.

### **WRITING**

From an early age your child will be encouraged to make marks on paper. As they progress through school the conventions of punctuation, spelling, grammar and handwriting are taught in daily lessons and practiced throughout the curriculum. From the earliest opportunity we teach a cursive style leading to a fully joined script in Key Stage 2.

As part of our drive to create a more creative and bespoke curriculum the skills taught in literacy are practiced and embedded using all other areas of the curriculum. These opportunities for the application of writing are carefully planned for and closely monitored. Children are provided with opportunities to build up stamina for writing from an early age.

## **MATHEMATICS**

From Nursery to Year 6 we aim to develop your child's own experiences of mathematics. In the Early Years this includes a range of activities including sorting, matching counting and ordering. This basic work is built upon as they progress through school. We place a very high emphasis upon the development of mental strategies and the transference of skills.

## **SCIENCE**

Our science teaching is aimed to increase our pupils' knowledge and understanding of their world. Through our Science Curriculum we aim to stimulate and excite pupils' curiosity about the environment around them. They learn to question and to discuss science based issues, to test theories and to record results.

## **CREATIVE CURRICULUM**

All foundation subjects are taught through a creative thematic curriculum.

Their progression of skills in all subjects is monitored by the Leadership Team.

Themes run across an entire term from Y1 to Y6 with each class focusing on a different aspect of the Theme.

## **PHYSICAL EDUCATION**

PE is a very important area of the curriculum and all pupils must take part unless they have a medical reason for not doing so. Children in the Foundation Stage have an integrated approach to this subject using the developing outside classroom to provide opportunities for all aspects of physical development. Children in Key Stages 1 and 2 will have a curriculum, which includes games, dance, gymnastics and athletics. The school has football teams for girls and boys in upper Key Stage 2 and children experience a range of other sports. Pupils have the opportunity to take part in extracurricular coaching from a range of sports.

Children in Key Stage 2 take part in a swimming programme at the local swimming pool and are encouraged to achieve the 25 metres swimming certificate.

The football teams participate in the Annual Primary School's Catholic Cup, which involves schools from all over the Diocese of Middlesbrough. We regard this event as an important opportunity for the children to meet with other children and to practice qualities of good sportsmanship, fair play and respect.

Each year the school aims to have a sports day and all children are encouraged to take part.

The school participates in a range of sporting competitions and festivals throughout the year. Further information is available on the school website.

## **OUR SPORTING AIMS**

We believe that through participation in the Physical Education curriculum and taking part in extra curricular activities children have the opportunity to develop many personal qualities. These include:

- Leadership
- Teamwork
- Co-operation
- Respect
- Fair play
- Self – Confidence
- Self – Discipline
- Tolerance
- Perseverance

We believe that children should be aware of the benefits that physical activity can have on their quality of life and encourage all pupils to participate.

Pupils in Year 6 are offered the opportunity to take part in a residential activity, which further challenges their sporting abilities and extends the qualities outlined above.

## **PERSONAL AND SOCIAL EDUCATION**

The children have many opportunities to discuss issues of personal and social education. These may take place in circle time or in RE lessons. Issues discussed might include good citizenship, personal responsibilities, drug awareness and behaviour. The school also has good links with the local Police Force and the Fire Brigade who also support us in our citizenship programme. The school has a Pupil Council and a Mini Vinnies group that support fund raising and school improvement initiatives..

## **HEALTH EDUCATION**

This is taught in an integrated way through a cross curricular approach with links to RE, PSE, PE and Science. We teach the facts of human development in accordance with the age of the children. We provide a context in which respectful, warm relationships are fostered between staff and pupils so that children's attitudes are strengthened by their experiences of life in school.

Pupils in Upper Key Stage 2 are provided with the opportunity to learn about personal hygiene and puberty. Our School Nurse supports us in these important lessons and parents are always invited to view teaching materials prior to the lessons.

SRE (Sex and Relationships Education). This is taught as part of our RE and PSE curriculum. Children are taught about loving relationships and family life.

## **THINKING SKILLS**

Throughout the entire curriculum the children are encouraged to develop thinking skills. This is achieved in a variety of ways through use of mind mapping, response partners and a variety of accelerated learning techniques. The curriculum has developed further to encourage children to use questioning, evaluation, co-operation and collaboration skills.

## **COMPLAINTS ABOUT THE CURRICULUM**

Any matters of concern or complaint should initially be brought to the attention of your child's class teacher. There is also a formal complaint procedure. Details are available from the school website. In the spirit of partnership and good relationships the school welcomes the opportunity to discuss any concerns parents may have.

## **PASTORAL CARE**

St Joseph's School was judged by OFSTED to be outstanding in every way, including the way it cares for each and every child. Every child is unique and we recognise that individuals have particular needs. We have very strong pastoral and support systems in school. We also have a system of swift and easy referral for families who may need the support of other agencies.

Every member of staff at St Joseph's shares in the pastoral care of your child. At St Joseph's school ***every child matters***. We all want the best for your child and promise that any concerns, anxieties and insecurities your child may have will be dealt with sensitively and with care and compassion.

Our Policy for Good Behaviour includes rewards and sanctions, which reflect a sense of personal responsibility and forgiveness based on Gospel Values. We aim to give children a new start each day and strive to promote self-respect and respect for others, tolerance, forgiveness and self-discipline. We also have an Anti Bullying Policy which sets out clearly the ways in which we deal with any form of bullying.

We place a very high emphasis upon self-respect and respect for others and for the environment. We aim to foster in the pupils a corporate responsibility for each other and for the world around us. We want our pupils to have a pride in themselves and to be proud of St Joseph's School.

Our ultimate aim is for the pupils of St Joseph's to see themselves as valued and contributing members of the parish and local community. We see the parish and the school as one family in mutual support of each other. To this end we encourage participation in weekly Mass each Sunday at St Joseph's Church.

## **EDUCATIONAL VISITS**

Educational visits including theatre trips, library visits, visits to MIMA and exploration of the locality are part of our work in this school.

Classes go on visits to places of educational interest, usually in connection with a particular topic being studied. A risk assessment is carried out before every visit. Permission is sought from parents before a visit takes place outside the local environment. A generic permission form is completed by parents to cover visits in the locality of the school.

Your support for these visits by voluntary contributions towards the cost and offers of help towards supervision will be welcomed.

It should be noted that there is no obligation to comply when asked for voluntary contributions, and no child will be excluded from a visit. However, if there were not enough contributions, then the visit would not take place.

Parents must fund visits taking place outside of the normal school day. (See Charging Policy)

# GENERAL INFORMATION

## LOSS/DAMAGE

Where items of school property are lost or damaged, parents will be asked to contribute to the cost of replacement.

## ENQUIRIES

All enquiries should be made to the School Administration Office. Where you will be warmly welcomed and given the help you need.

## DINNER ARRANGEMENTS

Our cook and her staff provide nutritious meals for the children. Pupils have the choice of a hot meal or may choose from a range of healthy salad options. We would like the children to be skilled at using a knife and fork before coming to school.

All children in Key Stage 1 are entitled to a Universal Free School Meal. Your child may be entitled to a Free School lunch each day. Our Administration Staff will be pleased to advise you on this. Dinner money is collected each Monday. Money envelopes are provided so please could you ensure that your child's name, class amount enclosed are written clearly on the envelope. Mrs Trippett and Mrs Nolan will advise you about the cost of school meals.

If your child is absent during the week the balance will be automatically credited to the following week.

***If you decide to change meal type for your child/children you must call into the School Office to obtain and complete the relevant form.***

Children may bring a packed lunch. **Canned drinks and glass bottles are not allowed.** We ask that parents comply as much as possible with our policy for healthy eating by not providing foods rich in sugar or fat and providing only water or dilute fruit juice to drink.

## SNACKS

All children in Nursery are provided with a small carton of milk each day. Children in Key Stage 1 and Foundation are provided with a piece of fruit or vegetable such as an apple or carrot each day. We ask that Key Stage 2 pupils only bring a piece of fruit to eat.

Discarded chewing gum can cause a lot of damage to school property and clothing and also poses a threat to health and safety. **For these reasons chewing gum is not allowed in school.**

## **HOLIDAYS & ABSENCE FROM SCHOOL/PUNCTUALITY**

Parents are informed by letter of term dates. We strongly recommend that in the best interests of the education of your child **you do not** take holidays during term time. The Government has introduced new legislation and schools are banned from authorising term time holidays other than in very exceptional circumstances. Unauthorised absences are logged and the local authority will scrutinise the data. Fines may be issued.

We expect all children to be punctual and we ask that you ensure your child arrives at school in good time for the start of the school day at 8.55am. Lessons always begin promptly after registration and children arriving after this time will be marked as late in the register. Parents please note that if your child arrives late he/she will miss the vital start to a lesson. It is always difficult for the teacher to recap once a lesson has begun and the class is underway with the learning for the day.

We would like to thank the majority of our parents for working so co-operatively with us on the important issue of punctuality and attendance. Recently we have a rewards system for children who have achieved full or improved attendance.

**NB: We are obliged to report any unexplained absence and persistent lateness to the Educational Social Worker.**

### Medical Appointments

Please try as much as you are able to arrange these outside of school time. If your child has a medical appointment (including hospital appointments) or a dental appointment during the school day we must see appointment cards or official appointment letters

## **PARENT SUPPORT ADVISER**

Our PSA is Mrs. Fovargue and she is an important link between home and school. She is available to discuss any personal concerns. She works with families to support all aspects of welfare and can direct parents and carers to the appropriate agencies.

## **SCHOOL NURSE**

Our school nurse is in school on a regular basis and is very willing to discuss any health concerns you may have about either yourself or your child. Children in the Reception Class are screened for general health on entry to school.

# OUR SCHOOL UNIFORM

**We are proud of our uniform and all pupils are encouraged to wear it.**

## **Girls:**

Grey skirt/pinafore/trousers  
Yellow polo shirt with badge  
Brown sweatshirt with badge  
White/grey socks or tights  
Black school shoes

## **Boys:**

Grey trousers  
Yellow polo shirt with badge  
Brown sweatshirt with badge  
Grey socks  
Black school shoes

**We ask that coloured trainers and shoes with stiletto heels are not worn for school.**

In summer girls may wear a yellow and white checked dress.

PE Kit for girls and boys,

Blue shorts  
White T shirt/polo shirt  
Plimsolls

Brown sweatshirts and yellow polo shirts are available from Ross's school outfitters in Borough Road, Middlesbrough. Foundation Stage has its own uniform which is similar to that of Key Stage 1 & Key Stage 2.

**All clothing and personal property must be clearly marked with your child's name, which may need to be re – checked at intervals in case of fading.**

Children are provided with a PE bag for their kit. Book bags are also available from the school office for a small cost. Please do not allow your child to bring any other bag into school. We ask that you co-operate with us on this for two reasons.

1. We do not have sufficient storage space to store large bags.
2. Designer bags and distinctive bags may be tempting to other children. **We cannot be held responsible for the loss of bags or any other valuable articles brought into school**

Children in Foundation (Nursery and Reception) will need a waterproof coat (cagoule) and a pair of Wellington boots to keep in school.

Whilst every effort will be made to find lost items of clothing the school cannot be held responsible for such loss or damage. Thank you for your co-operation.

Please provide your child/children with a sun hat during hot weather to protect them from sunburn.

## **JEWELLERY**

In the interests of Health and Safety, jewellery must not be worn in school. Please only allow your child to have their ears pierced at the start of the summer holidays so that the earrings can be removed in time for the beginning of the school year.

**We ask that you co-operate with us by discouraging your child to bring personal property such as bags, pencil cases and mobile phones into school.**

Such items are not necessary in school and can easily go missing. Your child will have everything he/she needs to access the curriculum provided by school.

## **HEALTH, SAFETY AND SECURITY**

To help ensure your child's safety and the security of staff the following procedures are in place:

Access to school is by the main pedestrian entrance only. **Please do not use the vehicular access.** Visitors including parent helpers must report to the Admin Office sign the visitor book and will be given a badge to wear.

The school has a perimeter fence and access to the playground for adults and children is via the **pedestrian gate only.** **IN THE INTERESTS OF SAFETY WE MUST INSIST THAT PARENTS DO NOT BRING THEIR VEHICLES INTO THE SCHOOL PREMISES.**

Vehicular gates will be closed at the beginning and end of each school day. Please help us to teach the children about safety.

**To lessen the possibility of intruders and to help us to provide maximum security please refrain from entering the school building at the beginning and the end of each day. If you wish to see your child's class teacher you are very welcome to make an appointment via the school admin staff.**

Outside doors will be bolted during lesson times and opened during break and lunch times. Our lunchtime supervisors are employed to keep the children safe at lunchtimes. At morning break there will always be an adult on duty.

In the interests of safety, we ask that you inform us if there is to be a change in arrangements for picking children up from school.

Pupils who join or leave the premises after a school session has commenced are recorded in a book entitled "Late Arrivals".

**DUE TO THE PROXIMITY OF OUR SCHOOL TO A MAJOR ROAD, WE ASK THAT YOU MAKE SURE THAT YOUNG CHILDREN ARE ACCOMPANIED TO SCHOOL AND THAT YOU STRESS THE IMPORTANCE OF CROSSING THE ROAD USING THE**

## **LIGHTED CROSSING. PLEASE ENSURE YOUR CHILD KNOWS HOW TO USE THE CROSSING SAFELY.**

### **NB; our crossing is not manned**

All adults are vigilant to the possibility of intruders to the school.

All accidents are recorded in the accident book. It is policy for school to inform parents of all head injuries. In respect of this it is important that we have a current address and telephone number so that we can contact you in the event of an emergency. In the case of an accident, which requires hospital treatment, a parent should be available to either accompany the child to hospital or arrive at hospital as soon as possible.

### **During the summer months please ensure you apply sunscreen on your child/children before the start of the school day.**

A fire drill is carried out each term.

### **Dogs are not allowed on the school premises except for Guide Dogs.**

## **E'SAFETY**

We take this very seriously and the children have access to a limited number of internet sites only. As they progress through school the children will learn how to send e-mails and have their own password protected account.

Please encourage your child to use the internet and mobile phone in a safe way. We recommend strongly that you monitor your child's activities on the internet very closely.

Health and Safety is reported on each term at the school's Full Governors meeting. The Finance and Resources Sub Committee meets at least once a term and issues of Health and Safety are included on the agenda.

NB: Children should not have access to Social Networking sites such as Face Book until they are 13 years old.

## **ACCESSIBILITY**

The school has an accessible toilet situated in the dining hall and access is by way of the front door.

The school has an Accessibility Access Action Plan and works are completed in order of priority. This is available on request from the school office.

# THE SCHOOL DAY

## Nursery

Children are entitled to 15 hours of Nursery experience each week.

Children attend one session only either in the morning from **8.30 – 11.30** or in the afternoon from **12.15 – 3.15**

## Key Stage 1

School begins at **8.55** – lunch at **11.55**

The afternoon session begins at **12.55 – 3.00**

## Key Stage 2

School begins at **8.55** – lunch at **12.10**

The afternoon session begins at **12.55 – 3.00**

### **THE FOLLOWING POINTS ARE VERY IMPORTANT**

- Please ensure that your child attends regularly and on time. Lessons begin promptly at the start of each session; if your child is late important learning is missed.
- If your child has been absent, and you have not already notified the school, the class Teacher should be informed of the reason in writing on his/her return, if not then an unauthorised absence will be recorded.
- The school will not authorise any holidays during school time except in very exceptional circumstances.
- **We encourage full attendance, we pursue every absence**
- **Proof of medical appointments is needed**
- **Our ESW will pursue pupils with attendance below 85%.**
- Please inform the school if your child has a contagious disease or if you are going away on holiday in which case you will need to complete the appropriate paperwork.
- If your child is ill or has an accident at school you will be notified.
- It is essential that parents keep the Admin Office updated regarding any change of address or telephone number. **WE MAY NEED TO CONTACT YOU IN AN EMERGENCY.**

- Please do not send your child to school if he/she is genuinely ill.
- If your child has had diarrhoea or has been vomiting they must not return to school until 48 hours after the last episode.

## **LINKS WITH PARENTS**

At St Joseph's we truly believe that we are able to best serve the children when we have good partnerships with parents. We value the support and help you provide to the school and we are constantly thinking of ways to improve our links.

We believe that the closer the co-operation between home and school the more help and support we can offer to each other.

We try to keep parents informed of meetings and important events. Please check your child's book bag for letters and notes.

We send out a newsletter at least once each half term detailing main events and current concerns, and providing prior indication of future activities and dates. Often letters about specific meetings and events are sent home nearer to the date. If there is a reply slip attached we ask that you return it to school promptly.

Consultation meetings take place twice each year and a written report is sent out in the summer term with details of your child's attainment and progress and ways in which you can help.

We also aim to have meetings for specific year groups at the start of each academic year explaining the work your child will be doing and our expectations.

Parents and friends are invited to special assemblies, school and parish Masses, liturgies, concerts, drama productions and other social events.

We welcome parental involvement with the school and parents are encouraged to help with school outings and other activities. If you have something to offer please don't wait for an invitation get in touch!

We have many social events involving families throughout the year. These are important occasions when we can meet together in a less formal setting. Please be on the look out for these and come and join us you will be made very welcome.

If you need to speak to your child's Teacher please arrange an appointment for a mutually convenient time with the Admin Office. If it is very urgent you may speak to a teacher after school finishes at 3pm. **FOR SECURITY REASONS AND THE SAFETY OF ALL OUR CHILDREN WE ASK THAT YOU ALWAYS REPORT TO THE OFFICE BEFORE ENTERING THE SCHOOL OR APPROACHING A TEACHER.**

St Joseph's School is committed to the Safeguarding of all our pupils. Rigorous procedures are in place.

We request **DBS** checks on all volunteers who help on a regular basis with school activities.

## **HOMEWORK**

We expect that you will help and support your child by helping with reading and spelling and multiplication tables at home. On some occasions your child will have a piece of written homework on other occasions he/she may have a problem to solve or an activity which is intended to extend his/her thinking skills. In Key Stage 2 an important homework activity is to watch children's news programmes each evening and we encourage our pupils to develop outside interests.

Please ask your child each evening about homework and ensure that any written activity is returned to school regularly.

## **TRUE PARTNERSHIP**

In the spirit of true partnership and a genuine desire for your child to be happy and achieve well whilst at St Joseph's we ask that you complete and return the HOME/ SCHOOL AGREEMENT, which accompanies this prospectus. The agreement clearly sets out the schools promises and responsibilities towards your child and our expectations of you as parents. We hope that this agreement will enable us to strengthen our partnership and always ensure that we are working together towards agreed goals with shared values.

At least once each year we will ask your opinions about how we are doing and seek suggestions for improvements.