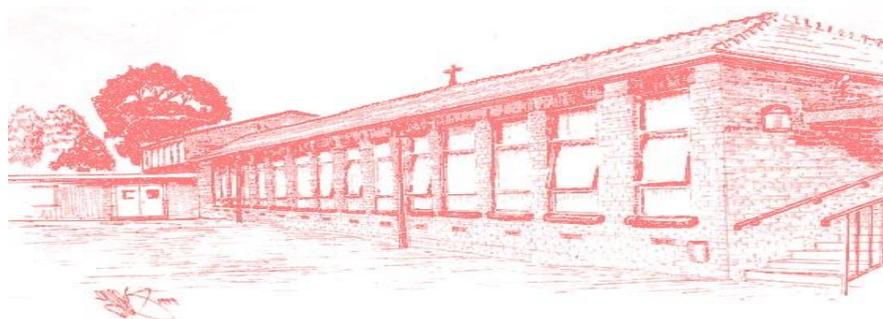


St Joseph's Catholic Primary School Prospectus 2021/2022



**Green Lane
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Dear Parents

On behalf of the staff and myself, may I extend a very warm welcome to you and your child for what will, hopefully, be seven happy and successful years of school-life.

The Primary school years are a special time of growth and development when our children will be gain new experiences, learn new skills and acquire knowledge, which will be their foundation for life.

We trust that you will find St Joseph's School a place for children to grow and learn happily, develop their gifts and discover their own uniqueness in a warm and friendly environment.

As parents, you are the first educators of your children. Staff at St. Joseph's recognise the value of the work, which you have already done with your children at home and are committed to the partnership between home, school and parish.

We will work in partnership with you and this booklet is designed to explain how our school is organised, what we are trying to achieve and the areas of school life in which you are welcome to be involved.

Close co-operation between home and school is essential to promote the social and educational development of your child.

Our aims are high and require constant effort by all who take part in educating the young. We know God is good and he is with us.

Please do not hesitate to approach me or the staff with any queries or concerns you may have. We are pleased to help.

Please let us know if the information has been useful and we would welcome your thoughts on any changes that you may consider necessary in the future.

Thank you and welcome.

Mrs. Helen McLaughlin
Executive Head Teacher.

Our Vision



St Joseph's seeks to be a community in which we build the kingdom. It is a welcoming, caring place where Christ is central to everything we do. Every member of the community is valued and encouraged to reach their full potential. St Joseph's is rooted in Gospel values, which foster tolerance, respect and self-esteem.

Our Mission

Our Mission is to live in the way Jesus wanted. He told us to "Love One Another as I have loved you"

We aim to fulfill our Mission by:

- Living as a good news community, valuing all members equally.
- With Jesus as a role model, developing in everyone a sense of self-respect, belonging and respect for others.
- Striving to enable all children to reach their full potential through a broad, balanced and inclusive curriculum.
- Working together to achieve excellence in everything we do.
- Developing strong home/school and parish links.
- Ensuring the success of everyone involved in the school community, nurturing their individual talents and supporting their individual needs.
- Having high expectations of everyone.
- Nurturing the faith journey of everyone through meaningful prayer and liturgy.
- Ensuring a calm and positive atmosphere in all areas of the school.



St Joseph's have a very active Mini Vinnies Group. The Mini Vinnies are quite literally mini St. Vincent de Paul's. Mini Vinnies are 7 to 11 year-olds based in schools and parishes across England and Wales, and in several other countries across the world. They come together to form a part of the St. Vincent de Paul Society England which is a voluntary organisation dedicated to tackling poverty in all its forms. Mini Vinnies meet to pray, discuss and support however they can to help make a difference in their communities.

Throughout the year these children organise & lead on projects related to charitable works within our parish & wider community. This helps to build a deep awareness of our living faith & how we as individuals have a wider responsibility for others less fortunate.

The Mini Vinnies are also available at playtimes via Mini Vinnie 'buddy stops' to support their fellow pupils who need a friend.

There is also a weekly Mini Vinnie kindness award presented by the group to children who have demonstrated Catholic Values around school.

We support lots of charities throughout the year and staff, children and their families are always extremely generous in their support of others. Money is raised through fund raising events and charitable donations from the school community. In recent years we have made donations to: CAFOD; Mission Together; Good Shepherd Appeal Fund and Help a Hallam Child Appeal, The Shylo Homeless Project, Rotherham Foodbank, Rotherham Christmas Toy Appeal & The Mayor's Charities.

Safeguarding

St Joseph's school has a duty to refer to Social Care and/or the Police, any actual or suspected concerns of child abuse. The school has two members of staff designated with the responsibility for Child Protection liaison. There is a policy which outlines the steps which must be taken should abuse be suspected or alleged. The policy follows procedures approved by the Rotherham Area Child Protection Committee, of which the Department of Education Services is a member. A copy of the procedures is held at the school.

All adults who work in school are subject to enhanced DBS checks.

Positive Handling using Team Teach methods

St Joseph's is committed to ensuring that all staff and adults with responsibility for children's safety and welfare, will deal professionally with all accidents involving aggressive or reckless behaviour and only use positive handling as a last resort (after using deescalating techniques) in line with DFE advice. If used at all, it will be in the context of a respectful, supporting relationship with the pupil. We will always aim to ensure minimum risk to pupils and staff.

Car Park

The car park is strictly for **STAFF ONLY** who are covered by LA Insurance. Parents are not permitted to park in the car park at any time without the permission from the Head Teacher. If parking on Green Lane, please do not obstruct the pedestrian entrance or the school crossing.

School Building Fund

St Joseph's Primary School is a Roman Catholic, Voluntary Aided School for pupils aged four to eleven years. It was opened in 1936 and is situated behind St Joseph's church in Rawmarsh.

All Catholic schools in the Diocese have a building fund to assist one another to pay for all projects over £10,000. The Governors ask you to contribute £25 per family for the whole year, payable termly if you wish, or 70p per week. Details are in the school welcome pack or at reception.

Starting School for the first time

Admissions

The Governing Body is the admissions authority, and a committee of the Governing Body makes all decisions about admissions. The admissions process is in run in conjunction with the Local Authority on behalf of the Governing Body. Whilst St. Joseph's is a Catholic school, the school openly welcomes all children from the community. As an inclusive school, it recognises and respects people from all walks of life and faiths.

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding. In the term prior to their entry, pupils will be invited into school for visits. This will help them become familiar with the surroundings and routines of school. During this period, there will be a meeting for dads, mums and carers to discuss our partnership with you and talk about any worries you might have. Where possible we also like to arrange a home visit. A happy start is imperative for a successful school career. Pupils will be admitted to St Joseph's Catholic Primary School in the September of the year in which they are five.

The Early Years Curriculum is grounded in active learning, through practical activities, purposeful play and talk, to allow pupils to develop an understanding of the world and the basic concepts they will need for their later learning. The Foundation Stage curriculum develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading and writing, math's, knowledge and understanding of the world; and their physical and creative development.

Joining the school later on

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start.

The people who govern our school

Who are the members of the Governing Body?

Every school has a Governing Body. The Governing body takes a keen interest in all aspects of school life, being responsible for the ethos and general oversight of the conduct and curriculum of the school. In our school, all Foundation Governors are appointed by the trustees of the Diocese. We hope that you feel free to approach the Governing Body on an informal or formal basis in any matters concerning the well-being of your child.

A school's Governing Body consists of:

- People appointed by the Bishop from the parish community (foundation governors)
- Parents of children who attend the school (parent governors)
- Staff of the school (teacher and support staff governors)
- People appointed by the local council (LA governors)

Governors have an important job to do.

- Holding the school leaders to account
- Deciding what is taught
- Setting standards of high behaviour
- Interviewing and selecting staff
- Monitoring how the school budget is spent
- Ensuring that the school is well managed in line with Government legislation and DFE guidelines

Governing Body

Chair of Governors Mrs. Catherine Ratcliffe

Vice Chair Mrs. S Smith

Executive Head Teacher Mrs. Helen McLaughlin

Staff Governor Mrs. S. Briggs

Foundation Governors

Catherine Ratcliffe Mrs. J. Aitken

Mrs. S. Lord Mrs. A. Cadman

Miss. S. Smith Mrs D Senior

Mr M Gazur

Parent Governors

Mrs. Rebecca Hopley

Mr D Hoyle

L.A. Governor To be advised

Senior Leadership Team

Executive Head Teacher	Mrs. Helen McLaughlin
Assistant Head Teacher	Mrs. S. Briggs
Senior Teacher	Mr. A. Searson
Safeguarding Officer Lead	Mrs. S Briggs
SENCO	Mrs. S. Briggs

Teachers

Miss. S. Cooper
Mrs. R. Beckett
Mrs R Searson
Mrs L Butler
Mrs. R. Wardman
Miss. H. Casey
Mrs. A. Smith
Miss. D. Cutler

**Pastoral Manager
& Safeguarding Deputy** Mrs. A. Glossop

Finance Manager Mrs. L. Hallam

Chaplain Mrs. A. Reynolds

Teaching Assistants

Mrs. T. Holden	Mrs. J. Chadfield
Mrs. S. Boden	Mrs. S. Mapplebeck
Mrs. M. Hague	Mrs. J. Edwards
Miss L. Owen	

Apprentices

To be confirmed

Kitchen Staff

Mrs. S. Shaw (Cook)
Mrs. J. Willyeo (GKA)

Caretaker

Mr. D. Seddons

Specialist Teacher

Mrs. H Bacon

Educational Psychologist

Lynne Kaye

Local Education Authority

Rotherham Education Department
Riverside House,
Main Street,
Rotherham.

Tel: 01709 382121
Fax: 01709 372056

Lunchtime Assistants

Miss. S. Ashley
Mrs. C. Stokes
Miss. M. Johnson

Cleaners

Miss. M. Johnson
Mrs. A. Steer

School Nurse

Leslie Greenwood - 01709 423333

Teaching and Learning

Our school is an inclusive school. This means that equality of opportunity must be a reality for our children, whilst acknowledging diversity of the individual. We make this a reality through the attention we pay to different groups of children within our school:

- Girls and boys
- Ethnic minority and faith groups
- Children who need support to learn English as an additional language.
- Children with additional needs.
- Children with disabilities
- Gifted and talented children
- Any children who are at risk of disaffection and exclusion.

At St Joseph's, teaching and learning and the achievements, attitudes and well-being of every child are fundamental. We follow the necessary regulations to ensure that we take the experiences and needs of all our children into account when planning for learning.

The children are placed in classes by age, and there is a spread of ability in each class. Each child is under the care of the class teacher who will be responsible for teaching all areas of the curriculum and accountable for the progress of all children in their class. There is one class per year group, however this may change depending on pupil numbers and some classes may be merged.

Read Write Inc

Learning to read and write is supported using the Read Write Inc phonics programme. The programme is used throughout KS1 from the start of FS2 to Year 2. The session last for approximately 55 minutes. Children are assessed regularly and the groups are changed to reflect need and ability.

Pupils are taught to:

- Decode letter-sounds correspondence using their phonic knowledge and skills.
- Read 'tricky'/high frequency words on sight.
- Build up a vocabulary of words that they are able to read and spell.
- Understand what they have read.
- Read aloud with fluency and expression.

Outdoor learning and Forest School

Here at St Joseph's we aim to develop the whole child beyond just the academic ability and part of the way we encourage holistic growth is through our outdoor learning sessions. We are very lucky to



have an area of the school grounds which has been dedicated to outdoor learning. As well as a naturally covered nature trail, the site also has mature trees, a permanent seating circle and areas of grass with a wide range of fauna and flora. It provides a secure and enriching environment where children are happy to take risks, make choices and initiate their own learning.

Along with adult helpers, our teachers facilitate organic learning through real experiences. Our sessions are planned around and guided by the 6 principles of Forest School set out by the forest school Association. The children grow holistically in body, mind and soul, whilst understanding the world around them by exploration and discovery.

The following 6 Principles are taken from The Archimedes Forest Schools ENERGY model[®]

- **Everyone** - The sessions are accessible for everyone, regardless of ability or age.
- **Neuroscience** - base our sessions on the research and understanding of the Triune Brain – Reptilian, Limbic and Cortex.
- **Emotional Wealth** - is a master skill and without it we as humans will find it very difficult, if not impossible, to be content, happy or successful in life.

- **Relationships** - Outdoor learning helps us address healthy relationships in many ways. It opens opportunities for developing an understanding of investment in relationships, cultural understanding and social norms which are so often lost in our modern digital age.
- **Generation of ideas** - The sessions generate excitement, curiosity, passion and thought processes which can be sometimes absent in the traditional classroom. Without the ability to think outside the box, children will become rigid and stuck in their learning and future choices.
- **Yearly** - Outdoor learning and the child's holistic development is a long-term process and built in to the academic year. Programs cross the seasons and the weather (except dangerous weather conditions) does not hinder the session delivery.

More information can be found at; www.forestschoolassociation.org/

During an outdoor learning session children take part in any number of activities. Because the learning is child-directed, the scope of the activities that can take place is enormous. Typical activities include sensory walks, shelter building, mini beast hunts, woodwork, nature art, puddle and mud jumping etc. The possibilities are endless. More than that though, 80 - 90% of the national curriculum can be taught in an outdoor classroom!

We strongly believe that children benefit from the simple act of being outdoors. Research has shown that it improves mental and spiritual health, communication skills and social relationships, among other things. We find children to be more calm, centered and ready to learn indoors after just a 30-minute session in our outdoor space!

Arrangements for Pupils with Special Needs

Many children, at some time in their school life have Special Educational needs of some kind. Most children's needs will be met in the ordinary classroom structure, since teachers take into account children's abilities when they plan their lessons.

The school has a Governor who has responsibility for Special Educational Needs, and there is a Special Needs Co-coordinator in school (SENCO - Mrs. S. Briggs)

Resources are allocated according to individual needs in the light of the current budgetary position and the Developing Excellence Plan. The school works closely with all parents. Parents of children with SEN will be welcomed into the school to discuss progress and possible concerns and will be invited to attend review meetings.

Some children may need additional help and statutory assessment will have to be carried out based on specialist advice. This may result in a statement of Special Education being drawn up for a particular child. This EHCP will describe all the child's needs and the provision required to meet those needs.

Please refer to the Local Offer page on the Rotherham website for further information.

Religious Education

All Religious Education, rites and ceremonies are centered around those of the Roman Catholic Church. R.E. is central to everything we do at St. Joseph's. As a Catholic School, we are required to devote 10% of our teaching time to R.E. and it is taught with the same rigor as English and Maths. Each day, time is devoted to the teaching of our faith and assemblies are held regularly during the week. Mass in church or the school hall during each term or for special holy days. The school uses the Catholic RE programme "Come and See."

Prayer is also an important part of our school life and each day begins in prayer. The children will take part in Sacramental Preparation through the Parish and there is an expectation that before receiving Sacraments, families regularly attend church. This usually happens when your child reaches year 3 or year 4.

Sport

The school is well equipped with both PE equipment and playing fields. The children have timetabled slots of physical exercise each week and a range of sports are undertaken. These include: football, mat ball, cricket, athletics, rounders, softball, dance, swimming, and gymnastics.

All children are expected to take part unless a note is received from the parent and PE kit should be worn.

We employ a range of sports coaches to further develop the skills of staff and to lead playtime activities along with P.E. sessions.

Working with Parents

Parents are welcome to visit school at any time. If you have any issues, then first of all speak to the class teacher and go back to them if it's not resolved. If you feel that something is not sorted out after this, then please make an appointment to see the Head Teacher. A parent wishing to discuss a matter at any length with a member of staff or the Head Teacher, please make an appointment rather than trying to speak to them before school, as this is a busy time and takes them away from their class duties. Please ensure to show respect towards the staff, who are willing to help resolve any issues you may have. Alternatively Pastoral support Mrs Glossop is always available to discuss concerns and is easily contacted either at the start of the school day or through class dojo.

Parent Voice

Some of our parents give up their spare time to put together a successful group. Their aim is to further the existing sense of community spirit at St. Joseph's and the wider community. They have organised various events to raise money for our school. The members of the group meet on a regular basis to discuss their projects and are involved in reviewing some policies such as our behaviour and reward system etc. You are more than welcome to participate if you feel this is something that you're interested in. The dates of the meeting are included on the school newsletter which goes out every week.

Parent-School Communication:

The school newsletter is published every week on the school website, class Dojo and a hard copy is sent home with your child. The class teachers also produces knowledge organisers each half term, which gives information about what is to be taught that half term. There are also, from time to time, information letters sent home about specific events. Please make a point of

asking your child if such letters have been given out, and read them as they may contain important information. If a letter has a reply slip then please respond ASAP, but retain the body of the letter for information. Another form of communication is through our class dojo App. This is where you'll receive an instant message directly from your child's Teacher and you're able to message them too. It's proven to be quite a useful form of communication. You will be given a password for this during the first weeks of term.

Consultation Evenings

In the Autumn and Spring terms, days or evenings are set aside for parents. Individual appointments are made so that parents can discuss their child's progress privately. We feel that the interest shown by parents plays a vital role in motivating their children to achieve their full potential. Only 10 minutes are allocated per child, so if you require a longer appointment please see the teacher.

Reporting to Parents:

In the Summer Term, parents receive a written report about the progress of their children. Parents are welcome to discuss their child's progress at any time of the year. Many parents have a friendly chat with their child's teacher at the start and end of the school day. If however, a more formal discussion is needed the Head Teacher should be contacted, who will be happy to make the necessary arrangements

Educational Visits

Education is not confined to the classroom and the school places great value on firsthand experience taking place in school time. These are arranged by class teachers as they place stimulus for work in class. They include simple experience in the classroom, visitors to school and visits to places of interest. The visits are non-profit making but the school will request a voluntary contribution to offset the cost of these activities. Without such contributions, visits cannot take place and may have to be cancelled at short notice. The Governors have adopted the LA policy for the remission of charges if overnight stays are organised.

Equal Opportunities

St. Joseph's School operates an equal opportunities policy to ensure quality of access for all to the curriculum

Code Of Conduct

No community can work properly without generally recognised and agreed rules and procedures. We expect the same respectful behavior from parents as our pupils. The code of conduct outlines this. There is a copy on the website and one in your pack, please refer to this.

Rewards

Children are frequently praised for good behaviour in school. This can include written comments on their work, winning team points, certificates, Dojo points and stickers and public praise in the Golden Book and school assemblies. Each week a winner is picked to take home the St Joseph cup this is for outstanding work or showing exemplary behavior in school.

Sanctions

Children will receive sanctions as and when the need arises. These include behaviour reminders, missing playtimes or lunchtimes, spending time away from class, intervention by the Assistant Head Teacher or Head Teacher. In extreme cases, the Head Teacher and Governors may need to exclude a child. Children who consistently break the rules will be placed on an A.B.C. (Acceptable Behaviour Contract) and parents will be invited to attend our Behaviour Panel. This is a formal meeting with governors to discuss strategies to improve behaviour.

Problems

Even in the best communities, misunderstandings arise, mistakes are made, and things go wrong. Please make us aware of anything, so we can deal with it in a timely fashion. An acceptable code of conduct is made clear to all children and adults. Where the standard of pupil's behaviour is consistently unacceptable, parents are required to come and discuss the matter with the Executive or Assistant Head Teacher.

Where serious misconduct continues, the child will be excluded from school in accordance with exclusion procedures.

If there is a problem with the conduct of a parent, then this will be referred to the Governors and it may result it being asked not come onto the premises for a period of time.

School Dress

The wearing of school uniform is essential. All items are readily available in most local supermarkets. We do not insist on items with the school logo, but you can obtain these from Pinders in Rotherham.

<p>Girls Red sweatshirts/cardigan with or without logo White or red polo shirt Grey/black skirt or polo dress Grey or black trousers in winter Black Shoes</p> <p>Boys Red sweatshirt/cardigan with or without logo White or red polo shirt Grey Trousers Black shoes</p>	<p>Summer Red gingham dress Grey skirt White or red polo shirt Grey or black /shorts White or red polo shirts.</p> <p>Black shoes</p>
<p>PE Navy or black shorts White T shirt with or without logo Black pumps, trainers or suitable footwear All children need a PE bag, clearly labelled, in which to keep PE kit and shoes.</p>	

Jewellery

No jewellery is permitted for school apart from small stud earrings, which would need to be removed prior to PE lessons. Plasters cannot be used to cover these during these sessions.

Care of Clothing

Many children have identical clothing, so it is essential that all children have their name marked on it.

Expensive Items

We ask parents not to allow children to bring expensive items to school. Teaching time is wasted if articles are lost and there is always danger that they may get broken.

School Meals

Children in FS2, Year 1 and Year 2 are entitled to a free school meal under the Universal Free school meals scheme. A meal is provided at lunchtime for all children with a choice of menu. Children are encouraged to try everything, but no child is forced to eat anything. Children are required to use a knife and fork.

Midday Supervisors with the support of some staff have the care of children from 12.00pm to 1.00pm and during this time have the equivalent authority for safety and discipline as teachers.

The school operates a band system where the children choose their meal in the mornings.

Free School Meals

Your child maybe entitled to receive free school meals, this is different to the universal free school meal scheme, which your child receives in FS2, Year 1 and Year 2. If you are eligible this means that when your child moves out of Keys Stage 1, they will still receive free school meals.

Eligibility: Do you qualify

Free school meals re provided for school children if either themselves or their parent or guarding have been granted;

- Income support
- Income based job seekers allowance

- Income related employment and support allowance
- Pension credits (guaranteed credits)
- Child tax credit and a gross annual income that does not exceed £16,190. Please note that you will not qualify for free school meals if you receive working tax credit
- Asylum seeker status

You can either apply by completing a form available at school reception or by contacting the council on www.rotherham.gov.uk/freeschoolmeals or by contacting Council Tax Benefits Section at Riverside House, Main Street, Rotherham O1709 336065

Dinner Money

School are working towards being cashless, therefore all dinner money is paid using 'Parent Pay' details of which will be given to you by the admin staff when you start.

Pastoral Care

Each and every child is the concern of every teacher and adult who works in school. The children's welfare is paramount and any problem that a child experiences is notified by the teacher to the Head Teacher or Assistant Head Teacher, who will then take the necessary action. If a dad, mum or carer has any concerns about their child, for any reason, they should let the school know so that the problem can be sorted out. If your child becomes ill or school or has an accident, you will be informed either via text or phone call.

School Health Service

The school health service offers a service in and through the school to help with the health and well being of your child. The nurse from the school health service visits the school regularly.

- Sight will be checked during a child's first year in school.
- Hearing tests are no longer carried out by the school nursing service. GPs now deal with any hearing concerns.

- The school health service can arrange referrals to other clinics or help from other professionals if necessary.
- The service does liaise with your general practitioner so that he/she is kept informed.

Medicines

Medicines will only be administered if prescribed by a G.P. It is usually possible to time the administering of medicines so that the child can be given one dose before they come to school and one when they return home. If this is not possible then the medication needs to be signed in by school at the school office. This is for safeguarding reasons and accountability. Children who need inhalers must be taught how to use them. A written set of instructions explaining dosage and what to do in an emergency (signed by the parent) must be sent to school for reference. It is your responsibility to ensure that the inhaler is in date, most parents keep one at home and one at school. The inhalers should not be kept in school bags but handed into the admin staff or class teacher. A log of this is kept in each class and completed when the inhaler is administered.

Snacks

Children are not allowed to bring sweets, pop or toys to school. Key stage 1 children are all given a piece of fruit each day

There is tuck shop each breaks, where children are allowed to purchase a two biscuits for (10p), please do not send them with more than this.

All children are encouraged to drink plenty of water. Please provide them with a water bottle, labeled with their name and ensure it is kept clean.

Timing of the School Day

School begins at 8.50am (children should not be left unaccompanied on the playground prior to this time)

Early Break (years 1,2 and 3) - break at 10:15 to 10:30

Late Break (years 4,5,and 6) - break 10:30 to 10:45

Key stage 1 lunch (FS2, Year 1 and 2): 12.00pm-1.00pm

Key stage 2 lunch: 12.15pm-1pm

School day ends: 3:15pm (FS2 3:00pm)

Registration occupies 5 minutes at the beginning of each session.

During a normal school week, the total teaching time is: -
22.50 hours for FS2 and Key Stage 1 and 24 hours for Key Stage 2.
This excludes assembly, registration, and break times.

Absence

Parents must contact school to explain a child's absence each day they will not be attending; a message can be left on the schools' messaging service. As a parent you have a legal responsibility to ensure your child is on time and attends school every day. The national and local attendance target is 96%. School will publish details of all absences. Any unexplained absences are classed as **unauthorised**. However, if your child is ill then as a parent your parental judgment is needed as to whether they are fit enough to be in school.

If your child has appointment during school time, then a copy of the letter or appointment card or text message should be given to the admin staff prior to the appointment.

Children needing to leave school for an acceptable reason, for example, clinic visit etc. must be collected by a parent or authorized adult, who should report to the school office. In the interest of safety, children cannot be sent out of school or wait by the school gates.

Holidays during term time **will not be authorised**. Parents of children whose attendance drops below 90% will initially be advised by letter, if this does not improve then they may be invited to attend an Attendance Panel Meeting, this also includes unacceptable lateness. If there is no improvement following the meeting then a referral may be made to Early Help, who will offer support in getting your child to school.