

# St Joseph's RC Primary School

## School Brochure



At St Joseph's we inspire everyone to be the person God intended them to be by acting justly, loving tenderly and walking humbly with God.

**LIVE FULLY ACT JUSTLY**

St Joseph's RC Primary school serves the parish of The Durham Martyrs,  
St Joseph, Gilesgate in the Diocese of Hexham and Newcastle

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## The Governing Body

The Governors are a vital part of our School Community. We have recently become a federation of St. Joseph's School and St. Thomas More Belmont, two schools with one governing body.

Their role is to help us to provide the best possible education for our children by:-

- Thinking and working strategically to help raise standards
- Monitoring and evaluating the schools priorities and targets
- Supporting the Headteacher and staff while also acting as a critical friend.

The whole Governing Body meets at least once a term and there are several committees which look at particular aspects of school management in detail.

Governors are chosen from various groups who have an interest in the school

- Foundation Governors chosen by the R.C. Diocese of Hexham and Newcastle who are members of our local community.
- A parent Governor elected by all parents
- Staff Governors elected by the teaching and support staff in the school
- A local authority Governor chosen by Durham County Council

Our current Governors are:

Foundation Governors:	
Fr C Hayden	
Mr D Edwards (Chair)	Mr L Addyson-Smythe (Vice –Chair)
Dr P Crilley (Vice-Chair)	Mrs M Baillie
Mrs A Close	Mrs H Haywood
Mrs P Conway	Mrs S Wallmsley
Local Education Authority Governor	Mrs M P Taylor
Parent Governor	Mrs J Shaw St. Joseph's
Parent Governor	Mr J Wheeler St. Thomas More
Staff Governor	Mrs D Steele
Staff Governor	Mr P Norman
	Mrs S Clarke
<b>Meetings are also attended by:</b>	
Executive Headteacher	Mrs A Boyle
Clerk to the Governing Body	Mrs M Denton

If you wish to contact our Governors, please write to:  
Mr D Edwards, c/o St Joseph's RC Primary School.

<b>Teaching Staff</b>	
Executive Headteacher	Mrs A Boyle
Head of school	Mrs S Clarke
Reception	Miss S Daley
Year 1	Miss K Haggart
Year 2	Miss J Miller
Year 3 and Year 4	Mrs R Hockey and Mrs J Lee
Year 5	Miss S Clothier
Year 6	Mrs R Belton

<b>Non -Teaching Staff</b>	
HLTA	Mrs R Murdoch
HLTA-Inclusion Manager	Mrs E Turnbull
Teaching Assistant	Mrs J Meikle
Teaching Assistant	Miss L Bosomworth
Teaching Assistant	Mrs A Steele
Teaching Assistant	Mrs B Vadillo Milan
Teaching Assistant	Ms M Reay
Teaching Assistant	Miss R Arnott
Caretaker	Mr A Charlton
Cleaner	Mrs N Gregory
Secretary/Bursar	Mrs D Steele
Reception/Clerical Assistant	Mrs A Henderson
Cook	Mrs A Brennan
Kitchen Assistant	Mrs D Jackson
Supervisory Assistants	Miss R Arnott Ms N Bojek Mrs H Farey Mrs P Archer Mrs B Smith
Breakfast Club Assistants	Mrs N Gregory Mrs P McGrath
Tea-time Club Assistants	Miss R Arnott Ms N Bojek

## **ADMISSION POLICY 2016-17**

This Admissions Policy has been formally adopted by the Governing Body of St Joseph's RC Primary School, Gilesgate. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Planned Admission Number (PAN) is 22.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **How and When to apply**

Applications must be made on the Local Authority Common Application Form. All forms must be returned by the closing date set by the Local Authority.

### **Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

### **Oversubscription Criteria**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to children who will have older siblings attending the school in September 2016)*

1. Looked after Catholic children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Looked after children in the care of a local authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
5. Children, who are baptised or dedicated members of other Christian Churches.
6. Children of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Children in the care of a Local Authority**

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A special guardianship order is an order appointing one or more individuals to be a child's special guardian or guardians' (Section 14A Children Act 1989).

### **3. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point\* of the child's house, or in the case of a flat from the centre point\* of the building, to the nearest school site entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN), which are national recognised datasets. The LA will not include any other routes. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\* of the child's house to the closest point on the nearest route on the ITN/UPN.

\* In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

**Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

**Home Address**

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

**Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the last day of the Autumn term.

**Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 16 April 2016.



## **School Buildings and Grounds**

St Joseph's enjoys a pleasant location and its buildings are bright, airy and maintained to a high standard. The school has seven classrooms one of which is a well stocked library and computer suite, a large hall, and a small cosy/quiet room used for small groups. In addition there is a large school kitchen, where meals are cooked and served from each day and an administration area.

The school grounds provide ample space for the children to play in and are also a valuable resource for areas of the curriculum. There is a playground, a separate play area for the youngest children and a large playing field used by all the children.

## **The School Day**

- School morning begins at 8.55 a.m. and ends at noon.
- There is a mid morning break at 10.45 - 11.00 a.m.
- Afternoon school begins at 1.00 p.m.
- Afternoon break is at 2.10 pm-2.20 pm
- School closes at 3.20 p.m.

The total number of hours spent on teaching, excluding collective worship and registration is 23.5 per week at both KS1 and KS2.

Children should not arrive at school before 8.40 a.m. unless they are attending the breakfast club, as supervision does not begin until this time. It is important that children arrive at school on time, if they do arrive late, they must use the main entrance as all other doors will be locked. They will then fill in the late book and receive a slip to take home.

## **Lunchtimes**

We believe that lunchtime is an essential part of our school day, not only providing healthy and nutritious food, but also encouraging social behaviour and supporting a healthy lifestyle. Taylor Shaw Catering provides a well balanced and varied choice of meals which are cooked on the premises. Menus follow the National Nutritional Standards for School Lunches.

We operate a band system where the menus are sent home in advance so that parents and children can choose the food they would like each day. This means that:-

- Parents can monitor what their children are eating
- Every child receives their first choice of meal every day
- We can help to eliminate waste and keep the costs of meals low.

From September 2014, all pupils in Reception class and Key Stage 1 are entitled to a free school meal.

Those children who choose not to take a school meal can bring a packed lunch however we are unable to provide refrigerated storage. We also request that packed lunches meet similar nutritional standards to school meals i.e. they do not contain confectionary or sweetened drinks.

## **Transport**

A bus is provided by Durham County Council for eligible children from Bowburn, Shincliffe, Sherburn and Sherburn Hill, who wish to attend St Joseph's. There is also a taxi from West Rainton. From September 2012 children from these villages will not be guaranteed a seat but may apply and be awarded a concessionary seat at a cost of about £1.50p per day payable termly. The bus leaves Bowburn at 8.15 a.m. and returns at 3.50 p.m. The Transport Section of the Education Department at County Hall should be consulted as they will be able to give individual advice on transport and in what form it will be provided.

The school is working towards sustainable travel and we encourage as many children as possible to walk for at least part of their journey to school.

If parents bring or collect children by car please take extra care when manoeuvring. Please remember that it is illegal to park on the yellow zig zag lines. You are welcome to use the church car park.

*At St. Joseph's we inspire everyone to be the person God intended them to be by acting justly, loving tenderly and walking humbly with God.*

Micah 6:8

Within this broad aim we endeavour to:-

- 1 Uphold a Catholic ethos that permeates and inspires the whole life and work of the school, where all pupils are enabled to go forward with confidence socially, spiritually and academically whilst living out our school mission statement.
- 2 Educate the whole child in a way that is challenging stimulating and enjoyable and be concerned for all areas of the child's development, intellectual, spiritual, moral, emotional, social and physical.
- 3 Continue to foster and develop the close links already established with parents, parish and community.
- 4 Give the children rich and enjoyable experiences of worship expressed in pupil achievements, school liturgies and seasonal celebrations. Teach our children to pray with all of their being, mind, body, heart, spirit and senses, and in so doing discover themselves and enter into the beginning of a deep and personal relationship with God.
- 5 Respect each individual. Develop moral values in relation to Catholic social teaching, a sense of justice and peace, and to respect the worth and dignity of each individual.
- 6 Wholeheartedly embrace our school motto 'LIVE FULLY ACT JUSTLY' enabling the whole school community to live life to the full with a strong expectation of responsibility not only for ourselves but for others whilst striving to be the best person we can be.

### **Curriculum Aims**

The curriculum is everything that is taught in school from the academic subjects to good manners and respect for others.

The aim of the Governors is to ensure that the school provides a broad, balanced and relevant curriculum which caters for the needs of each child. In this way children will gain knowledge of the world about them and develop a desire to learn more about the world.

The National Curriculum and RE together with the distinctive contribution of the schools formal and informal polices all contribute to the whole school curriculum.

The EYFS (Early Years Foundation Stage) curriculum is followed in the Reception class. This has 7 strands:

The prime areas of learning are

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas of learning are

- Literacy
- Maths
- Understanding the world
- Expressive Arts and Design

The National Curriculum will be followed by all pupils in Years 1-6 with very few exceptions. The content of the National Curriculum determined by the DfES is contained in documents copies of which are available in school.

National Curriculum core subjects are:-

- English
- Maths
- Science
- Religious Education

National Curriculum Foundation Subjects are:-

- Art and design
- Computing
- Design and technology
- Geography
- History
- Music
- Physical Education
- Modern Foreign Language at KS2

Each teacher ensures that the fundamental subjects are taught, at the same time emphasising learning through concrete experiences, so that the pupil's understand concepts more clearly. The curriculum is so organised to meet the particular needs of the pupils, and to make the learning environment one of stimulation and effectiveness.

### **Language and Literacy**

We encourage all children to develop the skills of communication both verbal and written. To be able to converse clearly, coherently and confidently with both peers and adults, to achieve an acceptable standard of script and the ability to put ideas into writing, with attention given to spelling and grammar.

We encourage children to read for pleasure, for their own enjoyment and also as a means of gaining information, through the use of dictionaries and reference books.

We use 'Read, Write Inc' and 'Oxford Reading Tree' schemes and offer parents the opportunity to come along to a meeting at the beginning of the Autumn Term where we explain how we teach reading in the Reception class.

Children are encouraged to take their reading books home and parents can help their child's confidence and aid progress by regularly listening to their child read.

### **Mathematics**

Each year group follows the National Curriculum framework. Daily mathematics lessons are timetabled for all year groups.

Each year group within the school works on the following:

1. Number
2. Measurement
3. Geometry
4. Statistics

We also focus upon mental maths strategies in our weekly 'I Can' maths lesson.

### **Science**

From Reception onwards science activities are introduced. Tasks are designed to develop the skills of observing, communicating, recording, classifying, predicting, investigating, estimating and measuring.

Subjects covered in Science include:

- Experimental and Investigative Science – Planning work, obtaining evidence, considering evidence.
- Life Processes and Living Things – Animals, humans and plants – similarities and differences – feeding, breathing, movement and behaviour – environmental aspects.
- Materials and their Properties – Natural and man-made materials – similarities and differences – grouping and classifying – uses – changes which arise from heating, cooling and weathering.
  
- Physical Processes – Electricity and magnetism – Forces and Motion – Light and Sound.

The foundation subjects are taught through a variety of topics. Computing skills are taught and opportunities to practice these skills are integrated throughout the curriculum.

## Physical Education



St Joseph's is well equipped for physical education. There are large flat playing fields a large hard surfaced yard and a 'trim trail' outdoors, while indoors there is a large hall which is equipped with free standing apparatus.

The children are offered a wide variety of activities as part of their Physical Education including dance, gymnastics and games. All pupils take part in at least two hours of P.E. per week. In order that the children get the most out of these activities it is essential that they come to school with the necessary equipment.

Parents are asked to equip their children with:-

Shorts, Tee shirts, Track suit or jogging bottoms (for cold weather), Sandshoes (slip on type for infants). It is recommended that all children keep their P. E. kit in a P. E. bag.

School tee shirts in House colours for Key stage 1, navy blue for key stage 2 and blue shorts can be ordered from the office.

All items should be clearly marked with the child's full name.

Swimming is offered up to level 8 of the LA awards scheme. Children will need a swimming costume, a towel, a swimming cap (for all children) and a waterproof bag for wet equipment.

In addition to regular P. E. lessons children have the opportunities to take part in various other sporting events organised by the Durham City School Sports Partnership.

## Arts

Art and Music are taught throughout the school in accordance with the National Curriculum. All children have opportunities to make music in school during collective worship, church services and in school plays and concerts. Dance and drama is encouraged in assemblies, school plays and concerts and there are theatre visits. There are opportunities for whole class instrumental tuition and small group instrumental tuition.

## Religious Education

St Joseph's is a Voluntary Aided Catholic School and is part of the parish of The Durham Martyrs, St Joseph's Gilesgate.

It is a place where Christian values and standards are upheld "it is therefore a community not only where faith is taught and learned but where it can be celebrated through well planned liturgies and lived in daily practice".

(Cardinal Basil Hume "The Future for Catholic Schools")

Religious Education cannot be confined to set times in the week.

The school sets out to create an atmosphere in which religion is provided not only as a means of knowing and believing, but also as a matter of living and doing. The National Religious Education Programme approved by the Bishops of England and Wales 'Come and See' is in use throughout the school.

The parish and school offer the opportunity for children to take part in the Sacraments of Reconciliation and Holy Communion. Parents are expected to join in the preparations and will be invited to join the programme when their child is in Year 4.

### ***Conscience Clause***

The Governors are required to remind parents of their right to withdraw pupils from the corporate act of instruction and worship; however parents are reminded that the school exists to give a Catholic Education to its pupils and therefore they are expected to be in sympathy with its aims and objectives.

### ***Collective worship***

Collective worship takes place daily. Each Key Stage will present a liturgy once each term. This will usually have a religious theme, but may on occasion be a presentation or celebration of the work done by the children in class. Parents are very welcome to join the children and staff on these occasions. Whole school collective worship is on a Monday and each Key stage gather together each week. Parents will also be invited to celebrate collective worship with their child's class.

### ***Mass***

Mass is celebrated in church. The class teacher plans the Mass with the children and as with assemblies they are occasions of real celebration and worship. Parents are of course very welcome. Each Thursday a different class attends the parish mass in church.

### ***Special Needs***

St Joseph's has high ambitions for all our pupils including those with special needs or disabilities and we aim to provide the right environment for them to participate and achieve in every aspect of school life. We also intend to increase accessibility for staff, parents and members of the public with disabilities and ensure that that they have the same opportunities to contribute and participate as those without disabilities.

Children with special needs are those who at a particular stage require extra support of varying kinds and perhaps a more specific structured programme for learning. Special needs may be identified across the whole spectrum of ability and across the curriculum.

At St Joseph's our aim is to give every child the opportunity to learn and succeed in a caring atmosphere and to value all children equally. For those with special needs we aim to provide the extra support they require through early identification and a highly structured supportive programme which builds on each individual's strengths so that they may achieve their potential. We do this by ensuring that all staff are aware of the needs of these children and provide for them in the planning of their class curriculum.

We aim to co-operate and consult with parents as closely as possible in a positive way so that parents feel able to be involved in the learning programme and can add their support and reinforcement of the child's learning.

### **Sex & Relationships Education**

Sex & Relationships Education is taught throughout the school during the Summer Term at an age appropriate level. The children are taught in partnership with the school nursing team and in line with the teachings of the Catholic Church. Staff are trained to answer all children's questions relating to this area of the curriculum as and when they arise. Parents are welcome to view the materials we use.

### **Homework**

St Joseph's recognises the value of homework as a means of consolidating work done in class, of extending children's knowledge and encouraging self learning. The school is also aware that homework provides an opportunity for parents to work on a one to one basis with their children, involving parents in their child's education and emphasising the home/school partnership.

Homework usually consists of reading, learning frequently needed facts such as spellings or multiplication tables or researching information to be used during lessons.

At KS1 this will be vocabulary cards, reading books, spelling and Maths tasks.

At KS2 as well as reading, spelling and tables, reinforcement work in English or Maths or research work for class topics is sometimes set.

It is helpful if children have a suitable bag in which to carry books between home and school. Waterproof reading bags can be purchased from the school office.

### **A Healthy School**

- St Joseph's is committed to being a healthy school.
- All children have access to water at all times.



- A daily portion of milk (free for children under five and those eligible for pupil premium and at a subsidised price for other children) is available by completing a form on the Cool milk website [www.coolmilk.com](http://www.coolmilk.com)
- A daily portion of fruit is available free for children in Key Stage 1.
- Only healthy snacks are allowed at breaktimes i.e. no sweets, chocolate, crisps or sugared drinks.
- All our school meals are healthy and we ask that parents who choose to provide a packed lunch should follow suit. Guidelines are available from the school.
- A breakfast club takes place every morning from 8.00am where children can eat a nutritious breakfast.
- Children are encouraged to incorporate exercise into their daily routines by taking part in walk to school events and accessing after school activities.

## **Behaviour**

We encourage children to have self discipline and expect a high standard of good manners as well as respect for each other and for all adults who work in the school. We hope we can rely on the support and example of parents.

Rules are kept to the minimum compatible with the welfare and care of children and the organisation of the school.

Everyone is expected to be courteous and considerate towards staff, visitors and fellow pupils and to show respect for school property and equipment.

Foodstuffs may only be eaten in the school at appointed times, breaktimes and lunchtimes. No chewing gum is allowed.

We ask your co-operation in not allowing children to wear jewellery in school. This is particularly important in the case of earrings because serious injury is possible in the rough and tumble of P.E. and playtime sessions. If earrings are to be worn they should be of the small stud variety. No other body piercings are allowed. Apart from the risks of injury jewellery can provide an unnecessary distraction in class and may easily be lost. Nail varnish and make up are not permitted and any child found wearing either in school will be asked to remove it with remover or wipes from the office. Extreme hairstyles are also inappropriate for school. Children should not have dyed or bleached hair and boys should not have shaven heads

Children are not allowed to bring valuable personal possessions into school. If they do parents must accept that the school cannot be responsible for anything lost, stolen or damaged.

In order that we may protect and improve the school environment please do not drop litter and care for the plants and trees.

Certain areas of the school are "out of bounds" for safety reasons. Children are not allowed to use the car park as an entrance or exit, or to play at the side of the building between the school and the church.

## **Pastoral care**

‘The exceptionally high quality of care and support ensures that the needs of each pupil are extremely well understood by staff.’

*OFSTED 2013*

The class teacher spends the full year with their class. They are responsible for the intellectual, spiritual and moral development of each child in their care during the school day.

Any worries concerning a child or worries expressed by the child would originally be dealt with by the class teacher. However we are a Christian community working together as a whole and everyone in the school, teaching and non teaching staff, has the welfare of the children in mind.

## **Systems to encourage good behaviour**

Clear guidelines are in place as to which sanctions and punishments are used by staff. These are:-

- Loss of house points
- Missing a playtime
- Having written work to complete at playtime
- Missing extra-curricular activities
- Use of ‘sad faces’
- Use of a behaviour booklet
- Withdrawal of children from school visits because of the threat to the child's safety caused by their lack of co-operation.
- Suspension of a child from school for a limited time.
- Exclusion of the child from school

The school has a house system. Children may be awarded house points for good work, good behaviour/manners, praiseworthy effort or as reward for a job well done. Children may also lose house points as a punishment for bad behaviour and these are deducted from the weekly total. A star is presented each Friday in assembly to the team with the most house points.

The school has achieved anti bullying accreditation for several years now. To reach this standard a lot of work is done in school to develop children’s personal relationships and sense of responsibility towards one another. This work includes older children acting as buddies for children who are new to the school.

Older children also have opportunities to take on responsibility through acting as prefects, monitors, house captains or members of the school council.

## **Complaints**

If parents wish to complain about any aspect of the curriculum they should follow the procedure below.

### **Discuss the matter with the Headteacher.**

If after this you wish to take your complaint further, the Headteacher will give you details about how to do so.

### **Extra Curricular activities**

Breakfast club is open every morning from 8.00am. A healthy nutritious breakfast based around cereal, toast and fruit juice supplemented by frequent additions such as yogurt, fruit, baked beans costs 75p (free for children entitled to free school meals. Children may attend every day or just occasionally.

A wide range of after school clubs are offered across the year changing on a half termly basis. A letter is sent to parents each half term with the latest club information.

Tea-time club is open each evening from 3.30pm-5.30pm. A healthy snack and a wide range of activities are available. The cost is £2.50 per hour or part of an hour.

### **Credit Union**

Children have the opportunity to open and learn to use a savings account with the Durham and District Credit Union who come into school after lunch on Thursdays.

### **Liaison with parents**

#### ***Absences and appointments***

It is essential that children's attendance at school is regular. Children soon fall behind in their work and miss valuable teaching even if they are only absent for the odd day here and there. Children who do not attend regularly also find it more difficult to make and maintain friendships.

If a child is absent parents should telephone the school to inform us of the reason for absence. If we are not informed of the reason for your child's absence you will receive a text asking you to contact school as soon as possible. This ensures that you are aware that your child is not in school and allows us to keep accurate registers. Any absence not so explained by parents is classed as an unauthorised absence which we are required by law to enter onto the child's records.

Please try to make all non urgent appointments for dentists, opticians etc. outside school hours. If this is not possible it is helpful if we are notified in advance. Children must be collected from the reception area.

From September 2013 schools are no longer able to authorise absence in term time other than for sickness or in exceptional circumstances. Absence other than for sickness should be requested in advance by submitting a "Leave of Absence Request" form.

Attendance and punctuality is closely monitored by the government; therefore the Governing Body of the school examines this very closely. All schools are visited regularly by an EWO (Education Welfare Officer) who inspects attendance records. If your child is not attending school regularly, an education welfare officer may visit you. If you do not do everything you can to co-operate with the education welfare officer and the school, Durham County Council may have no choice but to consider legal action. This could result in both parents being issued a fixed penalty notice of up to £100, fined up to £2,500 for each child who is not going to school and/or a possibility of imprisonment for up to three months.

Please try to make all non urgent appointments for dentists, opticians etc. outside school hours. If this is not possible it is helpful if we are notified in advance. Children must be collected from the reception area.

### ***Parents' visits to school***

At the start of each academic year parents are offered the opportunity to meet their child's new teacher. They will be given information on what will be taught throughout the year and an outline of expectations and routines.

There are two parent/pupil/teacher consultation meetings each year in the Autumn and Spring, you will also receive interim reports at these meetings. This is your chance to meet with your child's teacher to discuss progress and the ways in which we can work together to do the best for him/her. Children will also receive a written report in July.

The Head teacher is always ready to meet parents to discuss any problems, an appointment can be made if she is not available. Parents wishing to inspect school documentation: OFSTED report, school policies, etc. should consult the head teacher

Parents come into school and provide valuable help with a variety of jobs. These include helping children with computers, hearing children read, making teaching resources and helping with school visits. Parents who wish to help in this way should talk to the class teacher. St Joseph's is committed to providing the highest standards of protection for our children so all volunteers will be asked to complete a Disclosure and Barring Service check before starting work in school.

The school also has a 'Friends of the School' group whose main objective is to raise funds to supplement Local Authority funding. Friends also organise social events such as fayres, raffles and discos for the children. We hope that all parents will become members of the association and support their activities.

### **School uniform**

The school uniform though not compulsory is worn by all pupils. We would appreciate your support in ensuring that children are always properly dressed.



### **Boys**

- White or yellow polo shirt
- Grey trousers (or shorts in Summer)
- Royal blue sweatshirt
- **Black shoes**

### **Girls**

- White or yellow polo shirt
- Grey skirt or pinafore dress (or trousers in Winter)
- Royal blue cardigan or sweatshirt
- Royal Blue / White checked dress (Summer)
- **Black shoes**

Sweatshirts and polo shirts with a school badge can be ordered from the school office. We also offer a good quality reasonably priced coat. It is the policy of the school to have frequent educational visits for which your child will need a waterproof coat, strong walking shoes and a small backpack.

### **Nearly New Clothing**

We have a small supply of second hand clothing. Clean, outgrown school uniform, P.E. kit and winter coats in good condition are always needed. Parents are welcome to look through our stock.

### **Medical**

All Reception class children and their parents will receive a health questionnaire from the School Nurse. If there is any cause for concern the child will be offered a medical with the School Doctor. Some children may be offered follow up checks throughout their time at St Joseph's. If parents are concerned about any aspect of their child's health they can request a medical at any time. All children will have their height, weight, hearing and vision checked during the Reception year. Height and weight are checked again in Year 6.

In the event of a child being unwell, or involved in an accident, a member of staff will assist the child in the first instance. If the teacher has any doubts, it is the policy of the school to:-

- 1) Ask the parent to come to school and take the pupil home.
- 2) Send for an ambulance and inform the parents or emergency contact.
- 3) Send for the pupil's doctor.

**It is essential that the school has all updated telephone numbers, addresses and emergency contact information.**

Medication including antibiotics should not normally be brought to school. However if your child has to take any medicines (including inhalers, creams, eyedrops, ear drops and tablets as well as liquid medicines) during school hours please bring the medicine in person to the reception area.

When we receive a request to administer medicine we will:

- Ask the school's identified person if they are prepared to administer the medication.
- If they are in agreement they will check that the medicine is prescribed and that the child's name, the medicine name and dosage instructions are printed clearly on the container. Medicines will not be accepted if they are not in a pharmacist's container. If a measuring spoon or other device such as an eye dropper is needed this must also be supplied. If possible parents should explain to the pharmacist that they will be requesting the administration of medication at school and ask that the medicine be supplied in a separate container, containing only the quantity required for school use.
- If the medicine is accepted parents must complete the consent form.
- In the case of special medical needs the school may need to be notified in advance that the medication will be needed so that a care plan can be created and appropriate training provided.
- The medicine will be stored in the staff room medicine cabinet or the staff room fridge during the school day.
- The identified person will ensure that the medication record is completed each time the medicine is administered.

Older children may be able to be responsible for their own medication.

Parents should:

- Notify the school that their child will be taking a prescribed medication.

- For the protection of other children medicines should still be handed to a member of staff for safe storage.

Children who are not well should not be sent to school. They will not be able to cope with class activities and may become distressed.

Children should not attend school if they are suffering from; diarrhoea, vomiting, severe coughing, sore throats, yellowish skin or eyes, sore or sticky eyes, unusual spots or rashes, infected skin patches, severe itching.

The length of time your child stays off school depends upon the cause of their illness, how long the symptoms last and how quickly they recover. In particular children with diarrhoea should be kept at home until 48 hours after the diarrhoea has cleared up.

### **Lost property**

Every effort will be made to recover lost property but the school cannot be held responsible for lost articles. Any loss should be reported immediately to the class teacher, teacher on yard duty or one of the supervisory assistants.

Each term unclaimed items or lost property will be put on display to allow the children a further chance to search for missing articles before they are disposed of.

### **Charges for school activities**



We believe that educational visits and special events in school are an important part of the school curriculum. They increase children's engagement with the topics they study and provide opportunities for personal development and a greater understanding of the world outside the

classroom. We endeavour to keep costs as low as possible but it must be made clear that visits may only be able to take place if the costs are met by parents making voluntary contributions. Pupils will not be treated differently according to whether or not their families have made any contribution.

It must be appreciated that this information is correct at 1<sup>st</sup> September 2015 but it must not be assumed that there will be no changes affecting the relevant arrangements before the start of, or during the school year in question.





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