

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 are part of the 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.
- Parent Governors 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 (Parish Priest)	
Mr D Murray (Chair)	Mr L Addison-Smyth (Vice –Chair)
Mrs L E Donachie	Mr C Savage
Mrs P Conway	Mrs S Walmsley
Local Education Authority Governor	Mr C Tate
Parent Governor	Mr M Blake
	Prof S Clark
Staff Governor	Mrs R Hockey (St Joseph's)
Co-opted	Mrs J Smith (St Joseph's)
	Miss K Haggart (Acting Deputy Headteacher)
Meetings are also attended by:	
Interim Executive Headteacher	Mrs B Reilly-O'Donnell
Clerk to the Governing Body	

If you wish to contact our Governors, please write to:
Mr D Murray, c/o St Thomas More RC Primary School.

Teaching Staff	
Interim Executive Headteacher	Mrs B Reilly-O'Donnell
Acting Deputy Headteacher	Miss K Haggart
Reception	Mrs J Smith
Year 1 /Year 2	Mrs J Donaldson
Year 3/4	Miss L Wilson
Year 4/5	Mrs R Hockey
Year 6	Miss S Clothier

Non -Teaching Staff	
HLTA	Mrs R Murdoch
HLTA-Inclusion Manager	Mrs E Turnbull
Teaching Assistant	Mrs J Meikle
Teaching Assistant	Miss L Bosomworth
Teaching Assistant	Mrs B Vadillo Milan
Teaching Assistant	Ms M Reay
Caretaker	Mr A Charlton
Cleaner	Mrs P McGrath
Secretary/Bursar	Mrs A Henderson
Cook	Mrs A Brennan
Kitchen Assistant	Mrs D Jackson
Supervisory Assistants	Ms N Bojek Mrs P McGrath Mrs P Archer Miss L Hesletine
Breakfast Club Assistants	Mrs P Archer Mrs P McGrath

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, GILESGATE ADMISSION POLICY 2020-21

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its 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 to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the former parish of St Joseph's which is now part of the Parish of The Durham Martyrs, Durham.

Published Admission Number

The governing body has set its published admission number (PAN) at 22 pupils to be admitted to [the reception year] in the school year which begins in September 2021.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2021.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Late Applications

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body that will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into

account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admission team at School Places and Admissions, Children and Young People's Services, County Hall, Durham, County Durham, DH1 5UJ on 03000 265 896 or by email at schooladmissions@durham.gov.uk. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

False evidence

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2021.

1. Looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parish of St Joseph's which is now part of the Parish of The Durham Martyrs, Durham. (see note 3)
3. Other Catholic children. (see note 3)

4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
6. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
7. Any other children.

Tie Breaker

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admission team at School Places and Admissions, Children and Young People's Services, County Hall, Durham, County Durham, DH1 5UJ on 03000 265 896 or by email at schooladmissions@durham.gov.uk . Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

The parent has the right of appeal to an independent appeal panel if refused a place.

Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. '**Catholic**' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the

Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's "**home address**" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

School Buildings and Grounds

St Joseph's enjoys a pleasant location and its buildings are bright, airy and maintained well. The school has seven classrooms one of which is used as group room 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 as well as 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 8.50 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.

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.

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

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 travelling to school 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 policies 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

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 receive 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. Whole school collective worship is on a Friday and each Key stage gather together each week. Parents are warmly 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 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.

Relationships & Sex Education

Relationships & Sex 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.

Children should always be encouraged to read at home. Their reading should be recorded by themselves (depending on their age) or an adult in their Reading Record Book.

At KS1 and KS2 children may be given: a maths task linked to the current topic being studied or consolidation of previous learning; an English task specific to grammar and basic skills; and spellings. They will also be encouraged to complete additional tasks linked to the science topic or foundation subjects being taught as and when is necessary.

Children in Reception Class are required to read to an adult daily or as often as possible. When an adult has heard the child read then this must be recorded in the reading record book. As the children develop throughout the year the amount of short homework tasks will increase. This will include letter formation and a numeracy task.

All children must have a suitable bag in which to transport homework to and from school, separate to their P.E. bag. 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
- A daily portion of fruit is available free for children in Key Stage 1.
- 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, including earrings, in school. 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 should not have shaven heads. Hair accessories should be simple and long hair should be tied back.

Children are not allowed to bring valuable personal possessions into school. 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 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 uses Class Dojo as a communication app. Children may be awarded Dojo points for good work, good behaviour/manners, praiseworthy effort or as reward for a job well done. An award is presented each week to pupils who have made remarkable contributions to school life or have been awarded the most Dojo 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 buddies, 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 £1.50 (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.

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.

The head teacher is unable 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. Poor attendance will be referred to the Attendance Enforcement Team. If attendance does not improve Durham County Council may have no choice but to consider legal action.

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.

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.

- White or yellow polo shirt
- Grey trousers, shorts, skirt or pinafore
- Royal Blue / White checked dress (Summer)
- Royal blue sweatshirt
- Grey/black socks/ white socks or grey tights
- **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.

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.

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. Please label your child's uniform.

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 1st September 2020 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.

**St Joseph's RC Primary School
Mill Lane
Gilesgate
Durham
DH1 2JQ
0191 3865611**