



**St. Joseph's School and
Nursery**

School Handbook 2018



A warm welcome

From our Head Teacher – Mr Crawshaw

Welcome to St Josephs. We are all immensely proud of our school and delighted to have the opportunity to outline some of the wide range of things we do here and some of the opportunities we are able to offer your children. Whether they come for a number of years, months or weeks, they will be made welcome in our school where they will find an experienced and expert staff, a wide range of facilities and a warm and encouraging family atmosphere.

We pride ourselves in being a school of opportunities; children here are involved and encouraged to take part in a wide range of sporting, spiritual, cultural and artistic activities as well as their academic studies - which we take very seriously indeed. St Joseph's is a school with traditional values; those of trust, respect, tolerance, care and hard work, coupled with enjoyment, fun and a high level of positive interaction between all members of our community.

Please will you therefore take the time to read the information in this booklet which has been prepared to guide you through your early days at the school and to provide a point of reference as your child(ren) progress.

I have tried to make this guidance as comprehensive as possible, but if anything is not clear, then please do not hesitate to ask. Equally, if you feel there is something I have missed, please let me know.

With my very best wishes

Mr A Crawshaw
Head teacher



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Our Vision

To enable our children to excel in an ever changing world. To promote a thirst for learning and to walk tall with resilience, confidence and understanding in an increasingly diverse society.

“Self-belief brings Lasting Success”

Our Mission

At St. Joseph's School we provide a positive, family environment, in which children can develop the optimum skills and attitudes required to become effective lifelong learners. As an independent school and nursery we offer an innovative, nurturing approach to education in a stimulating setting. We have high expectations for every child. Through our Christian ethos and traditional values, we encourage everyone to love, respect and understand themselves, others and the diverse world in which we live.

Our Aims

At St Joseph’s School and Nursery we aim to:

- Welcome and accept the value of everyone in our school community and to maintain and develop our family ethos.
- Make learning and teaching enjoyable and creative whilst developing the skills and attitudes to be effective lifelong learners.
- Become emotionally, socially and academically confident, achieving their full potential.
- Instil a sense of pride and ownership in their learning and environment.
- Provide a wide variety of inspiring opportunities to find and nurture each child’s individual talents.
- Provide academic excellence through a broad, balanced and individualised curriculum.
- Provide those children of the Catholic Faith the opportunity to progress through their religious journey whilst promoting respect and understanding towards all other faiths and beliefs

Our Values (Including British Values)

At St Joseph’s we promote and teach a set of values to our pupils that will ensure they develop the skills to be good citizens of the future. These values are interwoven into the curriculum and through effective teaching, in order to develop improved social and emotional skills that will positively affect learning and behaviour.

These values are:

- Cooperation
- Responsibility
- Individuality
- Peace
- Respect (incl. self-respect)
- Love and compassion
- Tolerance and Understanding
- Honesty
- Kindness
- British Values
 - democracy.
 - the rule of law.
 - individual liberty.
 - mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.
- Good manners

Vision
Mission
& Values

These Values should be seen in the context of a whole. They are not in rank order and are all of equal importance

Important Information

Address and Contact Numbers

St Joseph's School
33 Derby Road
Nottingham
NG1 5AW

Phone 0115 9418356
Fax 0115 9529038
E-mail office@st-josephs.nottingham.sch.uk
Website www.st-josephs.nottingham.sch.uk



Head Teacher

Mr Ashley Crawshaw
E-Mail: a.crawshaw@st-josephs.nottingham.sch.uk

Chair of Trustees

Mrs Victoria Henderson
c/o St Joseph's School

The School Office

The school office should be your first point of contact with the school. Our office staff, Mrs Colleen Young, Business Manager, and Mrs Shirley De Vivo, Administration Assistant, can answer most queries. The office is staffed from 8.30 am until 4.00 pm Monday to Friday during term time.

Messages can be left on the school answer-phone at any time.

You should contact the school office if your child is going to be late for school and if your child is unable to attend due to illness.

A Brief History of St. Joseph's School

St. Joseph's School was first established by the Sisters of Mercy in 1934 as a Catholic independent co-educational day school. Over the last 75 years the school has built a reputation for its excellent academic standards as well as its outstanding pastoral care.

In 1990 the Sisters of Mercy relinquished their control of the school and responsibility for the school was passed to a Board of Trustees. The school is now both multi-faith and multi-ethnic which has strengthened our school family.

St. Joseph's takes children from the age of twelve months up to eleven years. When children leave us at the age of eleven they move to a variety of schools. Many go to senior independent schools such as Hollygirt, Loughborough Grammar, Loughborough High, Nottingham High, Nottingham Girls High, Ockbrook or Trent College. Some enter the state sector for their secondary education with a number of children going on to either the Becket or Trinity, Catholic secondary schools.

Expectations

It is a primary aim at St Joseph's School, that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose

values are built on mutual trust and respect for all. All members of the school work together in a supportive way to promote an environment where everyone feels, happy, safe and secure.

Code of Behaviour

1. Treat others, children and adults alike, as you would like to be treated yourself.
2. Listen to and respect teachers and other children.
3. Always try to be honest. If you have done something wrong, own up and tell the truth.
4. Take care of other children and take them to an adult if they are upset or hurt.
5. If you have any worries do tell your teacher so that it can be sorted out.
6. Remember that when you are in school uniform you represent your school.
7. Take care of school equipment so that it can be enjoyed by everybody.

The School Day

Nursery Department:

Rainbow Room	12 months – 2 years
Sunflower Room	2 years – 3 years
Pre-Prep	3 years – 4 years

Opening hours:

8.00 am until 6.00 pm.

The nursery is closed over the Christmas and New Year period. Dates will alter each year dependent on how the Bank Holidays fall. The nursery is closed for all Bank Holidays throughout the year.

Main School (Reception to Year 6)

- Doors open at 8.30am
- (The children are supervised in the playground until the bell goes at 8.55am.)
- School begins 8.55am
- School ends 3.45pm

Breakfast Club for Reception to Year 6 children is open from 7.30am until 8.30am. Those children wishing to use the breakfast club enter via the gate on Derby Road leading to the dining room.

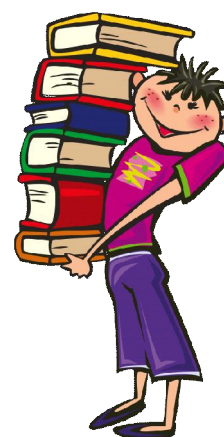
After School Club for Reception to Year 6 runs from 3.45pm until 6.00pm. After 5.45pm, parents collecting children from the club should use the rear entrance to the school via the Convent car park.

Holiday Club for Reception to Year 6 covers every half-term, one week at Christmas, two weeks at Easter and four weeks in the summer when the main school is closed. Dates alter yearly, depending on Bank Holidays.

More information about these clubs can be found towards the back of this booklet

Attendance

If a child is absent, parents must telephone the school on the first morning of absence. Due to registration and attendance regulations, a letter explaining the reason for absence must be sent to



the class teacher when a child returns to school. Requests for authorised absence must be sent to the Head Teacher. Medical and dental appointments should be made outside of school time unless it is an emergency. In cases of an unexplained prolonged absence the school will have to notify the Education Welfare Officer at either Nottingham City Council or Nottinghamshire County Council

School Assemblies

Assemblies are held as follows:

Monday	Whole school	9.10 – 9.30	Head Teacher
Tuesday	Whole School	9.10 – 9.30	Class / Teacher led Assembly
Wednesday	Whole school	9.10 – 9.30	Hymn Practise Assembly
Thursday	In Class	9.10 – 9.30	P.S.H.E (Circle Time)
Friday	Whole school	9.10 – 9.30	Achievement Assembly



All parents are invited to attend their child's class assembly and to Achievement Assembly every Friday.

School Security

The main school entrance is opened at 8.30 for the start of the school day and from 9.00 am onwards, is locked. Entry is gained by using an intercom, which is there to regulate all comings and goings on the school premises and to ensure the safety of both children and staff.

We allow children to leave school with a named responsible adult. If someone other than a parent or carer is to collect a child, then the school and the responsible adult need a password.

Main school children arriving before 8.30am must be supervised by their parents until doors open.

Collecting Children

At the end of school, the children will be brought down to the reception area by their class teacher for an informal handover.

All children must be collected from the main reception at 3.45pm by a responsible adult unless they are booked into the After School Club (See *The School Day*, page 6).

Children Not Collected

- i. If parents are unavoidably delayed, children will be placed in after school club from 4pm for which there may be a charge
- ii. If any child is not collected from school at the end of the school day, a member of staff will telephone the parents/carers.
- iii. If there is no response, an attempt to contact those persons identified as emergency contacts will be made.
- iv. If, after 30 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police will be informed of the situation. The Head Teacher or a Senior member of staff will be contacted. The Referral Team of the local Social Care Office will also be contacted to inform them of a possible problem.

Police will liaise with Social Care and the school to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and the calls made by the staff involved and Head Teacher will be kept.

Wet Mornings

In wet or snowy weather, all children go straight into school or the gym as directed.

Absentees and Latecomers

Please inform school by letter or telephone as soon as possible to explain the reason for absence. School may contact you or the Police directly if an absence is unexplained.

Children who arrive late miss the introduction to the lessons – please arrive in school before 8:50am. If you are unavoidably delayed, please telephone reception and report to the main desk when you arrive.

Communication with Parents

A variety of methods of communication keep parents up to date with everything which is happening at St. Joseph's. These include:

- A school newsletter sent home to every household. We also have a website which contains similar information;
- Letters sent to individual classes about school trips or events;
- Individual letters;
- Parental representative meetings (one parent represents each year group);
- Open evenings;
- Interim reports and end of year report;
- Written communication via homework diaries/reading record books;
- Meetings with teachers which can be arranged on an individual basis to discuss your child's progress at any time. Please make an appointment through the school office if you wish to speak to your child's class teacher;
- Follow us on Twitter @StJosephsNG1
- Follow us on Facebook
- Schoop.co.uk (id 24083)



Early Years Foundation Stage Information

In the context of this handbook the Early Years Foundation Stage refers to our **Reception Class**

The Foundation Stage Day

- Reception day: 9.00 to 15.45

Drop off and Collection Routines in the Foundation Stage

- Children are supervised from 8.30 in the playground.
- Until they are settled, the children may be brought straight into the classroom.
- Parents are welcome in the Reception at the beginning and the end of the day but are encouraged to "make a quick exit" when registration begins.
- Reception parents are asked to wait in the main reception area to collect their children.
- The children are encouraged to greet the member of staff on duty.
- From the outset children are encouraged to be as independent as possible (e.g. hanging up their coats, putting their lunch boxes and snacks away).
- We will only release children into the care of individuals named by a parent. Please speak to your class teacher, fill in the relevant form or telephone in advance to inform us of any changes to routine.

The Foundation Stage Daily Routine

Mornings	Afternoons
8:55 Registration 9.10 Assembly 9.30 Activities 10.35 (10.15 on Wednesday) Playtime/Snack 10.50 (10.30 on Wednesday) Activities and Outdoor learning 12.00 Lunchtime	1.15 Reading and registration Activities 2.30 Outdoor Play/drink 2.45 Activities 3.45 Home Time

Food and Drink in the Foundation Stage

- Children are supplied with a hot two course meal every day – including a vegetarian or dietary specific option.
- The children may have a healthy snack at morning break-time. (fruit, raw vegetables – no chocolate, biscuits, sweets or nut products).
- All children are provided with milk every morning, but may bring their own drink if this is preferred.
- Water is available at all times.

Toileting and Clothes in the Foundation Stage

- We expect children to use the toilet independently, but if parents have any concerns on this matter we will be happy to discuss these with you.
- Uniform requirements are listed in this handbook
- School coats are required all year round.
- Please name all items clearly.
- Please ensure your child has spare trousers/tights/socks/pants etc. in their P.E bag, even if they do not usually have accidents.
- We usually have spare clothes to change children into if necessary, so please return any clothes you borrow from us.

Additional Information for the Foundation Stage

- All parents may have contact with our teaching staff daily, enabling any queries to be dealt with quickly.
- Teaching staff monitor and assess children in order to record their progress on the Early Years Profile and provide work that challenges children appropriately. We will happily share these written records with parents on request.
- We will administer prescribed medicine to children. Parents are responsible for delivering their child's medicine personally to the class teacher each day and for asking to collect it from a member of staff at the end of each day.
- If you require any further information please come and see us before or after school.

Early Years Foundation Stage Curriculum (EYFS)

Foundation Stage Activities

- All children participate in a wide range of adult led and child initiated activities both indoors and outdoors.
- The activities provided for children are based around the (EYFS) 2014 Early Years Foundation Stage Curriculum (see below).
- All activities are carefully planned, enabling all children to enjoy and achieve and to be challenged and channelled appropriately.
- Foundation Stage children are fully integrated into the rest of the school through shared assemblies, playtimes and school events.
- Parents are informed of the topics to be covered in school on a termly basis through the Reception class letter so that appropriate language and basic skills can be reinforced at home.
- When your child is ready they will be given a reading folder and asked to complete a small amount of homework each night. This will be discussed with you when necessary.
- Please encourage your child to hold their pencil correctly; using the grip that is taught in school.

The **EYFS** is made up of seven areas of learning and development. Together these provide a basic framework which we use to plan our daily, weekly and termly routines and events. Our small classes and excellent adult to child ratios allow us to explore these areas in depth, whilst also fully incorporating them into the wide range of activities we plan for.

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children

must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Infant Information

Infant Year Groups

Year 1: children who become 6 years old during the academic year

Year 2: children who become 7 years old during the academic year

You will be informed of your child's movement into a new class at the beginning of the term prior to the transition. Children will meet their new class teacher and visit their new classroom in the term before they enter the class and will enable a smooth transition and allow children to feel confident and secure in their new environment. You are welcome to come in and discuss your child's transition with their class teacher.

Infant Organisation

- The school day begins at 8.55 am and ends at 3.45 pm.
- The register for After School Care (ASC) is taken at 4.00pm for those children booked in. Any child not collected by this time will automatically be included.
- We encourage children in the Infants to become more independent meaning they can be left in the playground more readily in the mornings.
- We want children to take more responsibility for their own belongings - to hang up their coat and put away their snack and toy in the correct place. There is always a member of staff to help them if required.

Infant Reading

- The phonetic approach begun in the Early Years is continued and built upon in the Infants. As the children learn the sounds each letter makes first, it is helpful if parents can reinforce this by not using letter names until this is covered in school. The wide range of reading schemes begun in the Early Years are continued and expanded as children progress through the school.

Infant Homework

- Each child has a homework diary, which is for communication between parents and teachers. The instructions for reading homework are written down and we do like you to make relevant comments about how your child has read at home. Please ensure that an

adult has heard him/her read and the diary is signed to indicate the completion of the set task.

- In Year 1, homework may include some written tasks set and they will begin to take home spelling words to learn. In Year 2, the children will continue to take home spelling words to learn and may be asked to do maths, science, geography or history homework over the period of a few days.
- All homework set is relevant to what the child is doing in class and we do not set unnecessary tasks. If any set homework is not completed please inform the teacher who set it.

Infant Handwriting

- The cursive (Nelson) style of writing that is begun in the Early Years is built upon in the Infants, with the children learning to 'join up'.
- A 'Pen Licence' may be awarded when the teacher is satisfied that the appropriate standard of control and neatness is being consistently achieved.

Infant PE

- These lessons gradually become more formal and competitive as children get older. The uniform list states what your child will need. It is a great help if children can dress and undress independently. We are always there to help with difficult items but please encourage your child to: do up shirt/blouse buttons, put on trousers/dresses, socks/tights and shoes. **PLEASE NAME ALL ITEMS! (PE and school clothes including socks!)**

Sports Clubs

The infants participate in sports clubs after school and during lunchtime throughout the year. The sports clubs consolidate skills learnt in Games' sessions and develop match play techniques.

An Example of clubs that take place at lunchtime and after school include:

- Football
- Archery
- Karate
- Ballet
- Lego
- Recorders



Junior Information

Junior Year Groups

Year 3: children who become 8 years old during the academic year

Year 4: children who become 9 years old during the academic year

Year 5: children who become 10 years old during the academic year

Year 6: children who become 11 years old during the academic year

Junior Organisation

- The school day begins at 8:55am and ends at 3.45 pm.
- The register for After School Care (ASC) is taken at 4.00pm for those children booked in. Any child not collected by this time will automatically be included.

Junior Homework

Junior children keep a record of all homework set in their homework diaries. Please make sure all homework is completed and if your child is unable to do so please notify the teacher who set the homework.

Junior P.E. / Sports

Children will have a P.E. session (taught in class groups) and a Games session (squash, tennis, ice skating) each week. These sessions may make use of local facilities and enable pupils to develop and acquire skills in a variety of sporting settings.

Some children will be invited to represent the school and participate in matches and tournaments against other schools similar to St Josephs. Football and netball matches are arranged on a friendly basis and can be played at home or away venues. Parents are welcome to come along to support.

Sports Clubs

The juniors participate in sports clubs after school and during lunchtime throughout the year. The sports clubs consolidate skills learnt in Games' sessions and develop match play techniques.

An Example of clubs that take place at lunchtime and after school include:

- Football
- Dodgeball
- Archery
- Karate
- Ballet
- Lego
- Recorders



Beyond St. Joseph's 11+

- It is our primary concern that our leavers go to the "right school" for them. We believe that we must, as far as is possible, match the school to the child. This issue will be a major topic of discussion at Parents' Evenings and on other occasions as your child approaches the final primary years.
- Most of our leavers go on to our local independent grammar and public schools.
- Preparation for 11+ entrance examinations is matched to the requirements of the various secondary schools. I am asked from time to time, about extra coaching / tuition outside school for children approaching these transfer examinations. Depending upon the child's needs and the reasons for adopting these measures, it may or may not be an appropriate route to follow. The curriculum and preparation in school is well planned and fully adequate, based on the experiences gained from sending our children on to these particular schools. Cramming a child through an examination in order for that child to be out of his/her depth at the wrong school is wholly undesirable. Parents are most welcome to meet with me to discuss these points at any time during the academic year, although this issue will be a major topic at parents' evenings as your child moves up through the Junior Department.
- Prospective schools may ask for **confidential references** to be supplied. This will be honest and impartial and, where appropriate, will include information about outstanding fees. These must be cleared before the child leaves the school.

Teaching, Learning and the Curriculum at St. Joseph's as a whole

Within each class a combination of whole class teaching, group work and individual work is used to suit the needs of the children and the specific learning objectives. Classes are mixed ability, but where appropriate, matched ability groups are also used.

The New National Curriculum (September 2015)

At St. Joseph's we aim for a total curriculum; for excellence in all areas, allowing each child to reach his or her true potential.

We have therefore implemented an Independent Curriculum to ensure our pupils are encouraged to discover, apply and communicate their learning and understanding, to become independent

thinkers, to grow in confidence whilst enjoying inspirational and creative teaching. This is underpinned by the Government's new National Curriculum (September 2015) in order to benchmark our performance against national standards and allow children to perform to the best of their ability.

English and Reading

We place a strong emphasis on literacy skills. Our aim is to enable children to become fluent readers, to communicate effectively in speech and writing and to have the ability to use their skills in all areas of the curriculum. We want pupils to develop the ability to write clearly, fluently and quickly as well as having the ability to read, understand and respond to all types of writing.

Mathematics

Maths teaching throughout the school is based upon the National Curriculum programme of study. A great emphasis is placed on mental and oral maths and children are encouraged to explain their methods of calculating answers.

We aim to develop a proficiency in mathematics that involves a confidence in and competence with number. We aim to develop a positive attitude to mathematics through a sound understanding of concepts and knowledge of facts and skills.

Religion

The school uses the 'Come and See' scheme. This is a religious education programme approved by the Catholic Bishops' Conference of England and Wales. It is used in the majority of Catholic schools. The work is theme-based with a six-year cycle of topics with a core teaching strategy of Christianity.

A knowledge and understanding of other faiths is taught through the scheme and the festivals and traditions of other faiths are woven into the yearly cycle of work and experiences. We aim to prepare children to live and work in a multi-cultural society. Throughout the curriculum we aim to develop the children's awareness and understanding of their own and other cultures, encouraging positive attitudes and respect for differences. This approach will include visits to places of worship and the use of outside speakers from different faiths and cultures.

All children irrespective of their faith are expected to attend and respect class prayers, assemblies, masses and other religious services.

Catholic Club

Known Catholic children in the school attend Catholic Club. This takes place for 30 minutes per week during curriculum time under the direction of a practising Catholic teaching assistant with its prime aim being to educate and support our Catholic children in their chosen belief.

Activities and teaching may include:

- Looking at and considering artefacts
- Presenting in assembly
- Learning from the 'Come and See' scheme of work
- Sharing experiences
- Any other activities and experiences specific to the Catholic faith



Science

Science is a powerful tool which provides children with a rich insight into the workings of the world. Our teaching places a strong emphasis on stimulating the children's interest and providing opportunities for investigation and practical learning.

Each topic is planned to build upon prior learning and experience, and the emphasis is on teaching and learning through first-hand experience. Where possible the curriculum is enriched by out of school visits.

Information and Communications Technology (ICT)

This subject has a high profile in the school curriculum. It is our aim that all children become independent, confident and safe users of ICT. It is taught as a subject, with each class having a lesson timetabled in our ICT suite, and incorporated across the curriculum.

Tablet technology is used appropriately in school but discouraged in class to promote social skills and independent learning without distraction.

History and Geography

History and geography are taught in themed block supported by various educational outings and activities during selected points throughout the school year

Physical Education (PE) and Sport

PE is valued by the school as a powerful tool for developing children's self-esteem, social skills and ability.

We aim to provide a balanced programme of sport appropriate to the age and stage of development of the children.

The school gym is used by all of the children for various activities including gymnastics, music and movement, dance and apparatus.

We have also introduced the children to Mini-Squash at the Nottingham Squash Rackets Club, tennis and ice skating.

We currently do not teach swimming but this under review.

Enrichment

As part of our commitment to provide a broad and balanced curriculum, enrichment activities take place weekly and include:

Foreign Languages

French is taught throughout the school from the age of three in the Nursery, to Year 6. Each class receives a weekly lesson, ranging in time from 15 minutes for the youngest children to 45 minutes for the top juniors. We use the La Jolie Ronde scheme of work.

Speech and Drama

All children from Year 2 to Year 6 receive speech and drama lessons as part of the enrichment curriculum.

In addition, all children participate in regular assemblies to parents, reading in the cathedral (from year 2), infant nativities and the end of year Prize Night extravaganza at Clarendon College.

Art and Design:

Through our specialist art teacher we encourage the children to see themselves as artists, developing their skills in observation, investigating, creation and evaluation. Just look at the wonderful displays around school to find out more.

Music:

St Joseph's is becoming more unique across the schools in Nottinghamshire for its increasing emphasis on music. There is a hive of activity during the week in the music department both in the classroom and within extra-curricular activities.

In addition to the above, there are a number of themed weeks undertaken throughout the year which in the past have included:

- A celebration of Black History Month

- Olympic Week
- Shakespeare Week

Extra-Curricular Music

We are very fortunate to have a team of dedicated visiting music staff who come into school to teach individual lessons. These lessons are taught on a weekly basis and we are looking to extend the range of instruments taught over the next academic year – subject to demand.

The pupils themselves form a vibrant choir who rehearse weekly and enjoy visiting shops, residential homes and churches in the Nottingham area giving short informal concerts. The 'choir' also participate in school concerts at the end of each term and other special events.

Dance

Dance lessons are available as part of the curriculum through 'Rattle and Roll', a local provider. Private lessons are held during the lunch hour.



Organisation and planning

The curriculum is planned in three phases. We have a long-term plan for each year group. This indicates what topics are to be taught in each term. Long term plans change on an annual basis. We also have expected objectives to be covered in each year group in the form of a programme of study for the core subjects.

Medium-term plans give clear guidance on the objectives and teaching strategies that we use when teaching each topic. These are taken from the National Curriculum objectives and published exemplar materials which are then modified and combined to suit the mixed year groups or to fit in with topics with strong cross-curricular links where this is possible. Our short-term plans are those that our teachers write on a weekly or daily basis. We use these to set out the learning objectives for each session, and to identify what resources and activities we are going to use in the lesson.

In the Early Years Foundation Stage and at Key Stage 1 we adopt an inter-disciplinary topic approach to curriculum planning. We plan the curriculum carefully, so that there is coherence and full coverage of all aspects of the National Curriculum and early learning goals, and there is planned progression in all curriculum areas.

At Key Stage 2 the curriculum at our school places a greater emphasis on the core and foundation subjects than it does at Key Stage 1, and we teach these subjects separately. This means that, for example, a child may concentrate in one half term on a history topic, and then switch to a greater emphasis on geography in the next half term.

Over the three terms of the academic year, each child has the opportunity to experience the full range of National Curriculum subjects. However we do emphasise the need for cross-curricular work which links into the creative curriculum approach and this is built in to the long, medium and short-term plans.

Assessment

Regular testing in the core subjects of English and Maths, reading and spelling is undertaken at three points in the year. Data is analysed in an excel spreadsheet and followed up with professional dialogue meetings with staff. These are known as Pupil Progress Meetings and their function is to ensure children are reaching their full potential. Photographs and other media are used to record formative assessment throughout the year. This and the fact that we have small class sizes and know our children incredibly well all informs our planning for teaching and learning. The teachers are able to identify the next steps for a child's progression in any given subject. The children's workbooks are also kept and as a record and to inform planning, this is particularly helpful in the Juniors.

St Joseph's School and Nursery Testing Timetable (Provisional) 2016-7

September	Reception Y1 Y 2-6 Y4 – 6	Baseline Assessment (Sept 2017?) NFER Progress in Maths/English Verbal Reasoning/Non-Verbal Reasoning (Paper 6, 7, 8, 9, 10 or 11) Spatial Reasoning
October (From) October	All Yr 6	Writing Assessment Entrance Exam prep

January (1/2 way progress check)	Y1-Y6	Progress in Maths/ English Hodder Reading and NFER Spelling
February (From) February	All Yr 6	Writing Assessment Practise SATs (R,M,SpaG)
May	All	Writing Assessment
June	Y1-5	Hodder Reading and NFER Spelling Progress in Maths Progress in English
June	Yr 1(+2*)	Phonics Check

National Testing (SATs)

We do not undertake national testing, but ensure our children can participate in such tests and confidently and successfully sit entrance exams for other independent schools as required.

Learning Support (Special Educational Needs and/or Disability)

The school has a policy for meeting the needs of pupils with special educational needs, whether or not the child has an Education, Health and Care Plan (EHCP). This policy includes information about the processes and procedures in terms of provision for the identification, assessment and provision for all pupils with special educational needs, with reference to the use of staffing, other support and links with parents.

Parents are informed when Individual Provision Maps (IPMs) are formulated by the teacher, who works alongside the SENDCo (Special Educational Needs and/or Disability Co-ordinator). Each plan is regularly reviewed and decisions are made as to the next steps to take for the benefit of the child.

The Needs of Able and Talented Children

As a result of assessment procedures we are able to identify able and talented pupils. Extra opportunities are sought in order to challenge the more able pupils. All pupils are encouraged to identify their own strengths and celebrate the talents of others.

Personal, Social and Health Education (PSHE), Citizenship and British Values

This area of the curriculum is concerned with pupils' physical, mental, social well-being and quality of life. Children learn a host of life skills such as decision-making, understanding rights and responsibilities, developing opinions and sharing with others, as well as an understanding of fundamental British values including:

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

Sports Day

During the summer term we hold the inter-house sports day at the Lenton Recreation Ground, which is for all children from Nursery to Year 6. During the afternoon there are refreshments for children and adults. Parents and friends of St. Joseph's are warmly encouraged to attend this event.

In addition, the school holds an annual '**Potted Sports**' day in which the children compete for house points and the coveted Olympic trophy

School Library

We have a well-stocked library which is accessible to all the children. Each class has a timetabled slot during which they can take out and return books. The library is also used by the children to carry out research for classroom-based activities.

Every Reader in Class (ERIC)

A quiet time is set aside each day, usually straight after dinner, for quiet reading. This may be teacher led in groups, individual or paired (sometimes with another class). Reading records are used as a communication tool between home and school and should be signed regularly. If a reading record is signed at home, the child is entered into the 'Achievement Assembly Draw' and may receive a small prize.

Reporting Procedures

Parents receive a detailed annual report towards the end of the summer term. They will also receive a result sheet for any examinations taken during summer term.

Parent and Teacher Consultations

Reception Class to Year 6: Open Evenings take place twice a year in the autumn and spring terms. These are opportunities for parents to view their child's work and to discuss their child's development with the class teacher. There is a third, optional, open evening in the summer term.

Parents are of course welcome to discuss, throughout the year, with the class teacher or Head Teacher, any matter which concerns their child's education and welfare.

At the start of each academic year we hold 'Meet the Teacher' sessions. This is an opportunity to visit a child's classroom and meet their teacher for an informal discussion about the year ahead.

School Meals, Milk and Water

We have our own team who prepare the meals daily on the premises. The meals at St. Joseph's School are prepared by our catering staff who are all trained in food hygiene and provide a high standard of service to the children. All children from Pre-Prep to Year 6 have lunch in our dining room. Packed lunches are not allowed. We have a healthy food policy and water only policy.

Sample Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Lamb, Vegetable & Herb Cobbler with Creamed Potatoes	Cheese & Tomato Pizza with Jacket Potato, Rice & Pasta Salad or Mixed Salad	Barbeque Pork with Peaches Boiled Rice & Mixed Salad	Roast Breast of Turkey & Gravy with Roast Potatoes, Green Beans, Carrot Rounds & Garden Peas	Cod Fishcakes Sauté Potatoes Baked Beans or Peas & Sweetcorn
Baked Potato filled with Savoury Lamb Mince, Cheese or Turkey, Coleslaw & Salad Garnish	Vegetable & Lentil Chilli, Rice & Naan Bread or Jacket Potato	Cheesy Leek & Potato Bake Mixed Salad	Vegetable Sausage, Roast Potatoes, Green Beans, Carrots, Garden Peas & Gravy	Cauliflower & Broccoli in Cheese Sauce. Saute Potatoes Baked Beans or Peas & Sweetcorn

Lemon Drizzle Cake or Organic Yoghurt or Fresh Fruit	Treacle Sponge & Custard or Organic Yoghurt or Fresh Fruit	Goey Chocolate Pudding & Chocolate Sauce or Organic Yoghurt or Fresh Fruit	Cheese & Crackers or Organic Yoghurt or Fresh Fruit	Carrot, Sultana & Vanilla Cake
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The menu is subject to change according to season and availability from supplier and caters for all religious and dietary requirements

When children are involved in educational outings, a packed lunch will be provided by the school.

Reception children all receive milk at morning break. Junior children may also have milk if they request it.

There is evidence that children who do not drink enough water during the day can have problems with their health and behaviour, and can affect their learning abilities. We encourage children to drink enough fluids. They are allowed to bring water in a small plastic bottle, clearly labelled with their name, to be kept in their classroom during the day.

St. Joseph's School & Nursery have a healthy food policy and water only policy and hold the highest Local Authority rating of 5 stars for hygiene.

Snacks

Children are asked to bring in two healthy snacks per day i.e. a piece of fruit, or a plain biscuit.



A box of raisins or packets of dried fruit such as apricots are acceptable as are 100 per cent pure fruit bars. Children should not bring anything loaded with sugar or anything containing chocolate.

Out of School

Wrap around-care

Wrap around care for all children is available for regular or occasional use. A charge is made for this service.

Breakfast Club (7.30am – 8.30am)

Children from Reception Class to Year 6 can attend these clubs and bookings can be arranged on a casual or regular basis. Entrance to the school is via Derby Road.

Breakfast options include:

- Croissants
- Muffins
- Toast
- Scrambled Eggs
- Bacon (if available)
- Water and juice



Parents are most welcome to join their child for breakfast.

After School Club (3.45pm – 6.00pm)

ASC sessions are held in the gym and involve teatime, supervised activities and playtime opportunities for the older infants and juniors. A light 'tea' is served but this is not designed to replace a full evening meal at home.

There is also an opportunity for children to complete their homework with support from the After School Care staff.

There are a maximum of 30 places in ASC, some of which are already booked on a regular basis. (The 30 places are the legal care requirements as set by the Government, based on the number of staff available).

Light 'tea' options include:

- Sandwiches
- Beans and spaghetti on Toast
- Soup
- Water and juice



Holiday Club (8.30am – 5.30pm)

Holiday Club generally runs throughout the school holidays, including Inset days. It is closed for two weeks in the summer and one week at Christmas.

In Holiday Club we provide a healthy lunchtime meal, morning and afternoon snacks, a structured activity schedule with themed weeks, outings and a chance for children to socialise and play with their friends

Please note:

Late collection fees from Holiday and After School Club are charged at £1 per minute

Homework

Homework plays a valuable and important role in developing skills and attitudes and in teaching children to learn independently. The best ways in which to help your child with homework are by providing the best possible working conditions for homework, by checking (not marking) completed work and by encouragement and praise.

Homework is important for developing skills used in libraries and other learning resources; teaching children how to plan and organise their time; developing good study habits and self-discipline; and reinforcing school discipline.

The school policy is that children are set homework from Reception to Year 6.

The amount of homework and the time expected to complete it varies according to the age of the pupil. As a broad guideline, Reception children will have ten minutes for story time and ten minutes for other learning activities, whilst children in Year 6 will have 45 minutes of homework and be expected to read for a minimum of 20 minutes.

School Outings

Whenever educational visits are planned, for which there may be a charge, parents are informed in writing and their permission is sought for their child to participate. Such visits are highly valued as they support the curriculum, widen pupils' experiences, help build team spirit and develop personal and social relationships. School has arranged visits to such places as PGL Activity Centre near Grantham, Youlgreave in the Peak District, The National Space Centre and many more including local attractions such as the Council Chambers and the Galleries of Justice.

When a child starts at school, permission, for the time the child is at St. Joseph's School, is sought from the parents to take children out on short excursions in the local area. These trips may be arranged at short notice, depending on the weather, the activity and staffing. The trips may include visits to Nottingham Castle, the local park, the library or to support science, history, geography or artwork.

Transport

For transporting children for the majority of educational outings we use local coach companies. We insist that all coaches have seat belts and that all children 'belt-up' before the journey begins. Occasionally we may use public transport for taking the children short distances, such as to Wollaton Park. Unfortunately, public transport buses do not have seat belts. If parents do not wish

their child to travel on public transport, they must inform the school and class teacher, and the child will remain in school with work set. Parents may make alternative transport arrangements if necessary and meet at the venue.

For transporting the children to local team fixtures such as chess or football, we either hire a mini-bus, taxi or teachers and parents assist (or a mixture of both dependent upon the needs).

St Barnabas Cathedral

The school has close links with St Barnabas Roman Catholic Cathedral.

Each term, Mass is celebrated in the Cathedral, by the whole school community. We also celebrate St Joseph's feast day with a mass at the Cathedral. Priests from the Cathedral team join us in school for Harvest Festival, and nativity plays and are always welcome at school assemblies. School provides altar servers for the weekday lunchtime Mass and for any special occasions for which there is a request; assuming parental consent is given

Charitable Deeds

We are very keen on involving children in raising money for charity. In recent years we have, amongst others, made donations to Macmillan Coffee Morning, Poppy Day Appeal, Red Cross Appeal, NSPCC and Children in Need. We also have collections at the school Christmas carol service and nativity plays for a chosen charity. Plus appeals made throughout the year as and when a need arises.

Donations are generally voluntary and we do not exclude pupils who do not wish to contribute.

Prize Night

The end of year Prize Night extravaganza takes place annually at Clarendon College and is a **must attend** event for all pupils and parents. The evening consists of prize giving in recognition of individual and team achievements and culminates in the end of year all singing and all dancing drama production.

Previous productions included:

- Robin and the Sherwood Hoodies (2016)
- The Bumblesnouts Save The World (2015)



Health and Well-being

Safeguarding Children (Child Protection)

It is the responsibility of the school to be concerned that our children are safe and secure. If at any time we feel that a child is at risk of abuse or neglect, we will seek help and advice from Social Care. In all cases this will be done without the permission of parents. As such it is important that school is kept informed of any accidents that your child has had.

This procedure is intended to protect children from abuse. If a school refers a concern about a pupil to the Social Care Department, the school is not accusing the parents of abuse, but requesting that further investigation takes place to establish whether a child is at risk or not.

Our school's Designated Safeguarding Lead is the Head Teacher, to whom all other members of staff refer such concerns. However, any teacher may refer problems directly to Social Care if the school's child protection officer chooses not to do so.

First Aid

The official school first-aider is Mr Darren Purdy. All other staff are trained in basic first aid.

The recommended procedure for first aid is to simply wash and if necessary cover cuts and grazes. Creams, antiseptic lotions or sting creams are not used.



On-going Medical Conditions, Illness or Injury

Sickness and Medical Safety Policy

Antibiotics

- Children are not allowed into school/nursery for the first 48 hours of taking antibiotics.
- If the child has no temperature and feels well and able he/she can return to school after the first 48 hours of treatment.
- It is preferable that if your child is still taking antibiotics then parents/carers administer them at home before and after school.
- If this is not possible then parents/carers must give written consent for antibiotics to be administered by a member of staff in school (a consent form must be filled in at reception on the morning of the child's return to school).
- Where staff feel the pupil is old enough to self-administer the dosage, and after checking the correct dosage according to the bottle/package, the pupil should be watched while they take the required dose.
- We can only administer paracetamol based medication such as Calpol, when prescribed for the individual child indicating clearly the child's name.

Sickness and Diarrhoea

- Where a child has been vomiting or has suffered a bout of diarrhoea he/she must not attend school/nursery until 48 hours after the last bout.

Inhalers

- Children from Reception class to Year 6 must carry and look after their own inhaler, which must be clearly labelled.
- In addition to this a spare inhaler, clearly labelled, must also be given to the school first-aider, kept at school and stored in the first aid cupboard in the staff room.
- Children in Nursery will require an inhaler with volumatic (if needed), clearly labelled, which will be kept in the Nursery at all times. (This will be in addition to the one kept at home).
- Inhalers should be taken to all outside activities, e.g. trips, games, educational visits, etc.

Infectious Skin Conditions

- The child must not attend school until treatment has begun.
- If the condition is being treated by a topical cream, the child can return to school after 24 hours.
- If the condition is being treated by oral Antibiotics then the child must not return to school for 48 hours after the first dose has been administered.
- Pupils with veruccas will only be allowed to swim with swim socks.

Anaphylaxis Reactions

- **Pupils who are liable to suffer a severe reaction must carry their own Epipens with them at all times.**
- A spare Epipen, clearly labelled, will be kept in the First Aid cupboard in the Staff room on the first floor.
- Parents must ensure that the Epipen is in date. The Epipen should be stored at room temperature and protected from heat and light. It should be kept in the original named box.
- Expiry dates and discoloration of contents should be checked by the school first aider termly. The Epipen should be replaced by the parent(s) at the request of the school first aider.
- The use of the Epipen must be recorded, with time, date and full signature of the person who administered the Epipen.
- Once the Epipen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Epipen. The used Epipen must be given to the ambulance personnel. It is the parent's responsibility to renew the Epipen before the child returns to school.
- If the child leaves the school site e.g. school trips, the Epipen must be readily available.

Taking Children to Hospital

- We will take a pupil to hospital immediately after an accident in school should the injury be more serious than can be catered for on the premises, or if we have any serious concerns.
- An ambulance will be called if the pupil cannot be moved.
- Where we take children to hospital the following procedures will be followed:
 - two members of staff in the vehicle;
 - take the necessary data to the hospital;
 - inform the pupil's first or second contacts of the situation so they can meet their child at the hospital.

Further Information

- Staff always use non-latex gloves and aprons when dealing with injuries.
- All medicines will be stored well away from pupils at all times.

Head Lice and Other Unwelcome Friends

Parents, especially those of Nursery and infant class children, are asked to inspect their child's hair on a weekly basis for any signs of eggs or lice. If parents do find such evidence, they should obtain the correct treatment from the pharmacist and notify the class teacher immediately so that a letter may be sent to parents of all children in that particular class to raise parents awareness.

We treat the matter with confidentiality and sensitivity and no one is ever named as being treated. However it is important that everyone should be alerted as soon as possible, and we rely upon parents' goodwill in this matter.

Non-Smoking Policy

Smoking is not permitted anywhere on the premises of St. Joseph's School at anytime.

General Information, Rules and Policy

Discipline and School Rules

Good discipline is essential in a school community and so we aim to establish and maintain good discipline throughout the school.

Rules exist within the school to promote a safe environment. Our rules reflect the ethos and values held by the whole school community. They are very few and fairly simple. We ask that all walk inside our school building, that we show respect to all adults and children, and respect all school and personal property.

All our rules are based on consideration for others and respect for living things and the general environment. We expect our children to be self-disciplined, well mannered and courteous, and to maintain the reputation earned by previous generations of St. Joseph's pupils.

Our overall philosophy is to celebrate good behaviour and work. House points, sticker rewards and certificates are given to children as ways of recognising good work, effort and behaviour as well as for general conduct, helpfulness and good manners.

However, pupils who fail to show care and consideration for others or who repeatedly break a school rule are likely to be punished by withdrawal of privileges and/or loss of break time. In the case of serious or persistent misconduct, the child may be issued with a **report card** and the Head Teacher will ask the parents to come into school to help us address the problem.

Good behaviour is also expected at our breakfast club, our after school club and holiday club. Any child who persistently misbehaves will not be allowed to attend.

Report Cards

After several unheeded warnings, we may have to issue a report card to your child.

It is filled in by the staff over the next 5 days to indicate behaviour and application in the classroom, at lunchtime and where applicable during Breakfast and After School Club.

- A **smiley face** means that behaviour is at least acceptable and as expected.
- A **sad face** means that behaviour has been below the level expected at St Josephs
- A **straight face** indicates that mild inappropriate incidents of behaviour or attitude have been noted.

Parents should sign the card each day to show that you have seen it and impress upon your child the seriousness of being on report.

If inappropriate behaviour continues, a second card may be issued and you will be invited in to discuss expectations with either myself or the class teacher.

Please note that whilst 'on report', your child will not be able to represent the school in sporting or other 'special' events. They may also miss breaks or other planned 'treats' to catch up on unfinished work or to improve what has already been done.

Exclusion

Ultimately prolonged failure to follow school rules may result in a fixed term or permanent exclusion. In these circumstances, fees will not be reimbursed.

Corporal Punishment

Corporal punishment is NOT administered at St. Joseph's School. Corporal punishment is against the law and therefore banned.

Corporal punishment is defined as physical contact which is deliberately intended to punish a child, or which is primarily intended to punish a child, or which is primarily intended to cause pain or humiliation. It includes smacking and rough handling, as well as the use of a cane or other instrument to inflict pain.

School Policies

For our school to run smoothly we have a variety of policies to enable every child to develop, progress and be safe and secure in our school environment. There is a list of our school policies on our website; which you are welcome to download and view at any time. Hard copies are also available on request from the school office.

Term Dates and Holidays

Term dates are circulated to parents on a regular basis and are available on the school website.

Fees:

Our table of fees and payment terms are available on the school website and from the school office.

In the event of a child leaving the School (except for secondary transfer at the end of Year 6) a full term's notice is required in writing, or a term's fees in lieu of notice will be payable, according to the School's registration conditions.

If your circumstances change and you have difficulty paying the fees as agreed, please contact us as there are many options available to help.

However, if fees are deliberately withheld or you leave the school without giving appropriate notice, then we reserve the right to instruct third party debt recovery agencies to act on our behalf.

House System

The school 'houses' are:

Our Lady (Blue), St. George (Red), St. Peter (Yellow) and St. Patrick (Green).



Once pupils move into Reception class they are placed in a house. Each house has a member of staff as its leader. The school is divided into the house groups made up of pupils from each class. This enables pupils from different classes and age groups to mix, care for each other and form friendships. Pupils, usually from Year 6, are elected as house captains. During each term there are a number of house assemblies, at which the house captains will play a leading part.

Siblings will not automatically join the same house as the older member of the family.

We use our house credit system to try and encourage the pupils to do everything in a positive and Christian way, wherever they are in school. Credits are given for academic work, for effort, for good manners and behaviour. House credits are totalled each term and at the end of the year there is an overall winner.

The houses are also used for inter-house activities such as sports day, football, tennis, squash and chess.

Bullying

Bullying is not tolerated at St. Joseph's School. If you think that your child is upset as a result of being bullied, please let us know immediately so that we can tackle the problem. The school has a written anti-bullying policy which parents are very welcome to read.

Any child who is being bullied is encouraged to tell their class teacher or any member of staff immediately.

We constantly, through class discussion and assemblies, talk to the children about how to behave toward each other. We encourage good behaviour and take a very dim view of any misbehaviour, in particular bullying.

Racism and Discrimination

Equally, as above, racism or indeed any form of discrimination will not be tolerated and reported incidents will be dealt with accordingly.

School Uniform

School uniform is compulsory. We believe that a good school uniform helps pupils to have a pride in themselves and their school. We are very proud that our children always look smart. Full details are to be found in the school prospectus, on line or via the main reception. All items of clothing must be clearly marked with the child's name and must be purchased from School wear Solutions, 806 Woodborough Road, Nottingham. NG3 5QJ

ALL GIRLS SUMMER

School Blazer and Badge
Regulation Summer Dress
White Socks
Blue Sandals

WINTER

Navy Beau Brummel Coat
School Scarf
Navy Tunic
White Long Sleeved Blouse
School Tie
Regulation Blue Jumper
Navy Tights
Black or Blue Shoes

JUNIOR SCHOOL P.E. EQUIPMENT

White Polo Shirt
White Socks
Navy Shorts
Black Plimsolls (indoor)

ALL BOYS SUMMER

School Blazer and Badge
Navy Shorts (Boys in Y6 may wear
Navy trousers)
White Short Sleeved Shirt
Navy Socks
Black Shoes/Sandals

WINTER

Navy Beau Brummel Coat
School Scarf
Navy Trousers
White Long Sleeved Shirt
School Tie
Regulation Grey Jumper
Navy Socks
Black Shoes

JUNIOR SCHOOL FOOTBALL & P.E. EQUIPMENT

Black Football Shorts
Black Football Boots
Navy P.E. Shorts
White P.E. Shirt

Black or Dark Blue Trainers (outdoor)
Royal Blue Track Suit

White Socks
Black Plimsolls (indoor)
Black or Dark Blue Trainers (outdoor)
Navy Blue Track Suit

**INFANT SCHOOL P.E.
EQUIPMENT**

Navy P.E. Shorts
White Polo Shirt
Black slip on Plimsolls
Royal Blue Tracksuit
NURSERY 2 P.E. EQUIPMENT
Black slip on Plimsolls

**INFANT SCHOOL P.E.
EQUIPMENT**

Navy P.E. Shorts
White Polo Shirt
Black slip on Plimsolls
Royal Blue Tracksuit
NURSERY 2 P.E. EQUIPMENT
Black slip on Plimsolls

**All items of uniform should be clearly marked with your child's name
A navy blue cardigan is optional for the girl's summer uniform**

Non-Uniform Days

These take place on several occasions throughout the year when the children are given the opportunity to raise funds for charitable causes.

Birthdays

We are happy for you to send in sweets or cakes to help the class celebrate your child's birthday. We even give them a card and sing to them in Friday's assembly, but please check with the class teacher for allergies and intolerances and as usualno nuts !

Hairstyles

All students are expected to look smart at all times. Shaven heads and or tramlines are not allowed. Any child turning up for school, especially after a holiday break, with what is considered an inappropriate style will not be allowed to remain in school. Parents will be asked to collect their child and remain at home until the hairstyle is more in keeping with the standard expected.

Girls are allowed to have blue hair bands and bobbles. Long hair must be tied back.

Jewellery

Our school policy is that children should not wear jewellery in school. This policy applies to the whole school from Nursery 1 to Year 6. For reasons of safety, girls with pierced ears may wear plain rounded studs only. Boys are not permitted to wear studs. During P.E., games and swimming lessons, these must be removed by the children themselves. To avoid difficulties in this respect, parents are asked not to have their child's ears pierced at any other time than the beginning of the summer holidays. No other jewellery is allowed except for strictly religious reasons. A watch may be worn but it is the child's responsibility at all times. Watches must not be worn during P.E. lessons, squash, games sessions or certain lunchtime activities (karate, dance).

Sun Protection

In sunny weather and during the summer term children must wear a hat for protection from the sun. Hats are available from the school office.

School Photography

During the course of the school year large numbers of photographs are taken of children for use in displays within the school. Photos are kept secure and will be kept for as long as they are relevant. After that time they will be destroyed, archived or given to the children. If you are unhappy with us taking photos of your child and displaying them in school please let us know.

On occasions we submit photographs for use in the local press or invite photographers from the local press to school events. We will assume that this is acceptable unless you tell us otherwise. Full names and addresses will not be disclosed.

We hope that this policy is clear. We have tried to keep it simple to avoid us having to ask parents individually to sign for their consent on each occasion.

Mobile Phones

Pupils are not permitted to bring mobile phones in to school, or when they are on an outing with the school. Members of staff have mobile phones and contact numbers in case of any emergency whilst on an educational outing, and can be contacted by the school office.

Toys & Games

Unless specifically requested by their class teacher for use in the classroom as part of their studies, children are discouraged from bringing toys and games into school due to the problems caused by swapping, losses or breakages.

Money

Children should not have money with them on a normal day-to-day basis. Only those using breakfast club will need a small amount.

Any money (cash or cheque) being sent by parents as payment for any activity should be in a sealed envelope with the pupil's name and class clearly marked. Pupils should hand the envelope to their class teacher during registration.

Parking

All roads around the school operate pay-at-meter schemes. You can obtain a permit from the school office, which allows limited parking, at specified times, in certain streets for dropping off and collecting. Parking is for 15 minutes at either end of the school day and parents can stipulate the times depending on their child's daily activities. This currently costs £10 per car per term and means parents do not have to feed the meters!

Parents are reminded not to park in the Cathedral courtyard car park as this is private and may result in a fine or short term lock in.

Parents' Association

Aims - The broad aims of the Association are:-

- To provide worthwhile contact between the parents, teachers and children of St Joseph's School.
- To promote the good name of the school
- To organise fund-raising events to enable additional educational equipment to be acquired for the school.

Funds raised to date have assisted towards the purchase of

- Mathematical Equipment
- Musical Instruments
- PE Equipment
- Reading Materials
- Computer Hardware & Software
- Nursery Equipment
- Library Books
- Tablets



The group consists of a Chairperson, Treasurer, Secretary and committee members. The structure of the group is informal and all parents are welcome to attend meetings and join in if they wish.

The committee meets regularly (approx. 3 or 4 times per year) to plan various functions and events. Communication with the parental body is achieved by means of school notices and circulars concerning particular events.

The role of the Association is defined in the Aims above. Issues concerning curriculum, school policy and organisation do not fall within the scope of the Association.

Trustees

The School Trustees monitor provision and provide strategic leadership and accountability. They appoint the head teacher and help make the tough decisions about balancing resources.

The group consists of a Chairperson, clerk and 6 committee members including the Head Teacher. The roles of the Trustees as a strategic body are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the Head Teacher

As a charity, the Trustees have responsibility for the charity and its property. This means:

- making sure the charity complies with the law and its governing document
- acting responsibly, in the interests of the charity and its beneficiaries
- managing any conflicts of interest
- exercising reasonable care and skill – using relevant personal knowledge or taking professional advice where appropriate

They are also ultimately responsible for the safety and wellbeing of the children and other day to day and long term objectives of school management and provision. However, many of these are delegated to the Head Teacher who is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the board

If you would like to know more about the role of the Trustees, **contact them** or to become a Trustee, please speak to the school office.

Complaints Procedure

If you have a concern or complaint it is important that you raise this with the school as soon as possible. Set out below are the steps you should take.

What to do first

Most concerns can be sorted out quickly by speaking with your child's Class Teacher or the Officer in Charge of Nursery setting.

- 1) If the concern or complaint is to do with general Nursery procedures or the welfare of your son or daughter you should,
 - a) Discuss this with the Officer in Charge as the first and most obvious point of contact.
 - b) If you feel your concerns have not been answered you should then seek an appointment with the Head Teacher.
- 2) If the concern or complaint is to do with general school/classroom procedures or the welfare of your son or daughter you should,
 - a) Discuss this with the Class Teacher as the first and most obvious point of contact.
 - b) If you feel your concerns have not been answered you should then seek an appointment with the Head Teacher.
- 3) If the concern or complaint is to do with a member of the staff, whether teaching or otherwise, you should,
 - a) Seek an appointment with the Head Teacher.

If you have a concern which you feel should be looked at by the Head Teacher, you can contact him straightaway if you prefer. It is usually best to discuss the problem face to face so you may need to make an appointment by contacting the school office. You can take a friend or relative to the meeting if you wish.

If you are still concerned

If you are still concerned following your meeting, you can make a formal complaint to the Head Teacher. This should be done in writing in line with the school's complaints policy. The Head Teacher will contact you to discuss the problem and you will usually be invited to a meeting to discuss this further. The Head Teacher will then conduct a full investigation of the complaint and may interview any members of staff or pupils concerned. You will receive a written response to your complaint.

If you are still unhappy

If you are still not satisfied, you may wish to make a formal complaint to the governing body. You should write to the Chair of Trustees of the school. He or she will try to see if there is a way forward. If he or she is unable to resolve the matter, your complaint will then be heard by a committee of three (Trustees and an independent) called the Complaints Review Committee. They will have no prior knowledge of the case and will therefore be able to make a fresh, unbiased assessment. You will be invited to attend the committee meeting, accompanied by a friend or relative if you wish, and to put your side of the matter. The Head Teacher will also attend to give his account.

TIME SCALES FOR COMPLAINTS PROCEDURE FOLLOWING A FORMAL, WRITTEN COMPLAINT.

To the Head Teacher

- 1) The Head Teacher will formally acknowledge your complaint within 5 working days
- 2) The Head Teacher will formally respond within 15 working days following a full investigation of the complaint.

If your complaint is about the Head Teacher or if you are dissatisfied with the Head Teacher's response to your formal letter of complaint then you need to contact the Chair of Trustees.

To the Chair of Trustees

- 1) The Chair of Trustees will formally acknowledge your complaint within 5 working days.
- 2) The Chair of Trustees will formally respond within 15 working days following a full investigation of the complaint. No other trustees will be involved at this stage.

If you are unhappy with the actions of the Chair of Trustees investigation and response you can take the matter further to the Complaints Review Committee.

To the Complaints Review Committee

- 1) Write to the Chair of Trustees informing him/her that you would like the complaint referred to the Complaints Review Committee.
- 2) The Chair of Trustees will formally acknowledge receipt of your letter within 5 days and inform you that the complaint will be heard by a committee of three (made up of two trustees and one independent) who will have had no prior involvement with the complaint.
- 3) The Chair of Trustees will provide all relevant documentation regarding the complaint to the members of the committee.
- 4) The Chair of Trustees will inform all concerned of the date, time and place of the Complaints Review Committee Meeting at least 5 days in advance
- 5) The meeting will be within 20 working days of the Chair of Trustees acknowledgement to the letter of complaint requesting referral to the Complaints Review Committee.

The decision of the Complaints Review Committee is final.

All correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State for Education or a body conducting an inspection under section 162A of the 2002 Act, as amended, requests access to them.

Confidentiality

Parents and guardians can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection;

where the Secretary of State or a body conducting and inspection under section 162A of the 2002 Act requests access to them or where any other legal obligation prevails.

Record keeping for the Whole School, including Early Years Foundation Stage (EYFS)

A written record of all complaints and of whether they are resolved at the preliminary stage or proceed to a panel hearing is kept by the Head Teacher, for a minimum of three years. The record includes, at least: the person making the complaint, the date of the complaint, the nature of the complaint, any action taken and the outcome of the complaint. A written record will also be kept of when a final outcome was reached. The Proprietors examine this written record on an annual basis.

The school will provide, on request to ISI/Ofsted, a written record of all complaints made during a specified period and the action which was taken as a result of each complaint. Parents may contact the Head Teacher to ask for the number of formal complaints made during the previous academic year.

For the academic year 2016 -17, no formal complaints were received

