



St. Joseph's School and Nursery

Staff Guidelines on Policy and Procedures

2023-24



A Very Warm Welcome to St. Joseph's School

Dear Colleague,

On behalf of the children, staff and trustees of St Joseph's School I would like to welcome you to our school community. We look forward to a happy and successful association during the coming years.

The staff and I look forward to working with you, providing a high standard of education and care, for the benefit of our children. We are proud of our school. The qualified and dedicated staff have high expectations and work together to create a happy and hard-working environment in which we hope every child will succeed.

The education of young people is a huge responsibility; a responsibility, which is shared between parents and school, and one which we do not undertake lightly. It is very important that mutual understanding and trust should be the basis of our shared responsibility.

Here at St. Joseph's we believe self confidence brings lasting success and we encourage each child's sense of individual worth. As well as developing the child's capacity to live as an independent, self-motivated person in the realisation of his/her potential.

A broad curriculum is offered, which covers the intellectual, religious, social, physical and aesthetic development of each child.

The aim of this staff handbook is to give you an overall picture of the school and how it is operated. Further information regarding the school is to be found within the school website, school prospectus and parent welcome pack. A more detailed version of this document is held on the server and can be accessed on request via the Business Manager.

Needless to say it would be impossible to cover all matters, eventualities and circumstances pertaining to the school in this booklet. If you have any further questions, any member of staff will gladly be able to assist you.

Mr A E Crawshaw
Headteacher
Revised: September 2023
Next Review: 2025

Important Information

Our Address and Contact Numbers

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

Phone 0115 9418356

Email a.crawshaw@st-josephs.nottingham.sch.uk

Website www.st-josephs.nottingham.sch.uk

Twitter: @stjosephsNG1

Facebook: St Joseph's Independent School and Nursery

Head Teacher

Mr Ashley Crawshaw

School Business Manager

Mrs Colleen Young

Nursery Manager

Miss Gemma Rhodes (Katie Gee Deputy)

Chair of Trustees

Mr Martin Whitaker

Chair of Friends of St Joseph's (PTA)

Ms Charlotte Vines

The School Office

The school office should be your first point of contact with the school. Our office staff, Mrs Colleen Young, School Business Manager and Mrs Shirley DeVivo, 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.

Please note: Any concerns in Nursery that cannot be handled by the Nursery Manager or her deputy (if absent through illness or holiday) should be referred to the head teacher or Business Manager in the first instance.

A Brief History of the 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 the 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. We maintain a Christian based ethos at St Joseph's.

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 other Senior Independent schools such as Hollygirt, Loughborough Grammar, Loughborough High, Nottingham High School for Boys, Nottingham High School for Girls 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

Our Mission Statement

'Self belief brings lasting success!'

At St. Joseph's School we provide a positive, optimum environment, which will develop the skills and attitudes required to be an effective lifelong learner. We have high expectations for every child at our school and offer innovative teaching in a stimulating environment. Through our Christian ethos we encourage everyone to love, respect and understand themselves, others and the multi-faith world in which they live.

Safeguarding

It is the responsibility of the school to ensure that our children are safe and secure. If at any time we feel that the safety of a child is compromised we will seek help and advice. A child who we feel is at immediate risk of harm will be referred to social care without the permission of parents. As such it is important that school is kept informed of any accidents that a child has had.

The school has a comprehensive Safeguarding Policy which must be followed in the event of any concern and we adhere strictly to the statutory requirements laid down in Keeping Children Safe in Education (Sept 2023). To this end ALL staff must sign to show that they have read and understand their responsibilities as laid down in that document,

This procedure is intended to protect children from abuse. If a school refers a concern about a pupil to the Social Care, 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 Officer is Mr A Crawshaw (Head Teacher) or in his absence, Miss G Rhodes to whom all other members of staff refer such concerns. However, any person may refer concerns directly to Social Care.

Gemma Rhodes is the named DSL in the Nursery

The Safeguarding Trustee is Martin Whitaker

All children's files are held centrally by the Business Manager. Any safeguarding concerns should be suitably reported and recorded in accordance with the school's safeguarding policy. A chronology sheet detailing conversations, evidence, suspicions etc must be started or updated within the file as they arise. Any file that has a chronology sheet must be marked with an ORANGE sticker. This signifies a concern. If the concern is escalated to outside agencies a RED sticker should be placed on the file. This signifies a second CONFIDENTIAL folder has been started. The contents of a confidential folder are NOT to be shared with parents.

Admission Arrangements

School holds regular Open Mornings, during which prospective parents and children are escorted around the school, where possible, by our upper junior pupils and given the opportunity to meet the school staff. All teaching staff are expected to be in attendance at Open Mornings.

At all other times parents may arrange an appointment with a member of the Senior Leadership Team, who will give them a tour of the school, an opportunity to meet members of staff and discuss their educational concerns.

Children are welcome to join their parents during this appointment.

Following a visit, children are encouraged to spend a day with us here in school, prior to a place being offered. In addition, the child's current school will be contacted before a place is offered, so that background information on the child is gained.

Upon a satisfactory report being given by the pupil's current school and by our staff a place may then be offered.

Communication with Parents

The school newsletter is sent home with each child on a regular basis throughout the year, keeping parents up to date with what is happening in school. We also have a website which contains similar information and frequent bulletins are sent out on social media. Each member of staff is responsible for producing items of news for inclusion with a view to promoting the school

Letters are sent to individual classes about school trips or events. Reminders and other items of news may be sent out using social media and the home/school communication 'App' Class Dojo and Tapestry.

All children have either a Reading Record Book or a Homework Diary which are used to communicate with parents and for parents to communicate with staff. The use of email and telephone is also encouraged.

Parent / Teacher consultations take place twice yearly, when parents are encouraged to come into school to discuss their child's progress and targets with the class teacher. A comprehensive annual report is sent home at the end of each academic year.

The school aims to work closely with parents, and we hope that parents who have any concerns or anxieties will, in the first instance, raise these with the class teacher.

The School Day

Nursery Department (Rainbow from 10 months - 2 years, Sunflower from age 2 - 3, Pre-Prep from age 3 - 4). Our nursery department is open from 8.00 am until 6.00 pm (and by 7.30 am by prior arrangement). Nursery is open all year except for Bank Holidays and the Christmas & New Year closure.

Lunch for Rainbow and Sunflower is at 11.30am and served in their room. Pre-Prep lunch is at 11.30am served in the dining room.

Main School (Reception to Year 6)

Children move into Reception Class during the year of their fifth birthday. Children then progress through the school as a group moving in to their next class, Year 1, the following September

Morning Session from 8.55 am to 12.00 noon (8.50am - 12.00 for infants)
Break time from 10.35 am to 10.50 am (10.15am - 10.30am on Wednesdays)
Lunch is from 12.00
Afternoon Session from 1.15 pm to 3.45 pm (3.30 for infants)
Break Time (Reception & Key Stage 1) from 2.30 pm to 2.45 pm

Doors Open at 8.30 am for Main School children, when they are supervised in the playground until the bell goes at 8.55 am. If it is wet, children are to meet and be supervised in the gym by the member of staff on duty.

Breakfast Club for Main School children is open from 7.30 am until 8.30 am. Those children wishing to use the Breakfast Club enter via the gate leading to the Dining Room. Parents are most welcome to join their child for breakfast.

We also run an After School Club from 3.45 pm until 6.00 pm.

Calendar

The school calendar is online and access details can be given on request. Staff should take responsibility to ensure they check the calendar regularly to help their planning and avoid a clash. It is the staff's responsibility to ensure events and visits organised by them are added to the calendar either personally or via the school office. All staff are responsible for online safety of school and child data as required by GDPR.

Professionalism and Confidentiality

It is expected that all staff will behave in a professional manner at all times. It is of great importance that matters concerning the school are kept confidential. Breaches of confidentiality are considered grounds for disciplinary action.

Standards

It is everyone's responsibility to ensure high standards prevail in all aspects of the school environment. This includes presentation of work, manners and appearance. It is the teaching staff's responsibility to ensure high standards of teaching and learning are matched to the needs of the children

Appraisal

We are committed to Appraisal to develop all staff, to improve teaching and to raise standards of achievement for all pupils. The school's Appraisal Policy sets a framework for all staff to agree and review priorities and objectives within the context of the school's development plan and their own professional needs.

St. Joseph's School: Appraisal Policy

Appraisal has the potential to develop all staff, to improve teaching and to raise standards of achievement for all students. Appraisal means a shared commitment to high performance. It helps to focus attention on more effective teaching and monitoring to raise the quality of teaching.

Appraisal is a **statutory** on ongoing cycle for qualified teachers involving three stages. A similar approach will be adopted for non teaching staff in accordance with good practise.

Stage 1: Planning

Each teacher will discuss and agree objectives with the Headteacher and record these in an individual plan. Objectives should be challenging but realistic, taking account of a teacher's job description and their existing skill and knowledge base. A minimum of two objectives will need to be agreed. Teacher objectives must cover pupil progress and whole school development priorities. In addition, ways of developing and improving their own professional practice is encouraged if these are not already apparent..

Stage 2: Monitoring Progress

The Teacher and Head Teacher will keep progress under regular review throughout the year using classroom observation and other relevant information. They will discuss any supportive action needed and keep development plans up to date. Classroom observation is accepted good practice with a minimum of one observation each year and a maximum of one per term (unless support plans or competency procedures dictate otherwise).

Stage 3: Reviewing Performance

The annual review of a Teacher's performance will use the recorded objectives as a focus to discuss achievements and identify any development needs. It will be an opportunity to reflect upon the teacher's performance in a structured way and will be combined with agreeing objectives for the next Appraisal cycle. Where objectives have not been met, it may be necessary to draw up a support plan to be implemented immediately and reviewed after 6 weeks. If the outcome of the review is positive, the staff member may return to the normal cycle of appraisal. However, if further improvement is required, a second 6 week support plan will be agreed and implemented. After this period and depending on outcome the staff member may return to the normal cycle of appraisal or competency procedures may be invoked.

Pay Awards

Following a successful appraisal review a pay award may be recommended, effective from September 1st in any given year. In appropriate circumstances, this may be backdated to another point in the year. Any pay award is subject to approval by the Trustees unless it is statutory as is the case with National Minimum Wage. Where an increase is appropriate due to changes in the NMW, the pay award will be given from the date directed by law which is usually April.

Professional Development Policy

We believe that the staff are our most important resource and that a well-trained, well-motivated and effective workforce is a key factor in the success of individual pupils and the school as a whole. It is, therefore, school policy to encourage and support staff development activities for the benefit of the pupils, the staff themselves and the school.

Punctuality

Teaching staff are expected to be on site by 8.30 at the latest. For those staff working in the nurseries it is expected that they will be on site by 7.45 am allowing time to settle in and prepare their rooms. All teaching staff should be on site by 1.05pm at the latest for the afternoon session.

Absence from School

In the case of a planned or foreseen absence please inform the Head Teacher, the School Business Manager and your immediate line manager as soon as possible before the absence so that cover arrangements can be made.

In the case of an unforeseen absence from school or lateness please ring the Head Teacher at home before 7.30am on 07982 028898, or contact a member of the nursery department who are in school from 8.00am. Do not just leave a message on the answerphone - you must speak to someone to let us know what is happening. You must then contact the School Business Manager, Mrs Young who is in school from 8.30am.

In all cases of absence please ensure that clear and adequate instructions are given regarding work for classes and what duties need covering. A copy of your weekly planning should be available from your classroom for cover staff to follow. Instructions may be sent by e-mail. It is the Teacher's responsibility to ensure that there is adequate work for their class whilst absent. In the case of a planned absence (eg attending a course), it is also the class Teacher's responsibility to ensure any playground duties are covered via a 'swap and payback'.

Absence from Nursery

Staff need to inform Gemma or Katie before 7.30am (sooner if they know they evening before). They can send a text message telling us the reason but must phone if this is not acknowledged as received.

Staff are emailed the rotas so need to check to ascertain if Katie is in charge in Gemma's absence.

Staff must ring Gemma or Katie the first day of absence and daily thereafter before 4pm, to update them on the problem and to advise when they may return. This is essential to ensure correct staffing ratios are maintained.

Staff who fail to follow this procedure may be in breach of contract and subject to disciplinary measures.

School Assemblies

Assemblies are held as follows:

Monday	Whole School	9.10 - 9.30
Tuesday	Whole School	9.10 - 9.30
Wednesday	Whole School	9.10 - 9.30
Thursday	In Class	At Teacher's discretion
Friday	Whole School	9.10 - 9.40

Monday's assembly is taken by the Head Teacher. (Staff are not expected to stay)

Tuesday's assembly is taken by each class on a rota basis. Parents are welcome to attend and class Teachers must give adequate advance notification of their class assembly. All staff attend.

Wednesday is singing and music appreciation taken by the appropriate specialist

Friday's assembly is taken by the Head Teacher and is an achievement assembly for the whole school including nursery children. (All staff attend)

Parents are invited to attend achievement assembly.

School Security

School security is taken seriously by all staff at St Joseph's School. At the end of the school day parents collect their child from the main reception area. We only allow children to go with a named responsible adult. We accept responsibility for children from the time they are due to start school until they are collected. Main School children arriving before 8.30 must be supervised by their parents until doors open. The Breakfast Club is open from 7.30 - 8.30am and parents are welcome to join their child. Children who are not collected by 4.00 pm will be sent to the After School Club if numbers permit, for which a charge will be made. Staff are responsible for their own belongings and are not to leave bags, wallets, etc. unattended. If staff are provided with lockers they must lock valuables away and not leave them unattended.

Teaching Staff & Class Organisation

Classes will be determined in the summer term and dependent on numbers. Support staff will be deployed at the Head Teacher's discretion.

Duties

All members of staff are expected to share supervision of pupils outside of the classroom. Please see the rota in the staffroom for duties at the start and end of day, for break(s) and lunchtimes. Unless the classes are staggered, there must be at least two members of staff on duty at any one time (excluding pre-registration duty and afternoon infant playtime). Staff on duty should be on the playground at the start of break and remain with them until they are collected by the class teacher or responsible adult. For safety, a walkie talkie and first aid kit must be carried and serious accidents recorded on the appropriate forms.

Staff NOT on duty should be available to help if required immediately before the bell goes at 8.55am and 1.10pm, helping to line the children up and ensuring an orderly procession into school classrooms.

Wet Breaks

Duty staff decide whether it is a wet break or not. During a wet break the two members of staff on duty will supervise the children either in the gym, or separately for upper and lower school, in one infant and one junior classroom.

Entrance Hall Duty

Entrance hall duty is between 3.45 and 4.00pm. The class teacher or responsible adult should dismiss their children and hand them over to their parents. Staff must remain with any uncollected children until 4pm after which time they should be escorted to After School Club.

Lunch Duty

Each member of the teaching staff is encouraged to carry out a lunch duty, during which they supervise their children, reminding them about manners and improving eating habits. A free lunch is provided which may be eaten with the children whilst on duty. Nursery staff eat with the children, encouraging good behaviour and teaching the children how to hold cutlery. It is also an opportunity to engage in social conversation.

Lunch

Lunch may be obtained from the dining room. It costs £2.50 and needs to be paid for on the day. There is a microwave in the staff room and a fridge where sandwiches etc may be stored.

Dress Code

This is not intended to be a measure of draconian practice but it is important that all members of staff should be familiar with the dress code expected in order to avoid potential embarrassment and to uphold our status as professionals. We insist upon a high standard of appearance from our pupils and it is only right that as a staff we lead by example.

All members of staff are requested to dress formally as for a professional business concern. Men are requested to wear suits or jacket and smart trousers, shirt and tie. Ladies may wear any combination of formal suits, trousers, skirts, dresses and smart separates. Trousers should not fall into the category of leisure or casual wear.

Those staff who are expected to wear uniform (nursery, catering) should ensure that it is clean and presentable. Staff will also need to wear appropriate footwear. All tattoos should not be visible or they must be covered either by a plaster or other suitable means.

Casual wear including jeans, denims or trainers are not acceptable unless you are involved in an educational outing. However, it is important to remember that whilst on an outing you are still a professional member of staff and should dress accordingly. Those members of staff teaching PE and games should not, where possible, wear tracksuits in the classroom setting.

Induction of New Staff

Every newly appointed member of staff needs a programme of induction. The programme should help any member of staff new to the school to feel supported and confident and willing to contribute to their own and the school's development.

Teaching Staff

A new member of the teaching staff will meet with the Headteacher on a weekly basis within the first half term. From then onwards during the first year there should be at least one meeting per half term.

Newly Qualified Staff

We follow the guidelines for the managing of the Induction of NQTs issued by the Independent Schools Council. Each NQT will have an Induction Tutor appointed. They will meet on a weekly basis to monitor and review progress.

Non Teaching Staff

Induction of non-teaching staff is the responsibility of their immediate line manager. There should be regular informal meetings with the line manager in the first six weeks and a formal review after three months.

Areas to be covered in the Induction Process include:

- Safeguarding procedures
- The School Day and School Year
- Absence Procedures
- Communication of Information
- Administrative and Support Staff
- Appraisal
- Professional Development
- Health and Safety
- Emergency Evacuation Procedures

School Policies

At present school policies are held securely on the server and can only be accessed by request. These policies are reviewed at staff meetings and in the light of new legislation. It is the Subject Leader's responsibility to update their particular policy. To ensure there is only one definitive policy at

any one time, staff should liaise with the Business Manager with regard to policy amendments.

Staff Access to the Internet

Staff must not deliberately access information that is offensive and or inappropriate for use in a school. Such information must not be saved to an external disc, local hard drive or server. Staff must not send offensive material through the school's internal or external e-mail facilities. Staff who abuse this facility will be liable to disciplinary action under the school's formal procedures.

The school has developed a set of guidelines for internet use by pupils. All members of staff are responsible for explaining the rules on a regular basis, at least once a term. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

At all times staff must keep personal and school data secure as required by the principles of GDPR

Filtering and Monitoring

Staff must have an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring of the schools IT systems and report any concerns to the Headteacher or DSL

Staff must also ensure adequate steps are taken with regard to filtering and monitoring when using IT systems in school - e.g by not using personal data or hotspots to access the internet for pupils which may not be subject to the same filter levels as school.

Portable Appliance Testing (PAT) of Electrical Appliances

Testing is carried out by the Site Manager annually during the Summer Term. Staff intending to bring any electrical item(s) into school should be aware that the item(s) must be PAT compliant before being used in school. It is a requirement that any such item and its PAT Certificate must be shown to the Head Teacher before it can be used on school premises.

Emergency Evacuation Drill

All staff are expected to familiarise themselves with the school evacuation procedures. Each term we have a practise fire drill when the whole school is evacuated according to the established procedures.

Learning Support (Special Educational Needs and Disabilities)

Our school has a policy for meeting the needs of pupils with special educational needs whether or not the child has a statement of special educational needs. 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 (IPM's) are formulated by the Learning Support Teacher working alongside the class Teacher. Each plan is regularly reviewed and decisions are made as to the next steps to take for the benefit of the child.

Parents are encouraged to be involved with and to co-operate with any programmes which are developed for the benefit of their child. Success in overcoming difficulties is more likely when parents and Teachers are working in harmony and agreement with each other.

Our Learning Support Teacher and SENDCo is Mr Darren Purdy.

Nursery SENDCo is Katie Gee

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.

Homework

We consider that homework plays a valuable and important role in developing skills and attitudes and in gaining the children to learn independently.

It is, therefore the policy of the school that children are set homework on a regular basis. It is our practice to set homework and homework tasks for all children from Reception up to Year 6. Each child will have a reading diary or homework diary in which they will write their homework. Parents can use these diaries to communicate with the class Teacher.

The amount of homework and the time-span expected to complete it varies according to the age of the pupil. As a broad guideline, within a short time of starting in Reception children will have 10 minutes for story time and 10 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.

Children who attend our After School Club may complete their homework under supervision as we feel it would be inappropriate to expect them to start their homework when it may be after 6.00pm before they arrive home.

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.

When a child starts at school, permission, for the time the child is at St. Joseph's, 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. They trips may include visits to Nottingham Castle, the local park, the library or to support science, history, geography or art work.

Parents who do not have appropriate Police clearance (DBS etc) are not allowed to come on outings or assist with groups. Parents must never be left in charge or placed in circumstances which could lead to any accusations of maltreatment. Teachers are responsible for the welfare of children on outings.

The Educational Outings folder can be found on the server

All Teachers must complete an Approval Form and Risk Assessment for an Educational Visit **before** the visit is announced. Once approval has been given by the Head Teacher, the organising teacher must inform other staff, put the date in the main school diary and inform the catering staff. (See Appendix 5). Parents must be given adequate advance notification of any such outings. All staff must be familiar with the St. Joseph's School Educational Outings Policy (See Appendix 6).

If the correct procedure is not followed or the visit is financially unviable then it will not go ahead.

Risk Assessment

We use a standard risk assessment format for use throughout the nursery, main school, holiday club and after school club. Individual teachers will have to complete risk assessments when a specific lesson or activities being carried out by that class are beyond the general day-to-day risks.

Transport

For transporting children we use local coach companies. We insist that all coaches are fully seat-belted and that all children 'belt-up' before the journey begins. All adults are also expected to use the seat-belts and remain in their seats during any journey. Staff will, from time to time, through necessity leave their seats to supervise the children and ensure their safety. Staff are expected to sit alongside their class, spaced throughout the vehicle to ensure adequate supervision. Staff are not allowed to sit together as a group at the front of the vehicle. Should transport arrive that does not have seat belts it is the policy of the school that another vehicle be requested or the outing be cancelled.

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. When permission from parents is being sought for such a trip it must be made clear that such transport does not have seat belts.

For transporting the children to local team fixtures such as chess or football, we may hire taxis or a mini-bus. We also ask parents to assist. Permission is sought from parents in these circumstances, subject to suitable safeguarding checks if necessary.

Extra Curricular Activities

All teaching staff are expected to contribute to the extra-curricular provision at the school. This may be a lunchtime or after school activity and should be a weekly commitment for at least 1 term per academic year. Support staff are also encouraged to contribute depending on other commitments such as lunchtime duties and classroom preparation.

These activities are voluntarily run by teachers for which there is no charge.

The lunchtime is also when children have the opportunity to learn a musical instrument or to take part in private lessons such as archery, dance and ballet. Such activities are taken by external Teachers for which there are tuition fees. Details of Spaces and prices are available from the school office.

Not all activities are open to every child at any one time, but everyone has the opportunity to participate during their school life. The existence of these activities depends on the current staff and their goodwill in devoting extra time to the children.

Assessment

Teachers are continually assessing pupils' progress. Throughout the school year children's progress and attainment will be carefully monitored and recorded by the class teacher. Teachers look for evidence of learning in day-to-day tasks and in assessment tasks towards the end of topics. The information gained will be used to ensure that children are given work at a level appropriate to their needs.

Formal assessment takes place throughout a child's schooling three times a year according to the assessment timetable. Following such assessments, data is submitted to the Head Teacher who will record the outcomes on a spreadsheet. An analysis of the data will then take place after which staff will engage in professional pupil dialogue meetings with the head teacher to discuss the findings and agree the next steps.

Regular reading and spelling tests also provide much useful data.

Parents are informed of the results by report and at termly Teacher consultations.

National Curriculum Assessment

The school does not currently engage in formal National Tests.

Reporting Procedures

Parents will receive a detailed annual written report towards the end of the Summer Term of each year which includes current attainment levels.

The Writing and Presentation of Reports

Please bear in mind that reports are not the only means by which we pass judgment on our pupils, but also one of our major contacts with parents, on which we ourselves are judged.

Please observe the following points when writing reports:

1. Analyse the overall performance, commenting on any apparent inconsistencies or significant variations of strengths and weaknesses.
2. Make sure that any criticism is positive, pointing to what can be done to improve performance and setting targets.
3. Try to find something to praise or some grounds for optimism.
4. Write in complete sentences.
5. Check spelling and punctuation.

Parent and Teacher Consultations

For the Main School, Open Evenings take place twice yearly in the Autumn and Spring Terms. These are opportunities for parents to view their child's work and to discuss with the class teacher their child's development. It is

also an opportunity for the Home School Partnership to be explained and signed.

Parents are of course welcome to discuss, throughout the year, with either the class teacher, nursery leader or head teacher, any matter which concerns the education and welfare of their child. All we ask is that an appointment is made through the office and to bear in mind that teachers and nursery staff are busy first thing in the morning preparing their classroom for the day ahead.

At the start of each academic year we have a 'Meet the Teacher' session. This is an informal opportunity for parents to come and see their child's new Teacher and classroom. Such sessions are from 4.00 to 4.30pm.

Friends of St. Joseph's (PTA)

There is a Parent Teacher Association which plays an important role in the life of the school. The association arranges social functions and fund raising activities for the benefit of the school.

All parents of children attending St. Joseph's School automatically become members of the association. Meetings are held during term time and are open to everyone to attend. During these meetings informal discussions take place on the planning and organisation of future events as well as suggesting how the funds may be spent.

We encourage parents from each year group to ensure all interests are represented. In this way we hope to promote a spirit of community and co-operation within the school.

All staff - teaching, teaching assistants, nursery - are expected to support the PTA by assisting at events and by attending all organised events.

Parents Working in School

Unless suitably qualified and Police checked, parents are not allowed to work in school as this may cause a conflict of interest and jeopardise the safety of the children.

Any parent, who does work in school, should not be responsible for the education of their own child/ren.

Nursery staff are not allowed to bring their own children to the nursery for the reasons above. This is because guarantees cannot be given as to which room they will work in.

Home School Partnership Agreement

The Home School Partnership Agreement aims to ensure that school works in partnership with parents and children to achieve the best possible outcome for each child's education.

At the start of each academic year parents are invited to meet their child's new Teacher and sign the home school agreement.

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. All items of clothing must be clearly marked with the child's name.

Non Uniform Days and Cake Sales

These take place on several occasions throughout the year when the children are given the opportunity to raise funds for charitable causes. Extreme care must be taken when organising cake donations and staff must have high regard to hygiene and allergen notifications surround ingredients

Hair Styles

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 hair style is more in keeping with the standard expected.

Girls are allowed to have plain hair bands and bobbles only in the school colours. Nursery staff are expected to tie their hair back. Catering staff are expected to wear hats at all times.

Jewellery

Our school policy is that no jewellery should be worn in school by the children. 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 responsibility of the child at all times. Watches must not be worn during P.E. lessons, games sessions or swimming.

All staff, but in particular those working in the early years, must be mindful of the risk to children of jewellery.

Tattoos and Body Piercing

Whilst school cannot prevent a member of staff from having tattoos or body piercing it is the policy of the school that tattoos must not be visible. They

will have to be covered whilst at work with a plaster or by wearing appropriate clothing. Items of body piercing that are visible will have to be removed whilst at work.

Nails

Nail length should be appropriate to the role of the individual and nail polish should be in keeping with the guidelines for professional conduct. Children should not wear nail polish except on a special occasion or with permission from the Head Teacher or Nursery Manager.

Discipline & School Rules

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

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.

Pupils who fail to show care and consideration for others or who repeatedly break a school rule are likely to be disciplined by withdrawal of privileges and/or loss of break time. In the case of serious or persistent misconduct, the Head Teacher will ask the parents to come into school to help us address the problem.

However, 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.

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.

Good behaviour is also expected at our Breakfast Club, our After School Club and our Holiday Club if running. Any child who persistently misbehaves will not be allowed to attend.

Staff Attendance at Out of School Activities

There are a number of occasions during the year when attendance at an after school event is required. These are usually whole school events and attendance is expected. All staff (teaching and nursery, full and part-time) are expected to attend PTA organised events.

Term Dates and Holidays

Term dates are circulated to parents on a regular basis.

Parents withdrawing children for holidays during term time are strongly discouraged from doing so. Parents are advised that holidays taken during term time are disruptive to their child's education.

Our curriculum is very demanding and a child's education is severely disrupted by any additional absence from school. This is particularly so in terms of formal assessments. There is no obligation on the school to supply holiday work or to make up work missed by the pupil during a holiday. Parents must apply for permission for any absence from school due to a holiday during term time.

School Meals, Milk and Water

The meals at St. Joseph's School are prepared by our catering staff, who are all trained in food hygiene and expected to provide a high standard of service to the children. All meals are cooked on the premises. All children have lunch in either their classroom (Rainbow and Sunflower) or our dining room

Children are not allowed to bring sandwiches to school. Lunch consists of a two-course meal. For the first course there is a choice from the menu, along with salad in summer, and for pudding a choice of fresh fruit or pudding of the day. Drinking water is also provided. When children are involved in educational outings a packed lunch will be provided by school. Nursery and Infant children all receive milk at morning break up to the age of 5.

There is much evidence that children are not drinking enough water during the day causing problems with health and behaviour, and affecting learning ability. We therefore encourage children to drink fluids in far greater quantities. Children are issued with a water bottle, clearly labelled with their name, to be kept in their classroom during the day. Children will be allowed to have a drink throughout the day under the supervision of their class Teacher.

Healthy Eating Policy

It is the policy of the school that children are only allowed to bring in fruit, plain biscuits or cereal bars for their snack at break-time. Nursery children are provided with their snack. Sweets are not allowed to be brought into school. An exception is made when children wish to celebrate their birthday, a fund raising activity or a religious occasion by bringing sweets or a cake into school.

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.

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 parents tell us otherwise. Full names and addresses will not be disclosed.

Parents are allowed to take photographs etc. at school events. We ask that they use them responsibly and that they do not put such material on public websites. They are for personal use only.

Photographs posted on social media should reflect the permissions of the parents and carers. It should not be possible to easily identify children from images posted on social media.

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.

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 music competitions, sports day, swimming gala, football, tennis, netball, rounders and chess.

School Library

We have a well-stocked library, currently run by parents, 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.

Non-Smoking/Vaping Policy

St. Joseph's School operates a policy of total non-smoking (or vaping) anywhere on the premises and at anytime. This policy will be followed at all times by all people who use the school premises.

Those members of staff who do smoke or vape must ensure that they do not smell of smoke or vape when working with children and must not smoke or vape close to the school

Parking

Parking is a major problem for us here at school. There is no parking available for staff. All roads around the school operate pay at meter schemes. There are restrictions on the times you can park, especially on Derby Road, which is a tow-away zone first thing in the morning until 9.00 am and after 4.00 pm.

Reduced parking costs can be obtained via the Ringo parking app. Please ask on Reception for further details

School First Aider

The official school first aider is Mr Darren Purdy All staff are emergency first aid trained and many are paediatric first aid trained.

The Nursery first aider is Gemma Rhodes

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 to be used.

For other information refer to the school policy on Sickness and Medical Safety. Every member of staff will be given the opportunity to attend a first aid course. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at the school in the same way that parents might be expected to act towards their children.

In the Staff Room there is a First Aid and Medical Information board which all staff should consult.

Medicines in School

Pupils who are unwell should not be sent to school. Occasionally a child will need to take prescribed medicines during the school day. In this eventuality the parent is asked to come into school and administer the medicine. If this is not possible, parents must complete a Request for the School to Administer Medicine Form. If the Head Teacher agrees to the request,

medicine may then be administered by a member of staff who agrees to do so. However, please be aware that no member of staff is obliged to administer medication to a child. Any medication should be brought into school by the parent and must be given to the class Teacher.

Such medicines must be clearly labelled with the contents, child's name and dosage. Under no circumstances should medicine be kept in cloakrooms or classrooms. This will eliminate the risk, however remote, of the wrong child receiving the medication.

Ongoing Medical Conditions

Many children suffer from asthma. The school and the child's class Teacher should be made aware of this condition, or any other chronic condition, by the parents when a child first enters school. Children should carry their own inhalers, clearly labelled and parents should also ensure that school has an additional inhaler to be kept by the first-aider.

Children must take their inhalers with them at all times. This is especially important for P.E. lessons, games and off-site visits. Any child who does not have their inhaler will not be allowed to participate in such activities. It is not the policy of the school to phone parents asking them to come in with an inhaler just because their child has forgotten.

Some children in school suffer from allergies which could cause a toxic shock reaction. The Head teacher, class teacher and catering staff must be made aware of such a condition by the parents when a child first enters the school.

Illness or injury

Parents are contacted when a child is unwell and asked to make arrangements to collect their child. Should a child have an accident that requires medical treatment, we will make every effort to contact the parent or guardian. We will, if necessary, call an ambulance or take the child to the Accident & Emergency Department at the Queens Medical Centre.

When we take children to hospital, a member of staff is in attendance and parents are informed of the situation so they can attend as soon as possible. No child will be left unattended until a parent arrives.

Children should not attend school if they are sick first thing in the morning. We recommend that a child be fully recovered before returning to school. This generally means being kept away from school for 48 hours.

If a child has a contagious disease e.g. ringworm, impetigo, they should not be in school and should not return until it is safe for them and the other school children to do so. This generally means being kept away from school

for 48 hours and until a course of antibiotics has been started. It is the parents' moral obligation to inform school of such diseases.

With all medical matters we are conscious of the need to protect other children and staff from any infectious disease. We expect parents to notify school immediately so that appropriate measures are taken.

Head Lice and other Unwelcome Friends

Parents, especially those of Nursery and Infant children, are asked to inspect their child's hair on a weekly basis for any signs of eggs or lice. If parents do find any 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.

Mobile Phones

The School accepts that staff will bring their mobile phones to work. As a general rule, staff are not permitted to make or receive calls/texts during work time as this inevitably impacts on their role and responsibility.

Staff should ensure that mobile phones are switched off or on silent at all times whilst working. In the event that a member of staff has a particular reason for having their mobile switched on for a specified period of time, he/she must request permission from their room leader or the Head Teacher to have their phone on during working hours.

Staff are not permitted to use recording equipment on their mobile phones to take photographs or videos of children without the prior consent of the head teacher. There are digital cameras available within school for recording purposes. Staff will be trusted not to misuse mobile phones during teaching and learning time.

In nursery, Mobile phones are kept on the front desk and only to be used on break times. They are not to be checked on throughout the working day unless waiting on an urgent call. All calls should be made or taken in the staff room only and not in the corridor that leads to the staff room or the main reception area.

It is permitted to use mobile phones during non-contact time in the staff room. If it is necessary to make/receive calls during the playtime or

lunchtime break, staff need to be respectful of other staff who may be using the staff room at the time.

In an emergency staff can be contacted via the school office. Staff are discouraged from making and receiving calls other than in the staffroom. Staff are reminded that the staffroom is not a public telephone box. Please keep phone calls to a minimum or use the adjoining room for personal calls.

Toys

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

Money

There are occasions when children are going to need money in school. For instance those children who make use of our breakfast facility, when we have book fairs, when we are involved in fund raising and when going on an educational outing (for which they will be told how much to bring). Children should not have large amounts of money with them on a normal day-to-day basis.

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, who will then arrange for it to go to the office.

Registration Guidelines

Each member of staff is responsible for registering the children in the morning and afternoon and for keeping their class register up to date. Guidance as to how to complete the register is given in the front of each book. Registers must be available for inspection at any time.

Once the register has been taken it should be sent to the main reception with a note of unknown absences. These will be followed up immediately by a phone call home by the reception staff on duty to determine the child's whereabouts. If the missing child is not accounted for quickly, the police should be informed.

Registers will be collected in at the end of each academic year and archived

An authorised absence is one where the school has been officially notified by parents/guardians by letter/telephone of the reason for a pupil's absence. Once written notification has been received and the entry made in the register, the letter can be disposed of.

An unauthorised absence is where a pupil has been absent and no notification or permission has been given for the absence.

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 cause pain or humiliation. It includes smacking and rough handling as well as the use of a cane or other instrument to inflict pain.

Trustees

The Trustees are responsible for the long term running of the school. They each bring their own area of professional expertise to support the running of the school. They are all volunteers who give of their time freely and without any financial gain. They meet formally every 6 to 8 weeks.