# St. Joseph's R.G. Primary School



### Information for Parents



LIMES AVENUE DARWEN BB3 2SG

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Email st.josephs@blackburn.gov.uk

# Staff at St. Joseph's



#### Catering

Mrs M Benson Mrs L Kershaw Mrs J Melia



#### Office

Mrs E Jepson Mrs C A Robinson



#### **Teaching**

Mr C Ballard Miss S Briggs Miss L Connah Mrs J Greenhalgh

Mrs A Greenwood -Deputy head

Mrs A O'Brien - Head teacher

Mrs H Rigby Mrs B Saynor Mrs C Swift

#### Teaching Assistants

Mrs L Baldwin Mrs J Booth Mrs S Doran Mrs C Lingard Mrs J Peary Mrs C Proctor Miss L Stephenson Mrs J Tabinor Mrs D Walmsley

Miss J Wilson Mrs R Wilson

Mrs D Wood



#### Site Mr D Lobb Mrs C Wilson

#### Welfare assistants

Mrs L Arnone Mrs J Bailey Mrs L Baldwin Mrs A White Mrs D Wood



#### The Governing Body:

Chairman of Governors: Mgr P Wilkinson (c/o school)
Vice Chairman: Mr T McIver (c/o school)

Mr P O'Garr (parent governor)
Mr J Killalea (foundation governor)
Mrs A O'Brien (head teacher)
Mrs C Proctor (staff governor)
Mr N Rickard (parent governor)
Mrs H Rigby (teacher governor)
Mr P Simpson (parent governor)

Mrs A Thompson (foundation governor)

Clerk to Governors: Mrs J Haydock

LEA support: Miss A Connor (School Improvement Officer)

Mrs J Heyes (Educational Welfare Officer) Mr S Miller (Special Educational Needs – SEN

Officer)

Mrs W Thorley (Educational Psychologist)

Diocesan Support: School Commission – Gerald Road, Salford

#### **Admission Procedure**

For 2007 the following criteria will apply:

St. Joseph's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Blackburn with Darwen Local Education Authority as a Voluntary Aided School. The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2006, the Governing Body has set its planned admissions number at 30.

Admissions to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

- 1. Priority will be given to all Looked After Children who are Roman Catholic over all other Roman Catholic applicants. Then Priority will be given to all Looked After Children who are not Roman Catholic over all other applicants who are not Roman Catholic.
- 2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parish of St. Joseph's.
- 3. Other Baptised Roman Catholic children who are resident in the parish of St. Joseph's.
- 4. Other Baptised Roman Catholic children resident in another parish.
- 5. Other children falling outside categories 1-4 above whose parents or carers wish them to receive a Catholic education.

#### Notes:

- a) All applicants will be considered at the same time and after the closing date for admissions which is .......
- b) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- c) Parents should check carefully whether they are resident within the parish boundary of St. Joseph's. A map illustrating the boundary is available.
- d) It is the duty of the Governors to comply with class size limits at key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- e) If in any category there are more applications than places available priority will be given on the basis of proximity to the school (this will be determined by the safest and shortest walking distance).
- f) The Governing Body reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence from a doctor or social worker.
- g) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- h) Late applications will be considered according to the date received in school. If two or more are received on the same date the normal priority criteria will be applied.

The school, under the patronage of St. Joseph, whose feast day is celebrated on 19<sup>th</sup> March, was blessed and officially opened on 11 February 1976. We cater for children aged 4 to 11 years.

#### The Mission Statement

The Mission Statement gives the purpose and ethos of St. Joseph's school and is the document which forms the basis of all our policies and practises.

We at St. Joseph's Roman Catholic Primary School value and care for each other within a safe and secure environment. We encourage the development of each person's potential. We strive to nurture each individual's effective learning on their journey of faith towards God and responsible Christian Adulthood.

#### **Admission Arrangements**

The standard number for admission is 30 in the Reception class (Foundation Stage). The Government's class size limit of 30 children in all infant classes and the Foundation stage applies.

In the term before a child begins formal education for the first time, arrangements will be made for the child and his or her parents to visit school on an informal basis. In addition, arrangements will be made for the child to spend two half day sessions in school, to help them become familiar with the routine of the school day. Similar arrangements can also be made, if requested, for children transferring from other schools. We stagger the children's start to school to help ease the transfer into formal schooling, the long day and a new environment.

Parents are welcome to visit school at any time by prior arrangement with the head teacher.



#### The School Day

Morning Session	8:55 – 12:00 Infants
	8:55 – 12:15 Juniors

Afternoon Session	1:15 – 3:30 both key stages

Please note that from 1<sup>st</sup> September <u>2008</u>, school will close at 3:15 as a result of a reduction in the length of play times in both key stages.

Children are expected to be punctual and to be neat and tidy at all times. They are expected to arrive at school no earlier than 10 minutes before the start of the morning session – that is, no earlier than 8:45 a.m.

As children are not under direct supervision until the start of the school session, parents may wait with their children inside the school gate. Parents are asked to wait in this area at the end of the day also. Infant children will be accompanied by the teacher onto the Infant yard, from where they can be collected. Juniors will be accompanied to the "slope" which joins the Junior yard to the staff car park.

Although we realise that parking is difficult, parents are requested <u>not</u> to use the school car park, for the safety of the children.



#### The Curriculum

We offer a broad and balanced curriculum with the aim of enabling every child to develop their full potential. We recognise the importance of achieving academic success, but as a Catholic school, we strive to also develop qualities of the spirit, feeling and imagination.

All aspects of the National Curriculum are provided for within the programmes of study offered by the Curriculum 2000 document. However, 2007 is an exciting year for us in terms of curriculum development as staff have been working hard to develop an enriched experience for our children. A blocked topic approach has been developed which means that the children may be studying one particular aspect over a few sessions for a short number of weeks. This replaces the system where children may have studied History or Geography for example for one hour each week. We consider that some subjects need to be taught weekly, so P.E., Music, R.E., PSHCE and I.C.T will still be taught separately each week. English (Literacy) and Mathematics (Numeracy) will be taught daily.

In the Foundation stage, this type of topic approach has been common for a number of years, however learning is linked in different ways. Headings are

- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development
- Personal, Social and Emotional development

#### **Home Reading**

We have a range of materials used to support home reading. In the Reception class, children are gradually introduced to the Home Reading programme. Children are taught an increasing range of reading strategies in school but do need to practise as often as possible with you at home. Through sharing books with an adult, talking about the pictures and the gradual introduction to text, your child will develop a readiness for reading; that we hope will develop into a real love of books. It is vital in developing more advanced comprehension strategies that children share lots of books at the same level, rather than moving rapidly through different levels.

Your child's book will be changed weekly, on Tuesdays and Fridays they will bring home a book for you to share with them. Books are changed by our voluntary helpers. If you need to discuss anything relating to home reading, please do not hesitate to contact the class teacher.

#### Statutory Assessment

Each year, children in Year 2 and Year 6 undergo national tests (sometimes called SATs). At Year 2, the expected achievement is level 2. At Year 6, the expected achievement is level 4.

We were very pleased with our results again last year

#### Year 2 (End of key stage 1) 2006

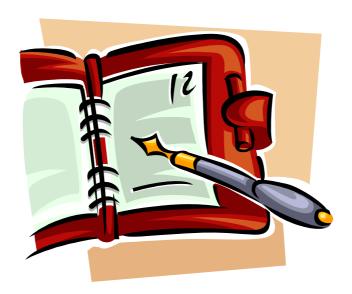
The following percentages of children achieved level 2 or above.

Maths 90%	Reading 80%	Writing 73%	Science 93%
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#### Year 6 (End of key stage 2) 2006

Maths	Level 4 or above	85%		Level 5	42%
English	Level 4 or a	bove	92%	Level 5	
46%					
Science	Level 4 or a	bove	96%	Level 5	
54%					

The governors feel that the education of children in sexual matters is primarily the right and duty of parents. The matter is not dealt with as a separate subject in school, but is placed within the context of the child's spiritual, moral, emotional and social development. To assist us all in this matter the school has adopted the "In the Beginning..." scheme of work which addresses personal relationships within a Catholic context. Thus it may be seen as part of a loving, caring human relationship. The school recognises and supports the role of parent and guardians as the coeducators of their children, and will encourage and support them in taking an active part in the education of their children.



#### **Religious Education**

The school is conducted in accordance with the rites, practises and observance of the Roman Catholic faith. It is expected that children admitted to the school will take a full and active part in the religious life of the school and community. Parents wishing to withdraw their child from religious instruction and worship in accordance with the provisions of Section 25 of the Education Act 1944 must make arrangements with the School Governing Body.

Each day the children join together for either a general assembly, or a class act of worship. Arrangements are also made for school and group Masses devotions and other special celebrations. The children are also encouraged to take an active part within the caring community by specific fundraising for worthy causes and other opportunities as they arise. In conjunction with the parish, children are introduced to the Sacramental Programme at the appropriate time.



#### Special Needs

We believe that every child has the right to have his or her individual needs catered for. In line with government recommendations we operate within 3 "waves"

- Wave 1 is quality first teaching, delivered by the class teacher
- Wave 2 provision consists of general intervention programmes delivered in the majority of cases by trained support assistants. Wave 2 provision caters for children who need a little extra help to be in line with age related expectations.
- Wave 3 may be delivered individually or in groups and is targeted specifically to meet a child's needs. This may be delivered by a trained support assistant or a teacher.

Sometimes we feel it would be appropriate to ask for specialist advice. We are fortunate to be supported by a wide range of outside agencies who can supplement our provision with their own particular assessments and recommendations.

Whilst the geography of the school is not ideally suited to the needs of children with physical disabilities, wherever possible, arrangements will be made to accommodate all children. Some adaptations have already been made to accommodate wheelchairs, and some toilet adaptation and handrails to play areas have already been put in place. Further adaptations are also planned.

#### Pastoral Care

An essential part of the school life is the care we have as a community for one another. All members of the staff are involved in the pastoral care of the pupils, under the overall direction of the headteacher.

From time to time there may be aspects of a child's life outside of school that affects their performance in school. It is often helpful to inform school of any such instances to ensure that the best pastoral care is provided.

Medication is <u>not</u> administered in school unless a child has a long term medical condition and staff volunteers have received adequate training. Should your child require the use of an inhaler during the school day, these must be clearly labelled with

your child's name. Inhalers will be stored in class in a clearly labelled place such as the teacher's cupboard or drawer. It is the parent's responsibility to ensure that the medication has not exceeded its expiry date.

Notification of the reason for absence of a child should be given to school on each occasion. Should your child's attendance fall below 90%, we will keep you informed. Attendance below 85% is considered to be cause for concern by the Education Welfare Service. Requests for holidays should be sought prior to booking. This is a legal requirement. The current limit is 10 school days, after which time, holiday absence is deemed to be unauthorised. Current guidelines are under revision – there are indications that this limit will be reduced to 10 school days in each key stage.

When completing an initial registration form for a child's entry into school, parents are asked to give details of contacts for illness or accident to a child in school. This information (along with details such as asthma, eczema, the wearing of glasses, hearing impairment) should be kept up-to-date in order that comprehensive pastoral care may be given. This information is strictly confidential.

A number of agencies such as Education Welfare Officer, Health Visitor, Therapists and Psychological Service serve the school. The school can assist with such involvement should parents wish.

#### Discipline

The school's behaviour and discipline policy is aimed at achieving in each pupil, self-discipline, self-control and a respect for the rights of others. It seeks to enhance each child's self esteem, encouraging accountability for behaviour and thereby allow each child to be on task with his or her learning. It is aimed at promoting the values of honesty, fairness and respect for the rights of others and property. Copies of the policy are available in school should you require one.

High standards of behaviour at all times will be insisted upon. Consideration of, and respect for each other and communal / individual property is also expected. Pupils are expected to be punctual for each school session and to be of a neat and tidy appearance.

#### **Positives**

Promoting and celebrating achievement are at the core of our House system which is a strategy used in all areas of school life. Our Faith and Mission statement guide our response to school life and individual growth. Each Friday we celebrate and recognise the achiever's of the week in assembly. Children who have achieved in other areas outside school e.g. swimming, dancing etc. are encouraged to bring their trophies / medals / certificates etc to share with the school community. Parents, grandparents etc are most welcome to attend this celebration assembly.

#### **Sanctions**

Although our accent in school is on promoting good work, good behaviour and good habits, we do have sanctions for those who are unresponsive and we ask for parental support when we find that correction is necessary. The sanctions take the form of

extra work to make up for time lost in class, or to encourage the child to think about their actions. Often the sanctions are done in break or lunch times, but if necessary they are to be done at home. Parents will be consulted if persistent or serious incidents occur.

#### **Prefects**

We feel that it is important to foster responsibility in our young people. During their time in school, children may be asked to have responsibility for small aspects such as tidying the library shelves, giving out marked work etc. In Year 6, we operate a prefect system. Pupils volunteer to undertake such duties as helping younger children at lunch time, assisting welfare staff with minor bumps, promoting sensible movement around school etc. The prefect team are under the leadership of Head Prefects who organise weekly rotas. Head prefects are voted for by the pupils, and from September, will be changed termly.

#### Open evenings and reporting to parents

Arrangements are made for parents to visit the school and discuss their child's progress with the individual class teacher. These evenings take place during the autumn and spring terms. In addition, a full report is sent out at the end of the summer term, giving a complete curricular record. Parents may make an appointment to speak to the class teacher about the reports should they require it.

Parents should not feel however, that these are the only times when they are able to discuss their child's progress with teachers; often an informal meeting would be beneficial. Arrangements can be made by telephoning the school. We would greatly appreciate it if appointments could be made for the end of the school day, rather than before school as teachers are preparing for lessons at this time. For the safety of all children and to ensure a prompt start to the day, we respectfully request that parents avoid "catching" teachers on the school yard.



#### **Road Safety**

Road Safety Education is a learning process that involves developing a range of skills and knowledge that will enable children to become aware of, and competent in, the traffic environment. The school will actively support the development of positive attitudes towards road usage. This will be achieved through the integration of appropriate road safety themes and topics in the curriculum. In addition, efforts will be made to work in partnership with parents to further encourage safe practises on or near the road.

To help us manage a safer environment in the immediate vicinity of the school, we do ask parents to take care when parking on Limes Avenue or East Park Avenue. We do point out that the school car park is for the use of staff only due to limited space. We like to remain on good terms with our neighbours, and therefore request that parents do not obstruct footpaths / driveways with careless parking. From time to time the community police officers do visit school and will distribute parking tickets. Please remember that the road markings have been placed in order to keep your children safe.

#### **School Uniform**

Children are expected to wear a simple school uniform, items of which (except for sweatshirts) may be purchased from any multiple store:

Maroon Sweatshirt with school badge (available from a local supplier)

Pale blue Polo shirt

Grey trousers /skirt (girls)

Grey/White socks

Black shoes

During summer months girls are permitted to wear 'summer dresses'; red and white or blue and white are both appropriate.

#### P.E. and sports kits

**Black Plimsoles** 

Navy blue or Black shorts

White tee shirt -plain

In the Junior Years, extra items may be required for inter-school competitions, sports, football, netball etc.

In Year 5, children go swimming weekly. They will also require:

Costume/trunks

Towel

The regulations issued to school, state that goggles are permitted with a doctor's certificate/letter only, and that a swimming cap is to be worn for long hair.

Parents who may need assistance in the provision of uniform can seek advice from the Education Welfare Office.

## ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME

PE and other sports clothing should be kept in a drawstring type bag, and left in school.

The wearing of jewellery is not permitted. If ears are pierced, small studs may be worn, but must be removed for PE and Sports. The school cannot accept any responsibility for the safety of valuables/clothing, including watches.

As there is very little storage space in school, we ask that all school bags be as small as possible. When large bags and backpacks are left around in cloakrooms, other children can sometimes fall over them.

We fully understand that our young people have pride in their appearance and indeed we encourage it. However we feel that during school time, hairstyles should be simple and tidy; rather than elaborate or spiked. Longer styles should be tied back for health and safety reasons. From time to time in school, we suffer from the re-emergence of head lice. Children's hair should be checked regularly, at least twice a week, if not daily, to ensure swift eradication of this nuisance. Advice and help are available from the chemists. Please remember that there is no shame in catching head lice, it is very common amongst young children.

Make-up should not be worn in school.

#### Homework

It is the school policy to set homework each week starting with the use of the Home Reading Scheme, and gradually increasing over the years in preparation for the homework which they will be required to do at High School.



Extra Curricular Activities

The school takes an active part in the Local Schools Sports Association. Games and fixtures are arranged throughout the year for football, cricket, netball, rounders, athletics, cross country running and swimming. Practices usually take place after the school day (3.30pm). A gardening club and art club also operate at the end of the school day for different age groups. Other sporting groups are frequent visitors, offering further activities before and after school, and even during the school holidays on a paid by parents basis. Revision clubs are also held after school for Year 6 pupils leading up to the National tests.

Before school, we currently offer a range of sporting opportunities such as basketball, cricket and multi-skills. Other activities at lunchtime include keyboard and brass lessons and a guitar group for junior children. Knitting and cross-stitch are also offered to different year groups.

At Christmas, or in the summer term, a concert, pantomime or play is produced. Practices for these are often during lunchtime or after school.Notification of any practices, games etc. are sent home to parents by the class teacher.

Educational visits are arranged on a class basis as required to enhance learning. A suggested donation is usually given on these occasions. Close home and school liaison is developed at all times and we hope that during the next year, various parent/school activities will be arranged with the help of the PTFA.





# <u>Parental Involvement & the Parents, Teachers and Friends Association</u> (P.T.F.A)

We regard the education of your child as a partnership, and are always very grateful for help given to us by parents, who feel that they may be able to offer a little time each week to help out in school. This may be help with the administration of the Better Reading Partnership Programme, Library, Home Reading Scheme, Crafts, Baking, Games, Outside visits etc. If you feel that you could offer your help or assistance in any way, we would be very pleased to hear from you.



During the next academic year we hope to revitalise the role of the PTFA (Parents, Teachers and Friends Association). In the past, the valuable work of the team has enabled the children to enjoy the little extras that help make school an enjoyable place

to be. The PTFA would arrange social events at various times throughout the year, in order to raise money to provide extra resources for the school. Your contribution can be as much or as little as you want it to be. You are already a member, so please consider becoming an active member!

The chairman for this year is Mr Paul O'Garr, who can be contacted through the school.

#### **School Meals**

We are very fortunate in that healthy and nutritious school meals are cooked daily on the premises. Mrs Benson, our cook, has developed a monthly menu, which offers choice and value for money. She is always willing to try new menus in response to parent's and children's requests, within the dictates of the healthy schools programme. Dinner money is collected every Monday for the following week. We ask that you send this to school in an envelope clearly labelled with your child's name and class. Alternatively, children may bring their own packed lunch to school.

Parents will appreciate that the ordering of food takes place weeks in advance of its delivery. As a result, we would be grateful if as far as possible, you could encourage your child to only change their lunch time requirements at the beginning of a half term. Clearly advance notice of this intention would be useful.

Advice on how to make an application for assistance with school meals is available from the school, or by contacting the Education Welfare Office.

#### **School Rules**

Children are expected to be punctual for school

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

PE and sports clothing should be kept in a drawstring bag, clearly marked with the child's name

All children are expected to take part in PE, sports and swimming lessons. When a child needs to be excused from these lessons, a written note is required

Items of jewellery are not permitted, the school will not be responsible for any loss or damage to jewellery or watches

Hairstyles should be simple and tidy, neither elaborate nor spiked

At lunchtime children may either have a school meal or bring their own packed lunch, glass bottles are not permitted

Payments for school meals are to be made in advance, and paid each Monday morning

Chewing gum is not permitted in school

#### Pupil Attendance

The school is to be notified of any absence either by telephone or in writing.

The possible number of attendance for all pupils is calculated and then the number of times children were absence is looked at: (as per the D.f.E.S. census return)

Authorised absence is absence from school where the school has been given an acceptable reason

Unauthorised absence is absence from school where the school has not been given an acceptable reason, or holidays have been taken which exceed current limits.

Number of sessions possible	49820
Number of authorised absences	2238
Number of unauthorised absences	53

From the above information, you can clearly see the importance of informing the school of any absence.

The information above relates to the 20005/2006 school year.

Please remember that parents do not have an automatic right to withdraw children from school for a holiday and, in law, permission has to be sought in advance. The time of year can be particularly crucial in the decision. Extended unauthorised leave could result in a Penalty Notice. A Penalty Notice can also be issued for persistent late arrival.

It may be that there could be a need to change relevant arrangements or information given, either during this present year, or in subsequent years. If you feel that you would like additional information, please do not hesitate to contact the school at any time, either in person or by telephone.

June 2007