St Joseph's Catholic Primary School

Information
For
Current & Prospective Parents

Revised July 2018

Welcome to St Joseph's Catholic Primary School.

St Joseph's is a Voluntary Aided Primary School, which was originally established as a Private School by the Sisters of La Sainte Union in 1906. Voluntary Aided status was obtained in 1967 and trusteeship of the school was transferred to the Roman Catholic Diocese of Clifton in 1995. The relevant Local Authority (LA) is North Somerset District Council.

St Joseph's has enjoyed a long tradition as a successful Parish School in Portishead. We pride ourselves on our Catholic traditions and heritage, and our high academic standards. Our aim is to teach the Catholic faith, provide a high standard of education, and allow pupils to achieve their full potential.

Our staff consists of experienced teachers and assistants who work as a team to develop the whole child. We firmly believe that we are all equal in the eyes of God and that we all have an important role to play in our community.

We acknowledge that, as parents and guardians, you are the first and foremost educators of your children and we encourage your comments and questions. We strive to maintain good links with parents and to ensure that everyone is working to ensure that your children have a happy school life at St Joseph's.

St Joseph's is a busy and active school. We pride ourselves on the all-round education, which our children enjoy. There are opportunities for a wide range of extracurricular activities, such as instrumental tuition; Speech and Drama; theatre, museum trips as well as Year 6 and Year 5 activity camps away from school. We value our wider community links and aim to make the children aware of the needs of others through the fund raising events we have for those in need at home and around the world.

The School has a very supportive PTFA, whose aim is to benefit the children of our school by providing family orientated events that are enjoyable for all.
Please contact the school to arrange a visit and to discuss the needs of your child.

We look forward to welcoming your family to our school.

Mr M Flexman
Chair of Governors

Mrs E Jackson
Headteacher

Our School's Vision, Mission, Values and Aims

School Vision Statement



Together we love - Together we hope - Together we learn.

Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we encourage everyone to share a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

Values

Together at St. Joseph's Catholic Primary School, following the teachings of Jesus, we value:

- Our diversity of talents - creative, musical, sporting, academic.
- Our respect for each other – supporting, encouraging, trusting, being kind and thoughtful.
- Our many opportunities to learn – and feel happy, safe, special and successful.
- Our relationships with each other – loving, caring, belonging, sharing team -work.
- Our responsibility to be welcoming, sensible, hardworking, polite and understanding.

Aims

Together at St. Joseph's Catholic Primary School, following the teachings of Jesus:

Spiritually - We will encourage, nurture and develop our relationship with God, in partnership with our parish community.

Academically - We will challenge our children to develop a lifelong love of learning, recognising and celebrating their individual potential, skills and talents.

Emotionally - We will help each child to develop a positive self-image and encourage them to value respect and empathise with the feelings of others.

Physically - We will celebrate the potential and achievement of each child. We will encourage them to challenge themselves in a safe, supportive environment. We will promote an understanding of a healthy lifestyle.

Socially - Through our shared Christian values, our children accept and celebrate differences and diversity. Together we will build strong relationships with home, school and parish whilst embracing an understanding of the wider world.

Compiled by a working party in consultation with children, parents, parishioners, staff, Governors, Diocese, as part of the Vision and Mission review 2017

School Details

Name:	St Joseph's Catholic Primary School (Voluntary Aided)
Address:	Bristol Road, Portishead, North Somerset, BS20 6QB
Telephone:	01275 848367 Fax: 01275-845638
Head teacher:	Mrs E Jackson
Chair of Governors:	Mr. Michael Flexman
Web address (school):	www.stjosephs.org.uk
E-mail (school):	stjosephs.pri@n-somerset.gov.uk
School Hours are:	8.20am – 11.45am EYFS & KS1, 8.20am - 12noon KS2, 1.00pm - 3.00pm (2.45pm on Fridays)

Visiting Arrangements

We welcome visits to our school. These can be arranged in advance by telephoning the School Office. On your first visit, you will meet a senior member of staff who will discuss your needs and give you a tour of the school.

Due to time tabling arrangements, we encourage visits in the morning session. Other times can be arranged at convenient times. Please telephone the School Office to make a suitable appointment. When your child has been accepted to St Joseph's, we will encourage you to bring your child to spend some time in their new class. In the case of Reception children, this usually takes place in the summer term.

Please feel free to ask any questions you may have, and we will do our best to answer them for you.

Staff List

Role	Name	Other Responsibilities
Headteacher	Mrs E Jackson	Designated Safeguarding Lead Assessment NQT/Student Liaison Designated off site Excursion Co-ordinator Health and Safety
Deputy Headteacher	Mr G Bath	Safeguarding Deputy Designated Teacher R.E/EPR/SENDCO/Assessment
Key stage 1 and Early Years Teachers	Mrs C Roberts R	PHSE English as an Additional Language
	Miss C Lane R	Design and Technology/Reading lead KS1
	Miss S Joy Year 1	English
	Mrs S Matravers Year 1	Maths
	Mr G. Bath Year 2	As above
Key Stage 2 Teachers	Mr A Donovan Year 3	Humanities/Outdoor learning
	Mrs L Hill Year 4	Art/School council/MFL
	Miss E Laken Year 5	Science
	Mr ED Broyd Year 6	ICT-E safety/ P.E
Music	Mrs H Page	Music Peripatetic co-ordinator
Class LSAs (Learning Support Assistants)	Mrs M Hallett Mrs C Ravens Mrs C Febrey Mrs M Parker Mrs S Geary Mrs J Guest Mrs J Stinchcombe	Also Learning Mentor
Special Needs LSAs		
	Mrs M Faram	
	Mrs G Sarta	
Admin Team	Mrs S Goldsbrough	Business Manager
	Mrs A Bolden	Finance Administrator
	Mrs S Chichester	School Administrator
Site Manager	Mr L Sturdy	Health and Safety Deputy
After School Club	Mrs M Parker	After School Club Managers
	Mrs S Geary	
	Ms J Davies	After School Club Playworkers
	Mrs B Henson	
	Mrs A-L Lumsden	After School Club Administrator

School Meals	Mrs C Leader	Cook
	Mrs R Casey	
	Mrs C Aldom	

Lunchtime Supervisors	Ms L White	
	Mr L Sturdy	
	Mrs H Fletcher	
	Mrs Michaela Humerston	
	Mrs R Napolitano	
	Ms. Z Lengyel	

The Governing Body

Foundation Governors:
Mr Mike Flexman (Chair)
Mrs Helen McNab (Vice chair)
Mr John Hayden
Fr Tom Dubois (Parish Priest)
Mrs Sam Chandler
Mr Andrew Shiel
Rev. Didier Delaplace
Governors:
Mrs E Jackson (Headteacher)
Mrs G Bath (Teacher)
Ms. Danielle Bennett (Parent representative)
Mrs R Mougeot (Parent representative)
Clerk to Governors:
Mrs T Maslen

The main reason that the Catholic Diocese has its own Schools and Colleges is so that the younger members of the Church can have the opportunity to learn about the faith of the Church, as part of a full education, within a Catholic environment.

"The responsibility of making our Schools and Colleges into the kind of places we want them to be lies principally with Head teachers and Governors." (Joint Pastoral letter from the Bishops of England and Wales issued at the end of January 1991)

Our school has:

- Foundation Governors
- Representative Governor appointed by the LA.
- Governors elected by parents, teachers and non-teaching staff.
- Head Teacher Governor if he/she so wishes.

All Governors have equal rights and responsibilities and are all bound by the Trust Deed as well as the Instrument of Government. They are not delegates and once appointed or elected must act, according to their judgement, in the best interests of all the children in the school. The responsibility of the Governing Body is a collective one and individuals do not have power to act unless they are instructed by the whole Governing Body.

Foundation Governors, who form an overall majority, have a particular extra responsibility of seeing that the Catholic character of the school is preserved and developed in accordance with any guidance and directive given by the Bishop and the Diocesan Schools Commission and that the school is conducted in accordance with the Trust Deed.

Governors Responsibilities

a) To determine policies and to oversee the general conduct of the school.
b) To see that the curriculum is broad and balanced and meets the requirements of the National Curriculum.
c) To approve targets set with the LA and monitor pupil attainment and progress against local and national standards
d) To determine the nature of religious education.
e) To give guidance on discipline, exclusions etc.
f) To control the school budget devolved from the LA under the Fair Funding arrangements.
g) To appoint teaching and non-teaching staff and to deal with personnel matters.
h) To publish the school profile.
i) To control admissions.
j) To see that the fabric of the building is maintained and to ensure health and safety.
k) To control lettings.

Governors work together and with the Head Teacher and staff in carrying out these responsibilities. Their role is to: Provide a strategic role, act as a critical friend to the Headteacher and ensure accountability. They do not become involved in the day to day management which is the responsibility of the Head Teacher and staff.

Absence and Attendance

Registration takes place at 8.20a.m. every morning. If your child is late, they should be signed in at the front reception desk. If you need to take your child out of school to attend appointments, a letter should first be sent to the class teacher, and when collecting your child for the appointment, you will be asked to sign your child out of school.

If your child is absent from school for any reason, the office should be phoned as soon as possible to let the school know the reason for the absence. If your child has been sick or had diarrhoea, they should be kept off school for a period of 48 hours after the last occurrence.

The school is unable to administer most medication to children. If your child suffers from asthma and requires an inhaler, this can be kept in school. A form will need to be filled in and it is the parent's responsibility to ensure that the medication is in date. School should also be informed of any allergies.

If your child becomes unwell during the school day you will be contacted. It is important that the office has up to date contact information for families at all times.

There is no authorisation for term time holidays – but leave may in exceptional circumstances be requested with evidence required. Holidays in term time will be unauthorised and may result in further consequences.

Safeguarding

St Joseph's Catholic Primary School works closely with the Diocese of Clifton, North Somerset Council and North Somerset Safeguarding Children Board. The contact details for these organisations are listed on the school website.

For our school policy on safeguarding, please visit our policies page in the parents information section of the school website.

The Designated Person responsible for safeguarding is Mrs E Jackson. In her absence, the Deputy Designated Person is Mr G Bath. The governor responsible for safeguarding is Mr John Hayden.

School's Curriculum Statement

General Education

This is based upon the National Curriculum covering: English, Mathematics, Science, Geography, History, Art, Religious Education, Design and Technology, Information Technology, Modern Foreign Languages and Physical Education. All subjects (with the exception of Religious Education) are taught in accordance with National Curriculum 2013.

Religious Education

At St. Joseph's the proclamation of the Gospel is at the foundation of all teaching and learning. We base our RE teaching on the "God Matters" scheme published by the Roman Catholic Diocese of Portsmouth, which is based on Scriptural content and in line with the Catholic Education Directory. Religious Education is an essential part of the atmosphere and purpose of the school.
Parents are encouraged to become involved in the religious activities of the school – assemblies, Masses, as well as other Religious Festivals, such as Harvest Festival, May Procession. Details of these are circulated at the appropriate times.

Each class has taken the name of a saint and is familiar with the lives and example of its class patron. Classes hold special Masses and celebrations at the time of their feast day; in addition, Masses are held in school on Holy Days of Obligation, special days and beginning and end of term. Every child, regardless of their faith, is encouraged to partake of Religious Education classes and activities, without discrimination. However, we do recognise that parents have the right to withdraw their child from all or part of the Religious Education and worship. Such concerns must be discussed with the Head teacher, on application.

Special Educational Needs

All Children are unique and have a variety of needs associated with their learning. Some children are assessed as having special educational needs. We strive to provide an appropriately differentiated curriculum to meet the needs of all children at St. Joseph's. Parents are considered to be the first educators of their children and so are invited to contribute towards individual educational plans. We co-operate successfully with a range of outside agencies that support our provision for children with special educational needs.

School Dress Code

Girls Winter Uniform

White long-sleeved shirt
Navy-blue/Gold striped tie*
Navy-blue pinafore - or -
Tailored grey trousers or shorts
Year 5 and Year 6 girls may wear a Navy
Pleated skirt instead of a pinafore
Navy-blue cardigan with school badge*
White knee-length socks, or navy-blue tights
Grey socks (with trousers or shorts)
Black school shoes

Boys Winter Uniform

White long-sleeved shirt
Navy-blue/Gold striped tie*
Tailored grey trousers or shorts
Navy-blue jumper with school badge*
Grey socks
Black School Shoes

Girls Summer Uniform

White and gold striped summer dress - or -
White long-sleeved or short-sleeved shirt
Tailored grey trousers or shorts.
Year 5 and Year 6 girls may wear a navy pleated skirt.
Navy-blue/Gold striped tie*
Navy-blue cardigan with school badge*
White knee-length socks (with dress) or ankle socks (with shorts, trousers or dress)
Black school shoes

Boys Summer Uniform

White long-sleeved or short-sleeved shirt
Navy-blue/Gold striped tie*
Tailored grey trousers or shorts
Navy-blue jumper with school badge*
Grey socks
Black School Shoes

School Coat - Winter or summer – Plain Navy Blue/Black with no logos or branding or reversible fleece with school badge*
***supplied by School Togs**

Hair & Jewellery - For health and safety we ask that children limit jewellery to the following: Watch, Plain gold stud earrings. Hair should be cut in an appropriate manner and hair should not be coloured, dyed or braided with coloured thread. Long hair (shoulder length or more) should be tied back using navy and/or gold accessories.

Footwear - Black shoes should be worn with summer or winter uniform – no trainers or boots. Shoes should not have heels or open toes.

PE Kit

All children should have the following PE kit in school at all times:
Gold PE polo shirt with school badge* - Navy-blue shorts
Trainers
During the cold months, children may also have the following in school:
Navy-blue plain leggings or tracksuit trousers and navy-blue plain fleece

Other Accessories

Summer Hat – Plain white or plain navy blue
Bookbags – Navy Blue with School Logo*

PE Bag – Navy Blue with School Logo*
Winter Hats, Scarves & Gloves – Plain Navy Blue (or Navy & Gold)

***School badged items and the school tie can be obtained from School Togs in Nailsea.**
Other items of uniform can be purchased from any other suppliers. The dates when children change uniform from winter to summer are communicated through school newsletters. All items of uniform should be named; if any unnamed items of uniform are lost they will be put in the lost property store. Parents are always welcome to look through this store at the start and end of the day. All named items will be returned to the child.
The PTFA hold regular second hand uniform sales please see newsletters for more information.

Other Information

School Hours

The normal school hours are:

8.20am – 11.45 am for EYFS and KS1, 8.20am - 12 noon for KS2
12.55pm - 3.00pm (2.45 pm on Fridays)

The playground is staffed from 8.00am to 8.20am so that parents can, if they wish, drop their child before the start of the school day. However children in Foundation stage and Year one should be accompanied by a parent or other adult. At the end of the day please wait outside your child's classroom, the teacher will only dismiss your child when they see you. If someone else is collecting your child from school please inform the class teacher. As a preparation for secondary school children in year 5 and 6 are dismissed and are expected to find their own parent or make their own way home if that arrangement has been put in writing to the school. If it is raining in the morning all children except Foundation stage will go into the school hall where there will be a member of staff on duty. Parents should not stay with their children as this leads to overcrowding and we need to ensure the safety of the children. Foundation Stage go into their classroom, where parents should stay with them until the teacher is present.

After School Club

There is an After School Club which operates from 3.00pm to 5.45pm every day and 5.30 on a Friday. If you wish to have a place for your child, then enquiries should be made at the office. There is often a waiting list in operation. The After School Club provides high quality, affordable and accessible child care. All members of staff are well known to the children due to their roles as Learning Support Assistants during the day. The Club admits up to 26 children per day and provides a warm and welcoming.

Reading Scheme

Your child will be issued with a reading book to be read at school and at home. When your child finishes a reading book this should be recorded in the reading record book and returned to school. In Reception and KS1 books will be changed 3 x per week Monday, Wednesday and Friday. Your child's reading book should be with them every day in school. Teachers decide when children should move onto the next level; we aim to foster a love of reading and it does not benefit the child if they are pushed onto the next level too soon. Children also have access to e books, every child should be issued with a password to access 'Bug Club'.

Library

We have a well-stocked school library. Each class is timetabled to use the library and it is run by a group of parents. Your child will bring a library book home each week to share at home but please make sure that it is returned the following week. Reminders will be sent out if a book is not returned.

Birthdays

When it is a child's birthday they are very welcome to bring a treat in to share with the rest of the class, however there is no expectation to do this. Any sweets/cake/treats should be individually wrapped and will be given out at the end of the day. Please be aware that any treats should not contain nuts.

Sun Protection

During sunny weather please send in a navy or white sunhat to be worn during playtimes. Sunscreen should be applied before coming to school. If sunscreen is sent into school, it should be named and the child must be able to self-apply. All children should also have a named water bottle (sports top) in school. We would encourage you to fill your child's water bottle with water from home.

School Office

The office is open from 8.15am; this time is used to prepare the school for the beginning of the school day. We politely request if you need to speak to a member of the school office team please do so after 8.20am when your children are with the teaching staff.

School Payments

We suggest that cash is not sent into school. Children sometimes misplace envelopes and payments may not reach the school office. We recommend payments for meals are made by using ParentPay. School trip payments should be made payable to St Joseph's School.

School Photographs

The school photographer visits each year in Term 1. Photographs will be taken of each pupil alone and with any siblings. A class photograph will also be taken of Foundation Stage. Year groups and sports groups will be taken in May. Year 6 will have individual and a class photograph taken as their leavers photograph.

Extra-Curricular Activities

In addition to the school curriculum, a number of activities are available for the children. Some of these activities are provided on a voluntary basis and some are available as private lessons.

Currently, these include: Choir, Multi Skills, School Band, Performing Arts, Football, Piano, Speech & Drama, Residential Trips, Brass, Guitar, Violin & Drums, ball skills, rounders, sewing, science club and circuits.

A wide range of extra-curricular sports clubs runs throughout the year.

Parents Teachers & Friends Association (P.T.F.A.)

The aim of the PTFA is to forge links between home and the school, and to bring parents and teachers into social contact with the aim of raising additional funds for new equipment and subsidising school events.

St Joseph's School is fortunate in having dedicated parents, who are willing to take an active part in raising funds, while at the same time running many social family events. These include a Summer Fete, Christmas Party, Children's discos, Movie nights and many other events.

The committee is elected annually at a general meeting for all parents. Parents with children at school are automatically members of the P.T.F.A.

We encourage all new parents to take an active part in our events. All monies which are raised benefit our children's education through the purchase of additional resources.

Communications

All parents are encouraged to provide their email details to the office and most communications will be by email and in case of emergency text message. There is a detailed monthly newsletter, weekly diary of events, plus letters from the PTFA and class teachers. The school website also provides information about class topics and spellings. There are various policies available on the website including Complaints Policy, Admissions Policy, Safeguarding Policy, Behaviour Policy, Teaching and Learning Policy, School Racial Equality Policy and Home School Agreement Policy. If you wish to communicate with the class teacher, please write a note in your child's contact book and ask your child to make sure that they show it to the class teacher. (In Reception and Years 1 and 2 the class LSA will look at all the contact books on a daily basis). If your communication is confidential, please put it in a sealed envelope with the name of the teacher on the front or email the confidential contact address.

School Closure

In the event of severe weather or emergency it might be necessary to close the school. In this event parents will be contacted by email and text message to inform them of this. The local radio stations will also broadcast information about school closures. When making a decision to close the school, the safety of the children and adults is paramount.

Parking and travelling to school

Parents are asked to use the car park safely. Please do not use or block any staff parking bays as staff going on courses or arriving back at school need to be able to use these spaces. Please do not park on yellow lines or double park behind other vehicles, this is extremely dangerous. Please keep speed to below 5mph. Any driver using the disabled parking spaces must display their authorised parking badge. Please always be aware of the safety of others when parking and report any dangers you notice to the office. Parents should not park on the road leading up to The Albion as this causes a bottleneck and is a danger to all road users, and to pedestrians using the crossing. The Albion Pub car park is private property and unless you are using the facilities the landlord has informed us that he is at liberty to clamp cars that are parked there.
We encourage all our pupils to walk or cycle to school, there is a covered bike shelter in which to park bikes and scooters safely. Bikes should be locked securely and the school is not responsible for loss or theft. The Green gates to the side of the school will be locked at just after 8.30am and will be reopened just before 3pm.

Links with Our Parish

Our parish church is St. Joseph's Catholic Church in West Hill; and liaison is done through our Parish Priest, Fr Tom Dubois.

While the school and parish recognise that we have children of different faiths at our school who may attend other church services, all children and their families are especially invited to the school led Mass held at St. Joseph's Church each term at 9.00am. Times are advertised on the website and in dates for diaries.

Parishioners are welcome to attend Masses in the school; and at times of preparation for the Sacraments, parishioners are introduced to the candidates during a Sunday Mass at the Church.

Parents' Evenings

All parents are able to speak to teachers at any time if they have any worries or concerns. A note should be put in the contact book and an appointment will be made so that you can meet with the teacher. Please do not approach the teacher at the beginning of the day as they will not be able to address your concerns fully at this time.

Parents' evenings are held twice a year, in October (settling in) and February/March (depending on the timing of the half term). You will also receive a full Annual Report at the end of the academic year.
Parents will also have the opportunity to meet their child's new teacher for a class orientation session at the start of the new term usually in week 2.

Lunch

School lunches are freshly cooked in the school kitchen, a menu is distributed three times per year to enable parents to see the menus for each day. All dinner money should be paid in advance, using the ParentPay electronic payments process.
Children can choose between a hot dinner or a wrap. Children can choose to have vegetables and or salad (from the self-selection salad bar) with their lunch.
Children are able to bring a packed lunch to school but we ask that they follow our healthy eating philosophy and must not include chocolate, sweets, crisps or fizzy/flavoured drinks. A typical packed lunch should include a sandwich, fruit, yogurt and fresh water.

Children are able to have a mixture of cooked and packed lunches but they have to keep to the same days each week. If any change is to be made to this pattern, please notify the school office. Where possible please give a terms notice as changes do have an impact on purchasing ingredients. Please note that nuts and kiwi fruit should not be sent into school due to issues with allergies.

Fruit Snacks

Fruit snacks are available to all KS1 children free of charge, for your child to eat at morning break time. Please provide a fruit snack for your child if they are in KS2. There is free milk for children under five. Any child over five may also have milk. Please see the school office for an order form and the price.

School Trips

Over the course of the school year, a wide range of trips take place. Parents are always informed of the cost of the trip; the trip will only go ahead if all parents are able to contribute. Families having difficulty can approach the school for help. These trips are fully risk assessed. For younger children it may not be possible to take full groups out of school – and visitors/wow days in school will take place.
Residential trips take place in Year 3, Year 4, Year 5 and Year 6, the cost of these trips can be paid over a longer period to enable parents to spread the cost.

Lost Property

All items of school uniform and equipment should be named. If an item of uniform is found it will be returned to the child's class, however if it is not named it will be put in the lost property store which is located in the porch area between the two sets of doors. All items in the lost property cupboard are put out on a table every term for parents to claim, if they are not claimed they are recycled.
PLEASE LABEL YOUR CHILDS CLOTHING AND EQUIPMENT

Friday Assembly

Friday assembly is a praise assembly and all parents are invited to attend. Children are recognised for their success both in school and for out of school activities. Friday assembly takes place at 8.35.

First Aid

All staff hold up- to date first aid certificates and are able to administer first aid in school. However if they feel a parent needs to make a decision about a child the parent will be contacted and invited into school.

Learning Support Assistants

Learning support assistants support the teachers across KS1 and 2 in their day to day teaching and classroom management. Foundation has a nursery nurse who supports the class all day. We also have a learning mentor who works in the afternoon supporting children who have been identified as needing extra emotional support.

Swimming

Years 3 and 4 attend swimming lessons each year. This takes place on a Friday afternoon during terms 1-5. The children are transported to Parish Wharf by coach (there is no cost to parents). To enable this to take place, we have to ask for parental help to accompany the children.

House System

There are four houses at St Joseph's; they are St George (red), St Patrick (green), St David (yellow) and St Andrew (blue). The children are put into a house group when they join Reception and siblings are kept in the same house. There are various events run throughout the year which use the house system, the main one being sports day. More information about the house system can be found on the school website. On their house day (Saint's day) children can wear non-uniform in their house colours. If the day falls on the week end it will be the nearest Monday.

Mobile Phones/Smart Phones

Mobile phones and smart phones are not to be used for communication in any area of the school building when children are present. Children in Years 5 and 6 who walk home and bring mobile phones to school should switch them off when they enter the school and give them to their teacher who will place them in a lockable cupboard. The school cannot be held responsible for any electronic gadget that goes missing if left in a bag. Adults should also switch phones off when entering the school premises. We understand that parents may want to use their phones to take pictures of children at assembly or concerts this is acceptable providing that pictures are not uploaded to social media sites as this is a safeguarding concern.

List Of Policies Available On Request From The School Office

- **General Policies**
  - Admissions
  - Behaviour
  - Anti-Bullying
  - Accessibility
  - Attendance
  - Charging Policy
  - Child Protection
  - Complaints
  - Computer Acceptable Use
  - Confidentiality
  - Communications
  - Computer
  - Critical Incident
  - Disability & Equality
  - Early Years
  - Equal Opportunities
  - Food and Health
  - Freedom of Information
  - Health & Safety and Welfare
  - Marking
  - Medication
  - Monitoring and Evaluation
  - Performance Management
  - Racial Equality
  - School Behaviour & Discipline
  - Volunteer Helpers
  - Special Educational Needs and Disability
- **Curriculum Policies**
  - Education in Personal Relationships (EPR/SRE)
  - Food & Health
  - Foundation Stage
  - Personal Social Health Education (PHSE)
  - Religious Education
  - Handwriting
  - Information Communication Technology

Glossary of Terms

This is a list of commonly used abbreviations and acronyms used in our school.

CPD – Continuing Professional Development
ESD – Education for Sustainable Development
EAL – English as an Additional Language
ICT – Information Communication Technology
LA – Local Authority
LSA – Learning Support Assistant
PE – Physical Education
PSHE – Personal, Social and Health Education
RE – Religious Education
SENDCO – Special Educational Needs Co-Ordinator
SLT – Senior Leadership Team
PPA – Planning, Preparation and Assessment.