

St Joseph's Catholic Primary School



**Information  
For  
Current & Prospective Parents  
Academic Year 2020-2021**

*Revised July 2020*

# **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 & Mr Bath**  
**Headteachers**

# 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.

## **Our School Values**

Gentleness & Humility - We are kind to each other and respect each other. We welcome those who come to our school.

Forgiveness & Mercy - We understand that people can make mistakes. We can say sorry and be friends with each other.

Peace & Tolerance - We work well together and support each other in our work and play. We celebrate our similarities and differences.

Holiness & Purity - We value time spent in prayer and reflection. We respect the faith and beliefs of all who are part of our school community.

Compassion & Dignity - We care for others in our words and our actions. We support each other in our work and in our play.

Justice & Truth - We always tell the truth and help those who might be treated unfairly.

Integrity & Faithfulness - We value our friendships and relationships with each other by being considerate and thoughtful in our actions.

Service & Sacrifice - We work hard in everything we do and are happy to give our time to help others.

## **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
Headteachers:	Mrs E Jackson & Mr G Bath
Chair of Governors:	Mr. Michael Flexman
Web address (school):	<a href="http://www.stjosephs.org.uk">www.stjosephs.org.uk</a>
E-mail (school):	<a href="mailto:office@st-josephs.org.uk">office@st-josephs.org.uk</a>
School Hours are:	8.20am – 11.45am EYFS & KS1, 8.20am - 12noon KS2 EYFS KS1 and KS2 1.00pm - 3.00pm (2.45pm on Fridays)

## **COVID-19**

During the academic year, some information in this document will be altered or affected by guidance from the Department of Health and the Department of Education. Any changes to school routines or arrangements will be shared with parents via the school website, newsletters and emails.

## **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.

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
Headteacher & Deputy Headteacher	Mr G Bath	Safeguarding Deputy Designated Teacher RE/EPR/SEND/CO/Assessment
Deputy Headteacher	Mr E Broyd	ICT-E safety/PE/Curriculum
Key stage 1 and Early Years Teachers	Miss N Johnson Year R	EYFS lead/EAL
	Miss C Lane Year 1	PHSE/Reading lead KS1
	Mrs L Dearberg Year 1	DT/Art (Supporting)
	Mrs S Matravers Year 2	Maths
	Miss S Joy Year 2	English
Key Stage 2 Teachers	Mr A Donovan Year 3	Humanities/Outdoor learning/P.E. Tournament co-ordinator
	Mrs L Hill Year 4	DT/Art/School council/MFL
	Miss E Laken Year 5	Science/Mental health Co-ordinator/Healthy schools
	Mr E Broyd Year 6	As above
Music	Mrs H Page	Music Peripatetic co-ordinator
Class LSAs (Learning Support Assistants) & Special Needs LSAs	Mrs C Febrey	
	Mrs S Geary	
	Mrs J Guest	Learning Mentor
	Mrs R Napolitano	
	Mrs C Ravens	
	Mrs M Faram	
	Mrs G Sarta	
Admin Team	Mrs S Chichester	Business Manager
	Mrs A Bolden	Finance Administrator & Part-time school administrator
	Mrs T Maslen	Part-time School Administrator (Interim)
Site Manager	Mr L Sturdy	Health and Safety Deputy
After School Club	Mrs S Geary	After School Club Manager
	Mrs C Febrey	After School Club Playworkers

	Mrs C Ravens	
	Mrs B Henson	
	Ms Z Lengyel	
	Ms G Parker	
	Mrs A-L Lumsden	After School Club Administrator
School Meals	Mrs C Leader	Cook
	Mrs R Casey	Kitchen Assistants
	Mrs C Aldom	
Lunchtime Supervisors	Mr L Sturdy	
	Mrs R Napolitano	
	Ms. Z Lengyel	
	Mrs Y Pullen	
	Mrs H Tully	
	Mrs R Musso	

## The Governing Body

### Foundation Governors:

Mr M Flexman (Chair)  
Mrs H McNab (Vice chair)  
Mr J Hayden  
Fr T Dubois (Parish Priest)  
Mrs J Kern  
Mr A Shiel  
Rev. D Delaplace

### Governors:

Mrs E Jackson (Headteacher)  
Mrs G Bath (Teacher)  
Mrs D Davidson (Local Authority)  
Mrs M Lowe (Parent Governor)  
Ms D Bennett (Parent Governor)

### Associate Governors:

Mrs R Mougeot (Associate Governor)  
Mrs S Chandler (Associate Governor)

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**

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

More information about the school's SEND policies and local offer are available on the school website.

# School Dress Code

## Girls Winter Uniform

White long-sleeved school shirt  
Navy-blue/Gold striped tie\*  
R- Year 4 Navy-blue pinafore - or -  
Tailored grey trousers or shorts  
Year 5 and Year 6 girls Navy  
Pleated skirt –or Tailored grey trousers or shorts  
Navy-blue cardigan with school badge\*  
White knee-length socks, or navy-blue tights  
Grey socks (with trousers or shorts)  
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 a navy pleated skirt  
(not a summer dress) or tailored trousers or shorts  
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

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

**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

*\*Items available from School Togs Ltd in Nailsea (address below)*

## 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

## 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

## Other Accessories

Summer Hat

Book Bags – 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.**

School Togs Nailsea Ltd. 2 Clevedon Walk, Crown Glass Shopping Centre, Nailsea, BS48 1RS.

Telephone: 01275 857491

Email: [schooltogsnailsea@gmail.com](mailto:schooltogsnailsea@gmail.com)

Website: [www.schooltogsnailsea.co.uk](http://www.schooltogsnailsea.co.uk)

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)

At the end of Term 2, 4 and 6 school will finish at 1pm

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. We would encourage all KS2 children to be dropped off and left in the playground as this will alleviate parking problems for Foundation and KS1 parents. 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 (until term 3) 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 should go into their classroom, where parents should stay with them until the teacher is present. At the start of term 3 they can go into the hall with the other children.

## **After School Club**

There is an After School Club which operates from 3.00pm to 5.45pm every day and 5.30pm 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.

At the end of Term 2, 4 and 6 ASC will finish at 3.45pm

## **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.

## **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 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. The school office will be closed from 1.15pm to 2.45pm Monday to Thursday. Any important messages should be left in the morning. Telephone messages can be left on the answering machine and will be picked up at 2.45pm.

## **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 and school trips are made by

using ParentPay wherever possible, alternatively please could we ask you to ensure safe delivery directly to the office.

## **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, bedtime story 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 planner 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 planners 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 jacket potato (winter) or a wrap (summer). 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 peanut butter or peanuts, 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 & Milk**

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 instead.

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 8.35am.



## **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 an LSA 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 1-4. 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. During term 5 and 6 children who have not reached the minimum requirement of swimming 25m are invited to attend for extra swimming lessons.

## **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.

## **Policies and Procedures**

A number of statutory policies are on the school website. If you would like any information on other policies and procedures, please contact the school office for more information.

## **Glossary of Terms**

Schools, like other organisations, use a variety of abbreviations and acronyms; to help you understand some that are used in our school and may appear in school documents, here is a list of some of the most common ones:

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  
NC – National Curriculum  
CLA – Children Looked After