



St Joseph's

RCVA Primary Coundon

SCHOOL BROCHURE

Headteacher: Mrs M Brown

St Joseph's Catholic Primary School, Coundon

School No: 3469

Head Teacher: Mrs M Brown

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The School's Location and Accommodation

The school is situated opposite to St. Joseph's Church on Victoria Lane, Coundon. It is set in large, open grounds with many open spaces suitable for sport, environmental studies and play periods.



We have been lucky enough to have a brand new building so we are all now in one site. We have six classrooms, several group spaces and a lovely big multi-use hall. Our grounds were completed in September 2016, so we now have playing fields, playground and a staff car park.

The Shared Aims of the School

Our Mission Statement

“The community of St. Joseph’s RCVA Primary School, always strives to serve as witness to the Catholic faith in Jesus Christ, Our Lord.”

At St Joseph’s we provide a Catholic education promoting the academic, physical, spiritual and social development of each child. We do this through a stimulating environment and a broad and balanced curriculum.

We achieve this by;

- ◆ Encouraging compassion, care and respect through our shared faith and belief in the Gospel values.
- ◆ Nurturing the child’s spirituality through prayer and worship
- ◆ Developing the pupil’s individual talents
- ◆ Encouraging the pupils to do their best
- ◆ Promoting family involvement in our school
- ◆ Valuing each child’s individuality

Organisation

St Joseph’s is a voluntary aided primary school offering education to children from 2-11 years of age. We offer 15 and 30 hours nursery provision. Should the school be oversubscribed the admissions criteria will apply. The admissions policy is found on our website.

As our admission number is 25, we have some mixed year groups in some classes. Mixed grouping can mean that the children do not stay with the same group of children throughout the school. Sometimes, parents express concern over this practice but, with the National Curriculum and greater emphasis on individual progress, curriculum planning is directed towards the needs of the individual, irrespective of age. Age does not determine ability and our approach to the curriculum is designed to ensure that all pupils experience a balance and breadth of curriculum, which is appropriate to the ability of the individual. We find that although change can be difficult the children soon adapt and settle to the new groupings.

The school is currently organised as follows:

Foundation Stage

EYFS Class 1 : Reception and Nursery

Key Stage 1

Class 2 : Year 1/2

Key Stage 2

Class 3 : Year 3/4

Class 4 : Year 5/6

School Times

Foundation Stage and Key Stage 1: 8.55am to 11.45 noon - 1.00pm to 3.30pm

Nursery : 12.30- 3.30pm

Key Stage 2: 8.55am to 12.00pm - 1.00pm to 3.30pm

Behaviour

The general behaviour of pupils is a matter of great importance to the well being of the community and the running of the school. Children are expected to show politeness, respect and thought for others in their dealings with one another and with adults. They are encouraged to cultivate the qualities of honesty, kindness and fair dealing.

At St Joseph's we feel strongly that if behaviour falls short of what is expected, learning can be compromised. A lot of time, care and attention is given to the children; problems that arise are dealt with through discussions and are recorded. Children are listened to and effort is taken to find out the cause of the problem. We encourage children to be responsible for their own behaviour and actions. We also have playground buddies who can help to sort out upsets in the playground.

There is a school behaviour policy that details our expectations. The rules that we have in school are there for a good reason, usually with the child's safety in mind. If a pupil's behaviour causes concern, parents are consulted.

Bullying will not be tolerated; we take great care to ensure that this does not happen. We strive to be a listening school and ask children to tell us of any concerns that they may have. We cannot help if we do not know what is happening; this is detailed in our 'Anti-Bullying Policy'.

School Lunches

Lunchtime is part of the whole school experience and children are taught to behave with consideration and good manners at all times.

Our Trust catering team provide a healthy hot lunch for those parents who wish their child to receive one. These can be ordered weekly.

Packed Lunches - we encourage parents to provide a packed lunch that is healthy and sensible. Children are asked to take home any uneaten food so that parents will know if their child is eating their lunch. Any food containing nuts is not allowed as we have a growing number of children with nut allergies. No hot flask foods are allowed due to potential dangers of scalding.

Special Educational Needs

Inclusion and personal development are an integral part of the spiritual and educational philosophy at St Joseph's. The care and development of children with Special Educational Needs and Disabilities (SEND) forms an important element of the pastoral and educational care offered at St Joseph's.

Children who are identified at St. Joseph's as having special educational needs, will be identified as soon as possible in order to address these needs at the earliest opportunity. Most of these children will benefit from school based support and will join in activities designed to help their differing needs. St Joseph's strives to maintain the motivation and success of all our children with SEND within the school and classroom environment and provides special programmes and intervention work for Maths and English.

Initiatives that are used to further our commitment to SEND include:

- Use of classroom assistants to provide SEND support where appropriate.
- Transition workers to help children move from primary to secondary school and to foster close working relationships with staff and the SEND departments at our local secondary providers.
- A dedicated SENCO Teacher (Mrs Stevenson) who monitors all SEND work and related matters.
- We have a register of children with additional needs which includes children who are considered vulnerable and children with EAL (English as an additional language).

Sometimes, with the consent of and in consultation with the parent/carer, we seek the help and advice of the Educational Psychology and Learning Support Service. This can help us access specialist services helping us to provide the best possible care for both child and their parent/carer depending on the circumstances.

Regardless of the special educational needs of your child, we will always talk to both you and your child about what we are doing and what the options are.

The key person for SEND at St Joseph's is the SENCo, Mrs. Stevenson (SENCO) who liaises with class teachers and monitors those children who may need help. Copies of all our policies including SEND can be asked for at the office and are available on the school website.

Accessibility

In line with the SEND and Disability Act 2001, St. Joseph's has an Accessibility Action Plan to ensure equal access to the curriculum and to enhance the school's ability to respond positively to children with a range of disabilities. Our new building is designed to accommodate disabilities if this is necessary. The school has disabled access toilets and wide exits for wheelchair access. The school admits any pupil according to our Admission Policy whether they have a disability or not.

Inclusion Statement

Inclusion is an ongoing process that celebrates diversity and involves the identification and minimising of barriers to learning and participation that might be experienced by any pupils, irrespective of age, ability, gender, ethnicity, language and social background, and the maximising of resources to reduce these barriers. At St Joseph's we believe that every pupil has an entitlement to develop their talents. Educational experiences are provided which develop pupils' achievements and recognise their individuality. Diversity is valued as a rich resource, which supports the learning of all. In this school, inclusion recognises a child's right to a broad, balanced, relevant and challenging curriculum, which is appropriate to their individual abilities, talents, and personal qualities. We take account of the Disability Discrimination Act 2006 and the Special Educational Needs Code of Practice.

The Role of Parents

Children make the most progress when parents are fully involved in their children's learning and we actively encourage parental involvement. We aim to work in partnership with parents in the education of their children. It is important that children are happy and at ease with the education process. The more aware parents are of the work of the school, the easier it is to develop this.

We provide Parent Consultation evenings and pupils' reports to give parents information and create the opportunity to discuss pupils' development and progress. Should parents wish to raise any matters, particularly those of an urgent nature, they are encouraged to approach the class teacher first, unless the issue is of a more general nature, when the parents should contact the Head Teacher. Appointments should be made through the General Office where possible. Matters that cannot be resolved by these means may be referred to the Chair of the Governing Body, Mrs Ann Gregg.

Parents are encouraged to join with us in the various celebrations, activities and events that occur throughout the year. Many of these are held in conjunction with our Parish Community and this strengthens our spirit of community and shared beliefs.

Parents help in many ways including reading, gardening, sporting events and by accompanying groups on visits to name a few.

Attendance

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

The Law states a parent must make sure their child attends school regularly and on time. Because parents are responsible for this duty in law, parents will be **breaking the law** if they do not do this and there are no good reasons for missing school.

On the first day off and any further absence

If a child is ill or is absent for any reason, parents or carers are asked to phone the School Office giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will phone home to inform parents that the child is not in school and enquire about a reason why.

Doctors and dentists appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

Periods of extended absence

If a child's absence continues then parents are requested to notify the school to update them. If a phone call is not received then the school will contact home to verify the absence.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time).

CCTV

St. Joseph's does employ CCTV surveillance equipment but solely for the purpose of deterring unauthorised trespass to school premises and criminal activity. It is not there to monitor pupils, parents or staff, nor to resolve behaviour issues. In summary, CCTV footage is only accessed when a crime or suspected crime has taken place and only by authority of the Head Teacher, either following a request by the police or following approval by the Chair of Governors.

The Governors

The Governing Body has a general responsibility for managing the school effectively. Governors meet on many occasions during the school year and are particularly responsible for helping to decide on the school's curriculum, to help with the appointment of staff, to assist in setting standards of behaviour, to oversee the spending of the school budget and to support the Head Teacher and staff.

Equal Opportunities

We regard the cultural diversity of our school community as a valuable resource in our curriculum planning and in the creation of our school environment. We aim for children to have a positive self-image. We are committed to ensuring that every individual at every stage of learning, regardless of sex, ethnic origin, religion or background has access to and participates in the full curriculum in a way which takes proper account of their needs and abilities.

Homework

Homework is seen as an important part of the learning process. Children are encouraged to extend their school work into their homes, to expand on and organise their own work, to search for information and to solve problems. As the children become older, their work should be viewed as a form of preparation for secondary education. Homework may involve reading every night, a piece of Maths, English, spellings or research. It will vary from class to class and be consistent with the child's age and ability.

Sex and Relationships Education (SRE)

Sex and Relationships Education forms part of our curriculum and is linked closely with the Catholic Religious Education syllabus. Our aim is to enhance personal growth and the promotion of sound personal relationships within an atmosphere of Christian care and love. This forms part of our personal, social and health education throughout the school. Children can be withdrawn from these lessons.

Secondary Education

St. John's Catholic Academy provides education for children from 11 - 18 years of age and is seen as the natural progression for pupils of this school. The two schools have strong links through their teaching staff and the curriculum. Other local schools include King James Academy or Bishop Barrington Academy.

The School Curriculum

Education at St. Joseph's School aims to be exciting, stimulating and challenging. We strive to provide for all children a wide range of learning opportunities based upon the local environment, firsthand experience, observation and problem solving. The teaching and the work set is matched against the ability, needs, interest and experience of the children. The curriculum includes R.E. and subjects that make up the National Curriculum.

Religious Education and Worship

St. Joseph's is a Catholic school within parishes of St. Joseph's Coundon and St Thomas' Shildon. We maintain strong links with our parishes. Acts of Worship take place each day with the whole school or each Key Stage or in a class, these are led by the Head Teacher or class teacher. Parents have the legal right to withdraw their child from Religious Education and Worship. As this is a Catholic school, it is not expected that parents would request the withdrawal of their child from assemblies or Religious Education.

Policies

There are policy documents in all areas of the curriculum, copies of which are on the school website. Parents may consult these at any time.

Assessment

A Foundation Stage Profile Assessment is made at the end of Reception Year. All children will be assessed at the ages of 7 and 11. This assessment will be carried out by your child's class teacher using national tests issued by the DFE. Parents will receive a full report of the results at the time their child reaches this stage. Teachers will be using the school based assessment materials in order to make assessments throughout the year. There is also a Phonics Screening Test for pupils in Year 1, this usually takes place in June following the end of key stage tests (known as SATs) which usually take place in May.

Extra-Curricular Activities

Members of staff and outside agencies organise after school clubs, which vary throughout the year and according to the season. These are organised for most afternoons between 3.30 p.m. and 4.30 p.m.

For some of the sporting activities inter-school matches are organised. Specialist coaches are sometimes used. The availability of clubs is subject to change dependent on the time of year and someone to run them.

Charging Policies

The Governing Body recognises the valuable contribution that a wide range of additional activities including visits, residential experiences and other school links can make towards the pupils' personal and social development. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional extras. Steadily rising costs of both transport and admission mean that the school generally has to ask parents to make a voluntary contribution towards the costs of trips. It may be that where insufficient voluntary contributions are forthcoming the visit will not be able to go ahead.

For voluntary contributions, the school is sometimes able to assist those families who cannot afford the cost of the contribution. Such remissions, however, have to be used sparingly and parents who have a genuine case are encouraged to let staff know as a case arises. All such applications will be dealt with discreetly in the strictest confidence.

Complaints

Any problems will be dealt with by the class teacher or the teacher concerned. If this is not resolved, an appointment should be made with the Head Teacher. Should parents feel the need to take a complaint further they would need to write to the Chair of the Governors via the school. A copy of the Complaints Procedure Policy is available in school.

The Staff of the School

Headteacher	Mrs Madeleine Brown: English, Teaching and Learning, Assessment, Monitoring, Target Setting and Tracking, Child Protection, Curriculum, Attendance, MFL/ DSL
Teaching Staff	Mrs Kiri Stevenson SENCO, EYFS, DSL, Music Miss Robyn McGough: Geography and History, RE and PE Mrs Fiona Brown: Maths, DT/Art Miss Samantha Billingham: Science and Computing Miss Lauren Bromley: ECT

Classroom Support Staff	Ms Julie Herring Mrs Julie Brown Mrs Haley McGuinness Miss Hauxwell Miss Jones Miss Pedelty	
Administration Staff	Mrs Margaret Hardy School Secretary Mr Nick Hartley, ICT Manager	
Site and Premises Officer Cleaning Staff	Mr Dominic Holmes Caretaker Mis Esther Mooney and Mrs Margaret Aitkin: Cleaners	
Lunchtime staff	Mrs Helen Hart Miss Esther Mooney	

Governors of St Joseph's Primary School

Chair of Governors	Mrs Ann Gregg
Vice Chair of Governors	Mr Sean Wigley Smith
Foundation Governors	Fr Anthony Cornforth Miss Gemma Alderson
Parent Governors	Vacancy pending approval
Head Teacher	Mrs Madeleine Brown
Staff Governors	Vacancy pending approval

School Uniform

The school has a simple and inexpensive school uniform which all children are requested to wear.

Grey skirt/trousers/ pinafore
White blouse/shirt/polo shirt
Blue and white summer dress
Navy cardigan/jumper with school logo (optional)
Sensible black shoes

PE Uniform: White t-shirt and navy shorts, tracksuit bottoms, plimsolls/ trainers for PE only

Uniform with school logo can be ordered through school or via the school website. Order forms are available from Mrs Hardy. Your child's name can be embroidered onto uniform for a small additional cost. We request that all uniform is labelled to avoid confusion at hometime!

Our corridor space is limited so we ask that bags are kept as streamlined as possible. The children are given a new book bag when they start school, free of charge, but if they wish to have further book bags please see Mrs Hardy.

School Council

Our School Council has members from all classes. The council meets frequently in the school library. The council feed back to their classes about the issues raised. All meetings are minuted and kept on file in the SLT office.

Jewellery

Our school policy states that, for safety reasons, the wearing of jewellery (except a watch) is not permitted. The wearing of nail varnish and children's tattoos is also not permitted. If children do have their ears pierced they must wear plasters over them for six weeks only and then must take them for school after that. Teachers are not allowed to remove or replace earrings, the children must do this themselves.

Medication/medicals

Only prescribed medicines will be administered in school. Any prescribed medication must be clearly labelled with the child's name and the relevant dosage stated. **Parents are to request of Chemists that only the required dosage for school hours is dispensed in specific containers for school use.** All medications are to be brought to the Main Office by the parents where checks will be made to ensure medication is labelled appropriately e.g. child's name, dosage, frequency, duration of treatment, date prescribed and expiry date. **If the label is incorrect, school staff will be unable to accept the medication and it will be returned to the parents.** All medications are to be authorised by the parents in writing at the school office, verbal messages from parents or pupils will not be accepted. When medication is prescribed for administration during school hours, school staff will store it appropriately and record the times of administration. Any unused medication will be returned to parents for safe disposal. The administration of non-prescribed medication or treatments eg over the counter "cough medicine" or homeopathic hay fever tablets **will not be** administered by staff. If children require regular medication (inhalers, diabetes injections, EPIPEN etc) a medical care plan is devised with parents and the medical professionals. Appropriate staff training is delivered by the School Nurse or other appropriate professional. If pupils are known to have received instruction and are confident to self-administer, this is to be encouraged however children will be supervised during this time and all information will be recorded.

Medical, dental and other inspections are held periodically in school. Our school nurse can be contacted at the Health Centre at the One Point. Children are medically examined on a selective basis. This may take place in the hall or the library. If you wish to refer your child for medical screening please contact the Head Teacher. There is also screening for hearing and sight on a regular basis and once a year a visit from the school dental service. Parents are notified for individual medicals and are invited to attend. Children may be taken out to medical appointments by parents but school requires notification and children must be picked up by a responsible adult. Parents are also requested to try to get appointments outside school hours whenever possible.

Swimming

The school has been allocated one session of swimming per week. This is shared between classes in Key stage 2 so by the time children are in Year 6, they should be able to swim 25 metres before leaving primary school.

Bus Fares

All children travelling on service buses pay their own fares.

Pupil Premium

Children who are on free school meals, are children of armed force service personnel or looked after children qualify for pupil premium funding which is allocated to school to further support these children. Please make sure we are informed of changes in circumstances otherwise valuable finance and support may be lost. If your child falls into the above categories please inform school.

Our Catholic Ethos

As a Catholic school, we provide Catholic Education to our children. In RE lessons we follow the new "Come and See" scheme. This is supported in Y3 and Y4 with Sacramental guidelines. In these year groups, Catholic children will be instructed and supported in the making of the two sacraments of Reconciliation and Holy Communion. Sr. Anna Ryan, Fr. Deni and Mrs Lowery help to deliver these important sacraments to participating children.

We attend masses at St. Joseph's Parish Church. All are welcome to join us.

All children, regardless of religion and religious beliefs attend class masses, liturgies, collective worship, hymn practice. We do however take the opportunity several times a year to learn about other faiths, practices and cultures when we have Other Faith Weeks where we study Judaism and Islam. This helps our children to understand that there are other religions outside of Christianity. We may also have theme days or topics based on international and cultural events etc.

These experiences give our children a better understanding of the world outside of Coundon and help develop qualities in tolerance, understanding and empathy.

