

2020 - 2021

ST. JOSPEH'S RC SCHOOL

HANDBOOK FOR PARENTS & CARERS

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Joseph's R.C. Primary School

Musgrave Street
Hartlepool
TS24 7HT

Tel.: 01429 272747 Fax.: 01429 272747 e-
mail: admin.stjosephs@school.hartlepool.gov.uk website:
www.sjpsh.org.uk

Dear Parents/Carers

Welcome to the extended family of St. Joseph's RC Primary school and thank you for entrusting your child's education to us.

I am very proud of our school, and particularly proud of our children who are hardworking, polite and welcoming. St. Joseph's has an established, experienced staff that use their skills and commitment to help your child to develop in all areas of their life in school. We have supportive parents who will welcome you and your child. Another strength of the school is our excellent Governing Body which manages the school on behalf of the diocese. We were judged to be a good school by Ofsted in November 2017.

We hope that this booklet will mark the beginning of a close and happy relationship between you and all of us here at St. Joseph's School and that it will serve as a useful reference.

I welcome parents who come with queries or concerns or who just wish to introduce themselves! The closer the links between school and home the better it will be for your child.

Yours sincerely

Mrs R Williams
Head Teacher



Why do families choose to send their children to St. Joseph's?

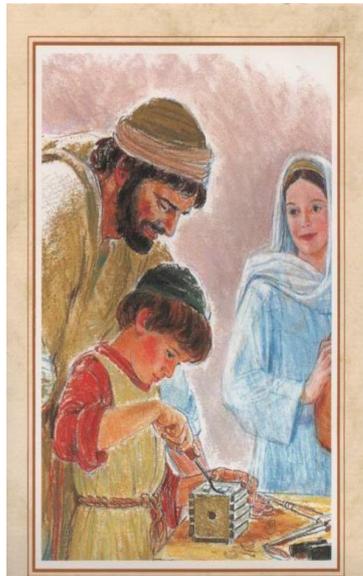
Quotes from application forms

- 'She has settled well in the nursery and made friends. She is learning well and regularly brings home 'homework' which she enthusiastically does. I have been in the school and like the way the children are taught. I value the respect and support for the children and feel my child would excel in that environment.'
- 'My child is happy and settled in nursery. St. Joseph's is a good school.'
- 'Small friendly school with high standards.'
- 'We are very happy with the staff and pupils who go to St. Joseph's school. The teachers are very loving and caring. They are also very easy to talk to if you have any problem.'
- 'My child 'much enjoys going to the nursery and is very settled. We feel she benefits from the discipline and learning at her own level at St. Joseph's RC which has excellent staff, Ofsted reports and smaller numbers of children in the classes. She has various friends, as does my wife, throughout the school. The school is very welcoming and has a calm environment with strict discipline. Walking distance from home is excellent physical education.'

- 'St. Joseph's offers my son a strict education and strong catholic upbringing.'
- 'I think my daughter will get the best education'.
- 'My other child attends St. Joseph's and I am more than happy with their progress.'

Our Mission Statement

We belong to
the family of
St Joseph's School.



We love, live, learn and
celebrate together,
building God's Kingdom
with Jesus, Our Lord.

Section 1:

Our ethos and values or why we do what we do

St. Joseph's is a Catholic School, religious education and the spiritual life of the school is at the heart of our service to your children. Our aim is that they grow up to be young people with a well developed moral sense and openness to the work of the Holy Spirit, or the spiritual, in their lives. We welcome families from a variety of backgrounds and different religious beliefs. Everyone is warmly welcome to take part in any of our celebrations and services.

We are sensitive to the needs of children who are not Catholic and invite parents with concerns to come and discuss how best we can provide for your child.

Fr. Michael is the parish priest of the Holy Family Parish and is based at St. Joseph's Church. He often visits the school to lead worship. He is very supportive of the work of the school and of our families. He can be contacted at the Parish House in St. Paul's Road, TS26 9EY. Tel: 272985 Email: stjosephs05@btconnect.com

Catholic children can receive the sacraments of Reconciliation and Holy Communion from Y4 onwards. Preparation for this is shared amongst the home, the parish and the school. Children who are not Catholics will learn about these Sacraments and other Catholic practices and beliefs during RE lessons and by taking part in a range of prayer experiences.



'Statements to live by'

Weekly the whole school reflects on a 'statement to live by' e.g.

'I know that rights match responsibilities';

'I can say one good thing about myself';

'Simple things can make us happy'.

These are publicised around the school and are the focus of key stage liturgies.

PASTORAL CARE/DISCIPLINE

Pastoral Care is the responsibility of the whole staff, with the class teacher having particular responsibility for the children in his/her class.

- We all work constantly to provide a caring, Christian environment, where both adults and children show a genuine respect for one another.
- We believe that, if St. Joseph's is to function effectively in providing a calm and positive learning atmosphere, a high standard of discipline must prevail.
- We operate a positive approach, rewarding effort and good behaviour.
- We encourage good manners, co-operation and the settling of disputes peacefully.
- We promote responsibility and self-discipline.

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil might be subject to ill-treatment, neglect or other forms of abuse, the Head teacher will follow Hartlepool Child Protection procedures and inform Social Services of the concern.

Ofsted 2017:

"Children quickly settle in school because of the very strong bonds that are established and this continues throughout the school".

TREATING EACH OTHER WITH RESPECT

'We belong to the family of St. Joseph's School'.

We are very fortunate that our children have the opportunity to meet a range of different children from a variety of backgrounds, countries, body shapes, appearance and types of family. We expect all children and adults in our community to treat each other with respect. Disrespect at all levels is taken very seriously; we do not tolerate racism, homophobia or other behaviour that would make someone in our school feel undervalued. Our policies on racism and bullying are available on the website.

Ofsted 2017

"Pupils in all years know that they are cared for and that there is always someone to look after them. Their personal development is given high priority and manifests itself in the exemplary behaviours seen in and around school."

HOUSE SYSTEM/REWARDS

Once in the main school, each child is allocated to one of four houses named after the Northern Saints: St. Hilda, St. Bede, St. Bega and St. Cuthbert.

As a member of a House, each child is encouraged to work for House Points, which are awarded for good work, good behaviour, courtesy and other achievements. The system is one which allows every child in the school an equal chance of earning House Points.

Achievement certificates are awarded at the end of each week and a shield to the winning House at the end of each year.

At the end of each term we also present 'Rainbow Awards' to a child in each class, who, in the opinion of the teacher, has made the most significant contribution to class life.

At the end of each term, we present certificates to those children with full or excellent attendance records.

A Mathmagician and Star Writer Award is given each term to recognise improvement in core subjects. Governors give three awards end of year awards for pupils in Y6 who have demonstrated excellence in academic achievement, overall accomplishment

and contribution to the school as well as The Warrior Mason Trophy for Sporting Achievement.

Ofsted 2017:

"Pupils are welcoming to visitors, demonstrate good manners and are very keen to share their work and talk about their learning. These highly positive attitudes are testimony to the dedication of staff and conducive to the good outcomes evident".



Section 2: Learning – at School and at Home

High expectations, high achievements

The broad and balanced curriculum will stimulate and challenge your child to acquire knowledge and develop individual skills.

Children's achievements are celebrated and everyone enjoys success and praise regularly during their time in school. We encourage children to become independent and confident in both their work and social development.

The class teacher will get to know your child very well and will be pleased to involve you in their life at school. Children make progress at their own rates and in their own ways. It is important to value them as individuals and to provide learning opportunities that will build on their strengths and overcome their weaknesses. The curriculum provides for the academic, moral, physical, creative and personal and social development of every child. We recognise that learning consists of:

- Acquiring knowledge
- Understanding ideas
- Perfecting skills
- Developing good attitudes.

In order for this to take place the children must:

- Become involved with things that interest them
- Be active in their learning
- Be encouraged to work with each other
- Make progress and be challenged in each area of learning
- Be encouraged to think and act for themselves and become independent.



After-school writing club
in Y4/5

Early Years and Primary school education is divided into 3 key stages.

The Early Years Foundation Stage (ages 3 - 5)

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Early Years Foundation Stage is about developing key learning skills such as listening to others, speaking, concentrating, persistence and learning to work and co-operating with others.

Early years learning concentrates on 7 areas split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world *during Spanish lessons*
- expressive arts and design



Reception class play games

The outdoor environment is a very special part of the Foundation Stage curriculum. As such it is carefully planned for and available each day. The nursery and reception classes have their own specially equipped outdoor area. To achieve these early learning goals, the teaching will be through firsthand experience and structured play.

The teacher and teaching assistants keep records on children's experiences and attainments. Assessments of development and learning needs will be ongoing throughout the school year. During the first half of the autumn term, or on arrival into school, the teacher will carry out a baseline assessment for every child. This will establish where they are in aspects of their learning and development and help future planning.

The results of this early assessment will be shared with parents at the parents' evening in the autumn term. By the end of the year the teacher will have built up an accurate profile of each child's development.

We encourage children's reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play.

Play is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught through structured reading and phonic schemes supplemented with a wide range of other books. Books are organised in a graded way to allow children many opportunities for consolidation of key vocabulary.



Reading with your child on a daily basis is essential. If you have any concerns or questions about how to best support your child with reading, come and see your child's teacher.

We are always pleased to discuss with parents ways in which they can help their child at each stage of their reading development.

Ofsted 2017:

Pupils have a good understanding of how to keep themselves safe and a good understanding of what bullying is in all of its forms. From an early age, pupils know the importance of telling an adult when someone has been unkind. All adults treat pupils with respect and deal with any issues raised sensitively and in an ageappropriate way. As such, the school has very few low-level behavioural incidents to deal with."

Key Stage 1 (ages 5-7 years) and 2 (ages 8-11 years)

As a Catholic school we recognise that Religious Education is at the heart of the curriculum. We follow the Diocesan scheme, 'Come and See'.

The core curriculum at Key Stages 1 and 2 consists of:

- English
- Mathematics
- Science
- Information Communication Technology (ICT)



Children also study the subjects below as part of the National Curriculum. These are called foundation subjects.

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education

Children are also taught Personal, Social, Health and Citizenship Education.

Y6 children take part in a residential visit to the Lake District.



SEX EDUCATION

A Sex education Programme has been introduced within the PHSCE Curriculum and addresses issues in a sensitive manner using characters from story books. The resources we currently use are 'All that I am', 'Called to Love' and 'Lucinda and Godfrey'.

EXTRA-CURRICULAR ACTIVITIES are available at certain times throughout the year for example: School Council, Choir, Prayer Group, Football, Netball, Cricket, Badminton, Gardening, Cycling Proficiency, KS1 Ball Skills, Playground Friends, Fairtrade, Art, Gymnastics, Netball, Multi skills, Athletics, Rugby, (to name but a few!). The current list of after school clubs will be displayed in the parents' notice board on the school yard and a letter is sent home to children with details of each club.

HOMEWORK

Reading with your child on a daily basis is essential. If you have any concerns or questions about how to best support your child with reading, come and see your child's teacher.

We need you to support your child by making sure homework is done conscientiously and in the best conditions.

We encourage children to do homework to support their basic work, i.e. reading, writing, handwriting, spellings and maths tables.

Class teachers set the homework carefully and we ask for the full support of all parents to make sure the work is done meaningfully, with care and consideration. More information about your child's homework will be in the class newsletter.

Homework is meant to support your child's learning, not to become a source of conflict or upset. If you have any problems or concerns about homework (or anything else) do contact your child's class teacher.

Section 3: School Organisation

Who's who at St. Joseph's?

We have capacity for 12 Governors who supervise the running of the school. Their role is to provide support and challenge to the staff to ensure the best for the children.

Foundation Governors (appointed by the Bishop)

Father Michael Griffiths - Parish Priest

Fr. Michael is very involved in our school and supports us in all we do. He regularly comes in to school to celebrate mass or other liturgies and services with us.

Mr Dave Tindall (Parent) is Chair of Governors and, after a career in management, now teaches maths to adults.

Mrs Susan Tindall is an assistant head at a college of Further Education where she is responsible for ensuring quality and is also an educational consultant for higher education.

Parent Governor - elected by parents

Mrs Rachel Slatter a parent of a child in school.

Mrs Beverley Scaife a parent of a child the school.

Local Authority Governor - appointed by the Local Authority

Mr Ainslie has served in the local community for many years as a councillor for the Headland and Harbour ward and through his involvement in local rugby.

Staff Governors

Mrs Rachel Williams (Head Teacher)

Mrs T O'Shea - Teacher

Governors can be contacted through the school.

Staff:

Head teacher

Mrs R Williams

Deputy Head teacher

Mrs S Beattie

SENDCO

Mrs V Marley

Teachers

Mrs T O'Shea

Mrs N Harding

Mrs D Cottey

Miss O Constantine

Teaching and Learning Support Staff

We are fortunate to share the skills and expertise of teachers and coaches from outside the school e.g. Sports Coach in conjunction with Stranton PE Provision and visiting music teachers.



Section 4: Practicalities

The entrance to school is at the end of Tower Street although the school's postal address continues to be Musgrave Street.

Car parking

FOR CHILDREN'S SAFETY, do not use the car park when dropping off or collecting children.

Car parking can be a problem. The waiting limit on the school side of Tower Street is for one hour and is strictly enforced. There is no right to park at the Whitby Street entrance or the other side of Tower Street. The council allows 10 minutes for drop-off/pick up at the beginning and end of the school day. We will let you know if parking is allowed at any other time.

School Hours

Nursery:

Morning doors open at 8.40 am. Children to be collected at 11.50 am

Morning session - 8.50 am to 11.50 am

Afternoon session - 12.15 pm - 3.15 pm

- please use the gate at the end of Tower Street (by the small barrier) and come into the school through the Nursery entrance

Reception:

Doors open at 8.40 am. Children to be collected from 3.10pm

- please use the gate at the end of Tower Street (by the small barrier) and come into the school through the Nursery entrance

Year 1- Year 6

Doors open at 8.40 am and parents can leave their children from this time. A member of staff will be on door duty to take messages

Key Stage 1 entrance (Y1) at the end of the school day children will be brought out onto the yard at 3.15pm for collection by parents

Key stage 2 entrance (Y2, 3, 4,5, 6) At the end of the school day children will be brought out onto the yard at 3.15pm for collection by parents

Children attending off-site after-school child care clubs wait outside the admin office for collection by club staff. Each club makes its own arrangements for children in the morning (depending on the age of your child). St Joseph's school is only responsible from 8.40am.

Break times:

Nursery and Reception have access to outside areas in the morning.

All other classes have morning break from 10.30 am - 10.45 am

Y1 and Y2 classes also have break in the afternoon from 2.15 pm -2.30 pm

Children **must not** arrive at school **before 8.40 am but arrive later than 8.55 am**. Staff are not available for supervision before that time. Parents should wait on the playground at the beginning and end of the school day and not come into the building at those times as the areas can get very congested. You are welcome to come back into school to see a member of staff after all other children have been collected.

A request to withdraw a child during a school session must be made either in writing, phone call or by a personal visit. You need to fill in a 'signing out' book. The person collecting a child must be known to the school

Punctuality

Punctuality is a key life skill and it is important that every child arrives at or before 8.55 am so lessons can start promptly. Children who are late must come into school through the reception area with an adult who can sign them in.

Attendance

If your child is absent you must contact school by telephone, letter or a personal visit. If we do not hear by 9.30 am on the first day of absence the school will contact you. This is to make sure that no one gets lost on the way to school.

Monitoring attendance and punctuality

These are regularly monitored by the school and Local Authority. Children who are persistently late have a letter sent home to parents. In extreme cases, parents will receive a visit from the Local Authority Attendance Officer

What if there are problems?

If you are experiencing problems please approach the school and speak to your child's class teacher or Mrs. Williams (Headteacher) We will all be more than happy to help.

Illnesses

Inhalers

If your child uses an inhaler you need to complete a "Prescribed Medicines Form" from the school office. Inhalers need to be kept with your child's teacher.

Sickness/Diarrhoea

If your child has sickness and/or diarrhoea they need to remain absent from school for 48 hours after the last bout of sickness/diarrhoea.

Head lice

Head lice is a common problem in schools and nothing to be concerned about. If your child has head lice ensure he/she is treated at least twice and weekly checks are carried out so you help prevent an ongoing problem.

Leave of absence

New regulations came into force on 1st September 2013. These make it clear that Head Teachers can no longer grant any leave of absence during term time unless there are exceptional circumstances.

These exceptional circumstances could include a last holiday with a seriously ill relative (there would need to be medical evidence in writing), the only time allowed by a parents' employer (again, written evidence from the employer would be needed).

Leave will not be authorised during the following key assessment times:

- Y1 phonic screening: June
- Y2 SATs: May-June • Y6 SATs: April-May and in September when routines and expectations are established.

Keeping In Touch

School will often text you with messages so it is important that you keep us up to date with mobile numbers. We know how painful it is when families separate and how important it is that both parents are kept informed about what's happening at school. We can text two mobile numbers or email newsletters and our website is updated regularly (www.sjpsh.org.uk).

You are the expert on your child so let a member of staff know if there are problems or concerns. We like to hear good news too (new babies, sports outside school, helping with charities etc).

Parents' Consultations

By the time a child comes to school, he/she will have learned a great deal already, and we build upon this at school. Until this time parents have been the educators and this close involvement must continue. Our meetings with parents help us to know and understand the child better, and parents' visits to school help them to understand what we are trying to do.

Consultations are arranged twice during the year, in autumn and spring, when parents are invited to come to school and discuss the progress of their child with the class teacher. Parents are always welcome in school. It does help if we are able to arrange a mutually convenient time in advance. Any problems or anxieties, which might arise, should be brought to the school's attention immediately.

We are always grateful for parental help which supports the teaching we do in school. There are many ways in which parents can help their child and the school is always willing to discuss these with you. If parents would like to help in school in any way, they should contact the Head teacher.

When children first attend the school, parents are sent a Home-School Agreement, covering areas of school life and what is expected from the school, the pupil and those at home. We ask the parent or carer to go through the short document with their child and sign it on his/her behalf; if it is thought that the child is old/mature

enough to understand fully the implications of the contents of the document, then the child him/her self might want to sign it.

Class Newsletters: Termly class newsletters keep you up to date about your child's curriculum. These are available on the website (www.sjpsh.org.uk) and you will also receive a paper copy. Let us know if you need 2 copies of the newsletter or if you would like it to be emailed to you.

School Meals

Meals prepared on the premises are available. All pupils from Reception to Y2 are entitled to a free school meal. The cost of lunch is £2.05 per day, £10.25 per week. Payment may be made by cheque, payable to Hartlepool Borough Council, or cash and must be sent to school every Monday morning in the brown envelope (available from the office). Change can only be given out on a Monday.

Free school meals are supplied to children whose parents are in receipt of Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance, Child Tax credit, Pension credit, Universal Credit or Support under part IV of the Immigration and Asylum Act 1999. If you think your child might be entitled to free school meals, please contact the school office for details.

Those children who bring a packed lunch to school are not allowed to bring fizzy drinks, sweets or chocolate bars. Our policy is to encourage a very healthy diet, both at school and at home. We follow the guidelines from Healthy Schools and Every Child Matters.

Children are only allowed to change from packed lunch to school dinners at the end of the half term but can change from packed lunches to school meals at any time after the office has been informed.

Claiming for Free School Meals

The school can claim a significant amount of money for each child who is entitled to free school meals even if the child doesn't take up the offer - so please help us by claiming as this enhances the provision we can provide.

Health And Safety / Emergencies

There are qualified paediatric first aiders on the staff. Should your child become ill at school we will contact you or one of the emergency contacts with which you have provided us.

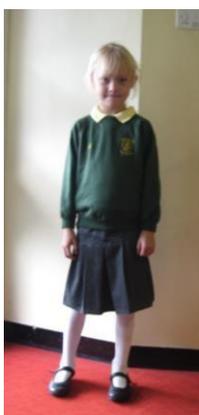
Please inform us immediately of any change in these details.

We shall be grateful if you inform teachers of any medical conditions, which might affect your child whilst in school.

If your child needs to take medication during school hours, this should be left with the school admin staff. The medication must be one prescribed by a doctor and you, as

Parents / carers, must fill in and sign a form requesting that it be administered by the school admin or another responsible adult.

Clothing/Uniform



The children at St. Joseph's are expected to wear a school uniform. This contributes to the purposeful atmosphere of the school. The uniform is reasonably priced and available from most supermarkets. Embroidered clothes can be ordered from school office but not essential.

It consists of: bottle-green cardigans, jumpers or sweatshirts and yellow/gold polo shirts and smart grey trousers [not jogging bottoms or leggings] or skirts. In the summer months' girls may wear green and white checked dresses.

For P.E. children wear a yellow T-shirt black shorts, and black plimsolls. It is important that children have a change of shoes. In the winter, your child will also need outdoor PE clothes such as trainers and warmer clothes e.g. jogging bottoms.

We also recommend that your child has a **school** book bag and PE bag. This is very helpful to us as space is limited. We cannot accommodate large, sports bags.



At some time during key stage 2 children will have swimming lessons and require a swimming costume and swimming cap. (The caps are on sale at school).

Jewellery

It is important that the children wear **NO JEWELLERY** of any kind at school, as this can prove to be dangerous and cause problems. If your son or daughter is having their **ears pierced**, please make sure that this is done at the beginning of the summer holidays so the ears will have time to heal before they come back to school.

Nail varnish and patterned or shaved hairstyles are not acceptable.

Section 5: Other Information

An extensive range of documents and policies is available on our website www.sjpsh.org.uk

Equality

At St. Joseph's School we feel it is of the greatest importance to believe that everyone has equal rights.

Children with Special Needs and Disabilities (SEND)

Ofsted reported that: "pupils' attainment from both groups has been variable at the expected and higher standard. Systems are in place to identify pupils needs and to monitor their progress in a timely manner".

We believe that every child at St. Joseph's School should be allowed to develop the full range of learning skills to reach his/her full potential which will enable him/her to be successful in later stages of education.

Any child who needs extra support has access to a range of additional resources, both within the school and from outside agencies, such as the Learning Support and Psychology Services. Parents are consulted regularly and their permission is always obtained [and support asked for] before any approach is made to an outside agency.

The Governing Body has a duty to ensure that all necessary provision is made for pupils with Special Educational Needs and promote high standards relative to all pupils in the school, including those with S.E.N. The Governing Body will ensure that equality of opportunity is offered to all children with S.E.N.D.

The school's Special Educational Needs and Disability Mrs V Marley. The SEN policy is available on the website (www.sjpsh.org.uk)

School Action/School Support

When a class teacher or the SENDCO identifies a child with SEND, the class teacher should provide support that are additional to or different from those provided as part of the school's usual differentiated curriculum as appropriate. If the child continues to make little or no progress in specific areas over a period, additional interventions will take place and external support services, both those provided by the L.A. and by outside agencies may see the child so that they can advise teachers on new targets for individual children; provide specialist assessments and give advice on specific strategies, programmes and materials

Education Health Care Plan [EHCP}

For those children with more complex needs, who may need extended support from outside agencies and/or increased financial support and/or specialist school provision school may request an Education Health Care Plan Assessment which is considered by a Panel.

Educational Inclusion

Through appropriate curricular provision, we respect the fact that children have different educational and behavioural needs and aspirations, require different strategies for learning, acquire, assimilate and communicate information at different rates and need a range of different teaching approaches and experiences.

Pupils with Disabilities

Pupils with disabilities are welcomed to the school on an equal basis with all other children. The Headteacher and staff will work with you, your child and the Local Authority to identify the best provision and make adjustments in your child's best interests. All ground floor classrooms, the nursery, hall and ICT suite and the playground are accessible to wheelchairs. There are two disabled toilets available on the ground floor. In order to ensure that disabled children are not treated less favourably than other pupils we provide training for staff when required and regularly review children's experiences with the child, their parents or carers and staff in the school.

General Complaints Procedure

From time to time, parents and others connected with school, may become aware of matters which cause them concern. To encourage resolution of such situations, the governing Body has adopted a 'General Complaints Procedure'. The procedure is devised with the intention that it will:

- usually be possible to resolve problems by informal means
- be simple to use and understood
- be non-adversarial
- provide confidentiality
- allow problems to be handled swiftly
- address all the points at issue
- inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the school.

October Half Term: Break Up – Thursday 22nd October 2020

PD day Friday 23rd October 2020

Return – Monday 2nd November 2020

Christmas Holidays: Break Up – Friday 18th December 2020

Return – Monday 4th January 2021

February Half Term: Break Up - Friday 12th February 2021

Return - Monday 22nd February 2021

Easter Holidays: Break Up – Friday 26th March 2021

Return – Monday 12th April 2021

Bank Holiday Monday 3rd May 2021

Whit Half Term: Break Up – Thursday 27th May 2021

PD Day Friday 28th May 2021

Return – Monday 7th June 2021

Break up for Summer: Friday 16th July 2021

Appendix 2

USEFUL ADDRESSES

<p>The full postal address of the school is:</p> <p>St. Joseph's R.C. Primary School Musgrave Street HARTLEPOOL TS24 7HT Telephone: 01429 272747</p>	<p>The address of the Director of Children and Adult Services is:</p> <p>Civic Centre Victoria Road HARTLEPOOL TS24 8AY Telephone: 01429 266522</p>
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<p>The School's Attendance Officers, Hartlepool Borough Council Centre for Excellence in Teaching and Learning Brierton Lane HARTLEPOOL TS25 4BY</p>	<p>The Psychological Service is located at: Hartlepool Borough Council Centre for Excellence in Teaching and Learning Brierton Lane HARTLEPOOL TS25 4BY</p>
<p>The Child Health Centre, School Nurses and Speech Therapists are at: Ground Floor Hart Building University of Hartlepool Hospital TS249AH Telephone: 01429 522712</p>	<p>Special Education Needs Team can be contacted at: Aneurin Bevan House 35 Avenue Road Hartlepool, TS248HD Telephone: 01429 523874</p>

This document relates to the school year 2020/2021. Although the information and particulars were correct on the date of publication, it should not be assumed that there will be no subsequent changes affecting the contents.

We hope that you have found this handbook useful. You are welcome to ask any questions or raise any concerns and we will help in any way we can.