

# St Joseph's Catholic Primary School

## Prospectus 2018/2019



**Green Lane  
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Rotherham  
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Dear Parents

On behalf of the staff and myself, may I extend a very warm welcome to you and your child for what will, hopefully, be seven happy and successful years of school-life.

The Primary school years are a special time of growth and development when our children will be gain new experiences, learn new skills and acquire knowledge, which will be their foundation for life.

We trust that you will find St Joseph's School a place for children to grow and learn happily, develop their gifts and discover their own uniqueness in a warm and friendly environment.

As parents, you are the first educators of your children. Staff at St. Joseph's recognise the value of the work, which you have already done with your children at home and are committed to the partnership between home, school and parish.

We will work in partnership with you and this booklet is designed to explain how our school is organised, what we are trying to achieve and the areas of school life in which you are welcome to be involved.

Close co-operation between home and school is essential to promote the social and educational development of your child.

Our aims are high and require constant effort by all who take part in educating the young. We know God is good and he is with us.

Please do not hesitate to approach me or the staff with any queries or concerns you may have. We are pleased to help.

Please let us know if the information has been useful and we would welcome your thoughts on any changes that you may consider necessary in the future.

Thank you and welcome.

Mrs. Helen McLaughlin  
Executive Head Teacher.



# Our Vision

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St Joseph's seeks to be a community in which we build the kingdom. It is a welcoming, caring place where Christ is central to everything we do. Every member of the community is valued and encouraged to reach their full potential. St Joseph's is rooted in Gospel values, which foster tolerance, respect and self-esteem.

# Our Mission

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**Our Mission is to live in the way Jesus wanted. He told us to "Love One Another as I have loved you"**

**We aim to fulfill our Mission by:**

- Living as a good news community, valuing all members equally.
- With Jesus as a role model, developing in everyone a sense of self-respect, belonging and respect for others.
- Striving to enable all children to reach their full potential through a broad, balanced and inclusive curriculum.
- Working together to achieve excellence in everything we do.
- Developing strong home/school and parish links.
- Ensuring the success of everyone involved in the school community, nurturing their individual talents and supporting their individual needs.
- Having high expectations of everyone.
- Nurturing the faith journey of everyone through meaningful prayer and liturgy.
- Ensuring a calm and positive atmosphere in all areas of the school.

### **Safeguarding**

St Joseph's school has a duty to refer to Social Care and/or the Police, any actual or suspected concerns of child abuse. The school has a teacher designated with responsibility for Child Protection liaison. There is a policy which outlines the steps which must be taken should abuse be suspected or alleged. The policy follows procedures approved by the Rotherham Area Child Protection Committee, of which the Department of Education Services is a member. A copy of the procedures is held at the school.

**All adults who work in school are subject to enhanced DBS checks.**

### **Positive Handling using Team Teach methods**

St Joseph's is committed to ensuring that all staff and adults with responsibility for children's safety and welfare, will deal professionally with all accidents involving aggressive or reckless behaviour and only use positive handling as a last resort (after using deescalating techniques) in line with DFE advice. If used at all, it will be in the context of a respectful, supporting relationship with the pupil. We will always aim to ensure minimum risk to pupils and staff.

### **Security**

In the interest of safety, access to the school building is controlled. All external doors are fitted with locks or fire bars to restrict access. A TV surveillance system is fitted to the main entrance and side doors. Visitors may gain entry through the main door at the front of the building and are asked to sign the visitor's book, which is kept in the main entrance together with identification badges, which are to be worn by visiting adults. Children are not permitted to open external doors; a member of the school staff must do this.

### **Car Park**

The car park is strictly for **staff only** who are covered by LA Insurance. Parents are not permitted to park in the car park at any time without the permission from the Head Teacher. If parking on Green Lane, please do not obstruct the pedestrian entrance or the school crossing patrols view when delivering or collecting children

### **Pedestrian Crossing**

All children who have to cross Green Lane should cross on the pedestrian crossing.

## **About our school**

St Joseph's Primary School is a Roman Catholic, Voluntary Aided School for pupils aged four to eleven years. It was opened in 1936 and is situated behind St Joseph's church in Rawmarsh.

## **The Building**

The school is set in an urban location. The building is one storey high with one Foundation stage, two Key Stage One, and four Key Stage Two classes. The number of pupils on role is approximately 200.

At the age of eleven, pupils transfer to St Pius Catholic High School. Close liaison is maintained with the High School to ensure that the transition from St Joseph's is as smooth as possible.

There is a large hall, together with a main entrance, administrative and library areas. The hall is used for a variety of purposes- PE, Assemblies, dining, and social functions. In addition to this there is a playground area and staff car park.

The school has two large playing fields, which are used for games, athletics, and football. In suitable weather they are used as a play area.

From September 2015, we have had a working kitchen and so our own staff will prepare our meals.

At St. Joseph's, we are committed to the development of the individual, to enabling every pupil to fulfill their potential, not only in their academic studies but also in sports, drama, music or wherever their talents may lie.

We meet together regularly as a community to celebrate success and reflect upon the values of tolerance and mutual respect, honesty and integrity that underpin our philosophy here at St Joseph's.

The pupils are encouraged at St. Joseph's to have a voice in their school and we have an active School Council which meets regularly after discussing current theme/issues with their class. The pupils themselves elect the representatives. In addition, there are also Sports Ambassadors, Playground Champions and Road Safety Officers, who all make a positive contribution to the pupils here.

We believe that our school is a warm, caring and happy environment as witnessed by many visitors to the school. We take pride in our traditional school uniform and adapt the curriculum to the learning needs of the pupils. We are an inclusive community and have high standards and expectations of behaviour.

St. Joseph's school has close links with the parish of St Joseph's Church - Father Evangelist is a regular visitor and the children go to church and take part in Mass during the year. Our Governing Body also plays an active part in the life of school.

### **School Building Fund**

All Catholic schools in the Diocese have a Building fund to assist one another to pay for all projects over £10,000. This fund helped us to create the FS2 classroom, refurbish the toilets and extend the entrance. The Governors ask you to contribute £25 per family for the whole year, payable termly if you wish, or 70p per week. The amount is per family, no matter which schools your children go to.

It is the sincere wish of the Governors that this fund is maintained and developed during the school year with all families making some contribution, so that we can help to keep our school in excellent condition and provide an environment which is appropriate to the children of St Joseph's. The information leaflet for the School Maintenance fund is given to parents in a Welcome Pack when their child begins school.

### **Starting School for the first time**

#### **Admissions**

The Governing Body is the admissions authority, and a committee of the Governing Body makes all decisions about admissions. The admissions process is co-ordinate by the Local Authority on behalf of the Governing Body. Whilst St. Joseph's is a Catholic school, the school openly welcomes all children from the community. As an inclusive school, it recognises and respects people from all walks of life and faiths.

Parents are required to complete an application form and supplementary form by a given date, in order to process their application. Dads, Mums and Carers are invited to visit the school during normal school hours by appointment with the Head Teacher. Copies of the Admission Policy are available on request.

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding. In the term prior to their entry, pupils will be invited into school for visits. This will help them become familiar with the surroundings and routines of

school. During this period, there will be a meeting for dads, mums and carers to discuss our partnership with you and talk about any worries you might have. A happy start is imperative for a successful school career. Pupils will be admitted to St Joseph's Catholic Primary School in the September of the year in which they are five.

The Early Years Curriculum is grounded in active learning, through practical activities, purposeful play and talk, to allow pupils to develop an understanding of the world and the basic concepts they will need for their later learning. Mums, Dads and Carers play a major role in fostering positive attitudes to learning, developing language skills and promoting good behaviour.

The Foundation Stage curriculum develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading and writing, math's, knowledge and understanding of the world; and physical and creative development.

During the Foundation year there will be regular information for you about the curriculum in school and how you can help your child at home.

### **Joining the school later on**

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start.

### **The people who govern our school**

#### **Who are the members of the Governing Body?**

Every school has a Governing Body. The Governing body takes a keen interest in all aspects of school life, being responsible for the ethos and general oversight of the conduct and curriculum of the school. In our school, all Foundation Governors are appointed by the trustees of the Diocese. We hope that you feel free to approach the Governing Body on an informal or formal basis in any matters concerning the well being of your child.



### **A school's Governing Body consists of:**

- People appointed by the Bishop from the parish community (foundation governors)
- Parents of children who attend the school (parent governors)
- Staff of the school (teacher and support staff governors)
- People appointed by the local council (LA governors)

### **Governors have an important job to do. Among other things, they are involved in:**

- Holding the school leaders to account
- Deciding what is taught
- Setting standards of high behaviour
- Interviewing and selecting staff
- Monitoring how the school budget is spent
- Ensuring that the school is well managed in line with Government legislation and DFE guidelines

### **Parent Governors:**

- Have a child in school
- Are elected by the parents of the school
- Serve, as do other Governors, for four years

### **Why are Parents on the Governing Body?**

An important element of the changes in school leadership has been the active involvement of parents in the running of schools. Parent Governors are representative of the parents in school but speak and act as individuals

### **Governing Body**

**Chair of Governors** Mrs. Catherine Ratcliffe

**Vice Chair** Mrs. N. Taylor

**Executive Head Teacher** Mrs. Helen McLaughlin

### **Foundation Governors**

Catherine Ratcliffe Mrs. J. Aitken

Mrs. S. Lord Mrs. A. Cadman

Miss. S. Smith

Mrs N. Taylor

Mr. M. Gazur

**Staff Governor** Mrs. S. Briggs

**Parent Governors** Mrs. Rebecca Hopley

**L.A. Governor** To be advised

### **Senior Leadership Team**

|                               |                       |
|-------------------------------|-----------------------|
| Executive Head Teacher        | Mrs. Helen McLaughlin |
| Assistant Head Teacher        | Mrs. S. Briggs        |
| Senior Teacher                | Mr. A. Searson        |
| Safeguarding Officer Lead     | Mrs. S Briggs         |
| Safeguarding Officer (Deputy) | Mrs. S. Curran        |
| SENCO                         | Mrs. S. Briggs        |

### **Teachers**

Mrs. S. Briggs  
Mrs. L. Butler  
Mrs. C. Casey  
Miss. H. Casey  
Miss. S. Cooper  
Mrs. R. Beckett  
Mrs. R. Potts  
Mr. A. Searson

**Learning Mentor** Mrs. A. Glossop

**Learning Community  
Director of Finance** Mrs. L. Hattswell

**Office Manager** Mrs. L. Hattswell  
**Resource and Admin  
Assistant** Mrs. S. Firth

**Learning Community  
Chaplain** Mrs. A. Reynolds

### **Teaching Assistants**

Mrs. T. Knight Mrs. J. Chadfield  
Mrs. A. Williams Mrs. S. Mapplebeck  
Mrs. H. Devine Mrs. S. Boden  
Mrs. D. Spink  
Mrs. M. Hague  
Miss L. Owen

### **Apprentices**

Miss. F. Connell

**Kitchen Staff**

Mrs. S. Shaw (Cook)  
Mrs. A. Hoffgen (Assistant Cook)  
Mrs. J. Willyeo (GKA)  
Mrs. R. Parry (GKA)  
Mrs. Spink (Playground Manager)

**Caretaker**

Mr. P. Farmery

**Specialist Teacher**

Mrs. H Bacon

**Education Welfare Officer**

Mrs. B. Needham

**Local Education Authority**

Rotherham Education Department  
Riverside House,  
Main Street,  
Rotherham.

Tel: 01709 382121  
Fax: 01709 372056

**Lunchtime Assistants**

Mrs. S. Ashley  
Mrs. C. Stokes  
Mrs. M. Johnson

**Cleaners**

Mrs. M. Johnson  
Mrs. M. Carney

**School Nurse**

Joanna Jennings - 01709 423333

**Educational Psychologist**

Abdul Yafai

# School Rules Behaviour around School

- Walk on the corridor.
- Use staff names when talking to them
- Always say Please and Thank you.
- If an adult talks to you, respond.
- Hold the doors open for adults and other children.
- Take responsibility for your own actions and accept any consequences.
- Always complete your work.

Work hard and be the Best You can be.

## Teaching and Learning

Our school is an inclusive school. This means that equality of opportunity must be a reality for our children, whilst acknowledging diversity of the individual. We make this a reality through the attention we pay to different groups of children within our school:

- Girls and boys
- Ethnic minority and faith groups
- Children who need support to learn English as an additional language.
- Children with additional needs.
- Children with disabilities
- Gifted and talented children
- Any children who are at risk of disaffection and exclusion.

At St Joseph's, teaching and learning and the achievements, attitudes and well-being of every child are fundamental. We follow the necessary regulations to ensure that we take the experiences and needs of all our children into account when planning for learning.

The children are placed in classes by age, and there is a spread of ability in each class. Each child is under the care of the class teacher who will be responsible for teaching all areas of the curriculum and accountable for the progress of all children in their class. The staff are well qualified with a wide range of subject knowledge and interests which are shared with colleagues. Children are taught individually, in groups or as a class. The children are taught by their own class teacher in mixed ability classes with children of approximately the same age. There is one class per year group that takes up to 30 children. The staffing complement for each class is a fully qualified teacher and a trained teaching assistant. Every classroom is fully furnished and equipped with the highest quality learning resources, which include interactive whiteboards and at least two computers. The children also have access to laptop computers, iPads and other technology.

The outdoor environment is also a very special part of the Foundation Stage curriculum. As such, it is carefully planned for and available each day. The reception class has its own specially equipped outdoor area.

The teaching to achieve these early learning goals will be through first-hand experience and structured play. The areas of experience will be linked to the National Curriculum.

The teacher and teaching assistant will 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, 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 the each child's development.

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

Reading is taught through a variety of different structured reading schemes supplemented with a wide range of other books. Books are organised in a structured, graded way to allow children many opportunities for consolidation of key vocabulary. We encourage parents to work with their child at home by hearing them read on a daily basis.

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

Children are also taught Personal, Social, Health and Citizenship Education. The school teaches through a topic-based approach allowing children to be involved in their learning more actively.

### **Read Write Inc**

Learning to read and write is supported using the Read Write Inc phonics programme. The programme is used throughout KS1 from the start of FS2 to Year 2. The session last for approximately 55 minutes. Children are assessed regularly and the groups are changed to reflect need and ability. Pupils are taught to:

- Decode letter-sounds correspondence using their phonic knowledge and skills.
- Read 'tricky'/high frequency words on sight.
- Build up a vocabulary of words that they are able to read and spell.
- Understand what they have read.
- Read aloud with fluency and expression.

### **Arrangements for Pupils with Special Needs**

Many children, at some time in their school life have Special Educational needs of some kind. Most children's needs will be met in the ordinary classroom structure, since teachers take into account children's abilities when they plan their lessons.

The school has a Governor who has responsibility for Special Educational Needs, and there is a Special Needs Co-coordinator in school (SENCO - Mrs. S. Briggs)

Resources are allocated according to individual needs in the light of the current budgetary position and the Developing Excellence Plan. The school works closely with all parents. Parents of children with SEN will be welcomed into the school to discuss progress and possible concerns and will be invited to attend review meetings.

Teachers plan the curriculum so that it is differentiated and can accommodate all ranges and abilities. We define differentiation as being planning and delivering lessons and activities which closely match the ability of the child.

This applies equally to children who are academically gifted and who may need more open-ended learning opportunities to ensure they reach their potential.

Some children may need additional help and statutory assessment will have to be carried out based on specialist advice. This may result in a statement of Special Education being drawn up for a particular child. This EHCP will describe all the child's needs and the provision required to meet those needs.

We identify children's needs and take action to meet those needs as early as possible. The Special Needs Co-ordinator works with the teachers monitoring progress, preparing individual education plans and keeping records.

Children's needs are dealt with step by step or in stages matching the level of help to the needs of the child, an Education Health Core Plan.

## **Religious Education**

All Religious Education, rites and ceremonies are centered around those of the Roman Catholic Church. R.E. is central to everything we do at St. Joseph's. As a Catholic School, we are required to devote 10% of our teaching time to R.E. and it is taught with the same rigor as English and Maths. Each day, time is devoted to the teaching of our faith and assemblies are held regularly during the week. Each week children attend a special Mass in church for which they have prepared. The school uses the Catholic RE programme "Come and See."

Prayer is also an important part of our school life and each day begins in prayer.

The children will take part in Sacramental Preparation through the Parish and there is an expectation that before receiving Sacraments, families regularly attend church

## **Sport**

The school is well equipped with both PE equipment and playing fields. The children have timetabled slots of physical exercise each week and a range of sports are undertaken. These include: football, mat ball, cricket, athletics, rounders, softball, dance, swimming, and gymnastics.

All children are expected to take part unless a note is received from the parent and PE kit should be worn.

We employ a range of sports coaches to further develop the skills of staff and to lead playtime activities along with P.E. sessions.

## **Working with Parents**

Parents are welcome to visit school at any time. If you have any issues, then first of all speak to the class teacher and go back to them if it's not resolved. If you feel that something is not sorted out after this, then please make an appointment to see the Head Teacher. A parent wishing to discuss a matter at any length with a member of staff or the Head Teacher, please make an appointment rather than trying to speak to them before school, as this is a busy time and takes them away from their class duties. Please ensure to show respect towards the staff, who are willing to help resolve any issues you may have.



Parents considering sending their children to St Joseph's should make an appointment so that the Head Teacher can talk to them and show them round the school.

A welcome pack is given to each new family. This should contain a copy of this prospectus, a Home-School Agreement, Behavior policy and other items to read at your leisure.

An Admission form and Emergency Details Sheet are also included, to be returned to the school office as soon as possible.

### **Parent Voice**

Some of our parents give up their spare time to put together a successful group. Their aim is to further the existing sense of community spirit at St. Joseph's and the wider community. They have organised various events to raise money for our school. The members of the group meet on a regular basis to discuss their projects and are involved in reviewing some policies such as our behaviour and reward system etc. You are more than welcome to participate if you feel this is something that you're interested in.

During the term before your child begins school, meetings will be held for parents to give them an opportunity to meet staff and have a look round school.

Children make visits during this time, so that they can become familiar with routines and meet their new friends and teacher.

### **At Home**

Homework has become an essential part of good education. There is evidence that it helps pupils to be independent and achieve high standards. We offer a homework menu that may include research, pre-learning or a project undertaken with someone at home.

Reading daily at home is an expectation as is learning times tables.

### **Parent-School Communication:**

The school newsletter is published every week on the school website and a hard copy is sent home with your child. The class teachers also produce class newsletters giving information about what is to be taught that term. There are also, from time to time, information letters sent home about specific

events. Please make a point of asking your child if such letters have been given out, and read them as they may contain important information. If a letter has a reply slip then please respond ASAP, but retain the body of the letter for information. Another form of communication is through our Class Dojo App. This is where you'll receive an instant message directly from your child's Teacher and you're able to message them too. It's proven to be quite a useful form of communication. You will be given a password for this during the first weeks of term.

### **Consultation Evenings**

In the Autumn and Spring terms, days or evenings are set aside for parents. Individual appointments are made so that parents can discuss their child's progress privately. We feel that the interest shown by parents plays a vital role in motivating their children to achieve their full potential. Only 5 minutes are allocated per child, so if you require a longer appointment please see the teacher.

### **Reporting to Parents:**

In the Summer Term, parents receive a written report about the progress of their children. Parents are welcome to discuss their child's progress at any time of the year. Many parents have a friendly chat with their child's teacher at the start and end of the school day. If however, a more formal discussion is needed the Head Teacher should be contacted, who will be happy to make the necessary arrangements

### **Educational Visits**

Education is not confined to the classroom and the school places great value on firsthand experience taking place in school time. These are arranged by class teachers as they place stimulus for work in class. They include simple experience in the classroom, visitors to school and visits to places of interest. The visits are non-profit making but the school will request a voluntary contribution to offset the cost of these activities. Without such contributions, visits cannot take place and may have to be cancelled at short notice. The Governors have adopted the LA policy for the remission of charges if overnight stays are organised.

## **Equal Opportunities**

St. Joseph's School operated an equal opportunities policy to ensure quality of access for all to the curriculum

## **CODE OF CONDUCT**

No community can work properly without generally recognised and agreed rules and procedures. We expect from our pupils and parents a high standard of behaviour. Discipline is often only considered in the context of punishment. We feel that it needs to be seen in a much wider framework of how the school seeks to improve the attitudes and behaviour of its pupils. As such, it includes the positive procedures of praise, incentives and encouragement as well as constructive criticism and consequences. It is important to place emphasis on positive approaches and we constantly strive to find ways to reward children who behave well. The children are reminded of internal school rules by class teachers and during assembly when a need arises.

### **OUR RULES ARE DESIGNED TO ENSURE CHILDREN'S SAFETY AND HAPPINESS**

If a pupil consistently disregards these criteria, his/her parents will be informed and asked to visit school to discuss the problem.

We believe in emphasising the positive aspects of good behavior and will not tolerate bad behaviour such as bullying and offensive language. Such anti social behaviour will be dealt with promptly.

St Joseph's school aims to provide a safe and secure environment for pupils, and children are expected to abide by the school code which is displayed in all classrooms.

## **Rewards**

Children are frequently praised for good behaviour in school. This can include written comments on their work, winning team points, certificates, Dojo points and stickers and public praise in the Golden Book and school assemblies. In addition, our Band System rewards children that are setting an exemplary example to other children in their class and within school. Children will be rewarded with bands and certificates and may achieve Behaviour Champion status at the end of the year. Please see the attached leaflet which gives more details.

## **Sanctions**

Children are disciplined as and when the need arises. A number of sanctions have been agreed by staff. These include- warnings, missing playtimes, spending time away from class, intervention by the Assistant Head Teacher or Head Teacher. In extreme cases, the Head Teacher and Governors may need to exclude a child. Children who consistently break the rules will be placed on an A.B.C. (Acceptable Behaviour Contract) and parents will be invited to attend our Behaviour Panel. This is a formal meeting with governors to discuss strategies to improve behaviour.

## **Problems**

Even in the best communities, misunderstandings arise, mistakes are made, and things go wrong. When this happens in school, it is important that parents and teachers deal with the problem as quickly and calmly as possible. In the vast majority of cases, the matter can be resolved involving only the individuals concerned and the Head Teacher.

An acceptable code of behaviour is made clear to all children and adults, and a range of sanctions may be applied to children who deviate from this. Where the standard of pupil's behaviour is consistently unacceptable, parents are required to come and discuss the matter with the Head Teacher. Where serious misconduct continues, the child will be excluded from school in accordance with exclusion procedures. If there is a problem with the conduct of a parent, they will be asked to not come onto the premises for a period of time.

## School Dress

The wearing of school uniform is essential. All items are readily available in chain stores, such as Pinders.

|   |   |
|---|---|
| <p style="text-align: center;"><b>Girls</b></p> <p>Red sweatshirts/cardigan with logo<br/>White or red polo shirt<br/>Grey/black skirt or polo dress<br/>Grey or black trousers in winter</p> | <p style="text-align: center;"><b>Summer</b></p> <p>Red gingham dress<br/>Grey skirt<br/>White or red polo shirt</p> <p>Grey or black /shorts<br/>White or red polo shirts.</p> |
| <p style="text-align: center;"><b>Boys</b></p> <p>Red sweatshirt/cardigan with logo<br/>White or red polo shirt<br/>Grey Trousers</p>   |   |
| <p><b>PE</b></p> <p>Navy or black shorts<br/>White T shirt with logo<br/>Black pumps.</p> <p><b>All children need a PE bag, clearly labelled, in which to keep PE kit and shoes.</b></p>      |   |

## Jewellery

No jewellery is permitted for school apart from small stud earrings, which would need to be removed prior to PE lessons and plasters, cannot be used to cover these during these sessions.

## Care of Clothing

Many children have identical clothing so it is essential that all children have their name marked on it.

## Expensive Items

We ask parents not to allow children to bring expensive items to school. Teaching time is wasted if articles are lost and there is always danger that they may get broken.

## General Routine

### School Meals

Children in FS2, Year 1 and Year 2 are entitled to a free school meal. A meal is provided at lunchtime for all children with a choice of menu. Children are encouraged to try everything but no child is forced to eat anything. Children are required to use a knife and fork. Midday Supervisors have the care of children from 12.00pm to 1.00pm and during this time have the equivalent authority for safety and discipline as teachers. The school operates a band system where the children choose their meal in the mornings.

### Dinner Money

Please send dinner money each Monday so that it can be banked at the same time. If you forget on Monday, please send as soon as possible. The money should be sealed in an envelope, marked with the child's name. The envelope is placed each Monday morning in a container, which is sent to the office after registration.

If your child is entitled to free school meals a form must be completed and returned to **Student Support, Free Meal Section** at the **Riverside House, Main Street, Rotherham**. Anything to do with school meals is treated in the strictest confidence. Free meal forms can be obtained from the school office.

### Pastoral Care

Each and every child is the concern of every teacher. The children's welfare is paramount and any problem which a child experiences is notified by the teacher to the Head Teacher or Assistant Head Teacher, who will then take the necessary action. If a dad, mum or carer has any concerns about their child, for any reason, they should let the school know so that the problem can be sorted out. A child who becomes ill in school time will be cared for, his/her parents will be notified, and if necessary the child will be sent home. Parents are asked to inform school, in strict confidence, if their child has a problem which could effect their education. We also ask to be notified as soon as possible of any change of address and telephone number.

## **School Health Service**

The school health service offers a service in and through the school to help with the health and well-being of your child. The nurse from the school health service visits the school regularly.

- Sight will be checked during a child's first year in school.
- Hearing tests are not longer carried out by the school nursing service. GPs now deal with any hearing concerns.
- The school health service can arrange referrals to other clinics or help from other professionals if necessary.
- The service does liaise with your general practitioner so that he/she is kept informed.

## **Medicines**

Medicines will only be administered if prescribed by a G.P. It is usually possible to time the administering of medicines so that the child can be given one dose before they come to school and one when they return home. Children who need inhalers must be taught how to use them, and a written set of instructions explaining dosage and what to do in an emergency signed by the parent, must be sent to school for reference. A log of this is kept in each class and completed when the inhaler is administered.

## **Snacks**

Children are not allowed to bring sweets, pop or toys to school. Key stage 1 children are all given a piece of fruit each day and are encouraged to drink plenty of water. Please provide them with a water bottle, labeled with their name and ensure it is kept clean.

## **Timing of the School Day**

School begins at 8.50am and finishes at 3.15pm

Key stage 1 lunch: 12.00pm-1.00pm

Key stage 2 lunch: 12.15pm-1pm

Registration occupies 5 minutes at the beginning of each session.

During a normal school week, the total teaching time is:-

22.50 hours for FS2 and Key Stage 1 and 24 hours for Key Stage 2.

This excludes assembly, registration, and break times.

Children should not be left unaccompanied on the playground.

### **Absence**

Parents must contact school to explain a child's absence from school, which is kept on file. We have to publish details of all absences. Any unexplained absences are classed as unauthorised. Children should not be sent to school if they are ill. Children are supervised in the yard at break-times. If a child is unable to go out at break, then they are too ill to be in school. Children are not allowed out of school during the day unless a note is sent or parents come to collect them with an appointment card.

Children needing to leave school for an acceptable reason, for example, clinic visit etc. must be collected by a parent or authorized adult, who should report to the school office and the child will be collected from the classroom by the school Administration Officer. In the interest of safety, children cannot be sent out of school or wait by the school gates.

No holidays during term time will be authorized. Parents of children whose attendance is not acceptable will be invited to attend an Attendance Panel Meeting.

In the event of a child's attendance falling below 90%, the school will make arrangements for the Education Welfare Officer to visit a family at home to offer support in getting children to school. Appointment cards will need to be seen prior to appointments for health and safety reasons.



All staff at St Joseph's work together to promote the best possible educational experiences for your children. We need your co-operation to encourage good attendance and punctuality.

