

# St Joseph's Catholic Primary School

Part of Emmaus Catholic Multi Academy Company



## School Prospectus 2022-2023



## **Welcome to St Joseph's Catholic Primary School Stourbridge**

Dear Parents,

On behalf of all the Staff and School Governors, I welcome you to St. Joseph's Catholic Primary School.

We are a happy, caring and successful school which is well-respected in the local community. A strong link exists between the School and the Parish of Our Lady and All Saints in Stourbridge. We firmly believe in a collaborative partnership between home, school and parish so that together we can support every child to develop and grow to their full God-given potential.

Christ is at the centre of all Catholic education and through the teaching of the Gospel values and Catholic virtues, the children will develop skills both for living and learning. We will assist parents, as the primary educators, in preparing the children for the next stage in their education and faith journey.

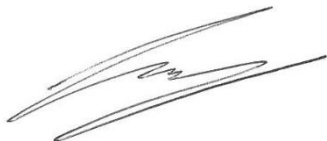
Our broad and balanced curriculum provides the children with the opportunities to extend and enrich their learning along with the support from many visitors, external providers and through educational visits.

The School has been part of a Catholic Multi Academy Company (CMAC) since October 2014, as part of St. Nicholas Owen CMAC. An expansion of the MAC has resulted in four additional schools from Sandwell Council Borough joining together to now form the Emmaus CMAC from February 2021.

The School has retained its own identity, and with the support from the other Catholic schools, has continued to develop from strength-to-strength.

We hope that you will chose St. Joseph's as the primary setting for your son or daughter and look forward to the years ahead building a successful partnership together.

Yours sincerely,



Mr Andrew Carry  
Principal

## **St Joseph's School Mission Statement**

*In following the Gospel values of Jesus, we are called to love, to learn and to respect one another.*

### **Faith**

- Our aim is to develop the Gospel values and Catholic virtues in ourselves and our children.
- To help our children know that God is in everything we do and everyone we meet.
- To help our children to develop their Christian faith by our example and nurture its development through:-
  - Our programme of Religious Education
  - Sacramental Development
  - Prayer
  - Participation in Masses and assemblies
  - Involvement in parish functions and events.

### **People**

- That every person is valued as an individual and treated fairly with justice and consideration.
- That every person is cared for and encouraged to develop their potential to the full.
- To encourage children to treat each other with care and respect.
- To treat their own and the property of others in the same way.
- To welcome parents, governors, directors and visitors with warmth and respect.

### **School Rights and Responsibilities**

There are four basic rights for both adults and children in our school:

- The right to feel and be safe
- The right to learn
- The right to be treated with respect
- The right to be the person God wants me to be

Everyone has the responsibility to protect these rights through their own behaviour and actions.

- The responsibility to make sure others feel and are safe
- The responsibility to allow others to learn in class
- The responsibility to treat others as we would like to be treated
- The responsibility to allow others the opportunity to develop as God wants them to be.

## **Community**

The school is committed to safeguarding the well-being of every pupil in its care. The school also makes a commitment to ensure that each pupil is afforded equal opportunities to develop their own particular potential.

Our mission statement affirms that we are an inclusive Catholic community that celebrates both diversity and the uniqueness of the individual. This means that all our children have equal access and entitlement to the curriculum and the wider opportunities within the life of the school.

- We work hard to ensure that the entire community is able to grow and learn together.
- Our children are encouraged to have a positive attitude which respects and values the individual with regard to gender, race, ethnic origin and disability.
- We have a rich, extensive chaplaincy programme and strong ties with the parish which underpins our ethos.
- We also participate in wider community religious activities. Annually, we participate in a local Unity Service along with other schools.
- Our commitment to inter-faith celebration is an important part of our community outreach.
- We look to join other faith groups in activities organised by the Local Authority.

An important feature of our school is our generosity and support for those in need. Among the groups we support are:-

- Mary Steven's Hospice
- Father Hudson's Society: The Good Shepherd Appeal
- UNICEF
- CAFOD
- Project Gambia
- Stourbridge Food Bank
- Crisis Homeless
- Mission Together
- Individual causes, generated by the children themselves

The children are free to respond to causes by raising money in a variety of ways which they do by initiating activities e.g. sponsored run/walk, cake sales, toy sales, book sales etc.

## St Joseph's Catholic Primary School Staff List

### Local Governing Body

Chair:	Mr John Coyne
Vice Chair:	Mr Mervyn Lodge
Foundation Governors:	Mrs Catherine Addis Mr John Coyne Mrs Samantha Hull Mr Mervyn Lodge Mr Richard Reeve
Principal:	Mr Andrew Carry
Parent Governors:	Mrs Kathryn Sargent Mrs Hayley McCormick
Staff Governor:	Mrs Debbie Faux-Conduit
Adviser:	Mrs Jo McCole
Clerk to the LGB:	Mrs Philippa Bradley

### Teaching Staff

Principal:	Mr Andrew Carry
Vice Principal	Mrs Jo McCole
Reception:	Mrs Natalia Dodd & Mrs Sarah Piercy
Year 1	Mrs Anna Cangiano
Year 2:	Mrs Michele Riley
Year 3:	Miss Rachael Robertson
Year 4:	Miss Emily Gibbons
Year 5:	Mrs Ashley Hickman
Year 6:	Ms Lucy Lawson
SENCo:	Mrs Jo McCole

### Classroom Support Staff:

Mrs Cathy Hounsell	Mrs Lisa Chadry
Mrs Helen Lawlor	Miss Jenny Meakin
Mrs Jane Cheslin	Mr Gary Peniket
Mrs Rachel Marrey	

### Administration Staff:

Mrs Debbie Faux-Conduit  
Mrs Dee Bradley

### School Nurse:

Mrs Lucy Millard

### Caretaker:

Mr Colin Dixon

### Cleaners:

Mrs Sam Mullen  
Mr Stephen Owen

**Cook:**

Miss Jo Hayley

**Catering Assistants:**

Mrs Liz Stevens

Miss Laura Henley

**Lunchtime Supervisor:**

Mrs Helen Chater

**Lunchtime Supervisory Assistants:**

Mrs Sam Mullen

Mrs Jennifer Weston

Mrs Louise Davies

Mrs Christina Semens



### **Ofsted Inspection Report, September 2017**

Ofsted reported that the school has maintained a good quality of education. Some key findings from the inspection report include:

- There is a culture in which safeguarding is at the heart of the school
- The Senior leadership team is clearly focused on further improving the school
- Pupils conduct themselves well in lessons and around the school. They take pride in their work and are keen to improve. Pupils welcome their peers who have additional needs and help them to succeed in school
- Pupils said that they 'love' coming to school
- St. Joseph's is a school that pupils, parents and staff are pleased to be part of and this is evident from their responses to the questionnaires. Pupils are kind to one another and support each other with their learning. Older pupils look after the younger pupils at break times and are proud to be able to take on these roles and responsibilities. Staff also feel proud to be part of the school community.

### **Religious Education Inspection December 2018**

The Archdiocese of Birmingham reported that St. Joseph's is a good Catholic school because:

- The school has a strong sense of Catholic community. Relationships at all levels are excellent, especially between the parish and the school.
- As a result of the secure teaching they receive in Religious Education, pupils make good progress in this subject.
- Pupils' leadership of Collective Worship throughout the school is excellent. Pupils' skills in leading Collective Worship show a clear progression from Reception to Year 6. Pupils in Year 6 are especially confident to lead Collective Worship with expertise.
- The leadership and management of Catholic Life, Religious Education and Collective Worship in the school are excellent. School leaders have responded in a decisive way to monitoring in these areas. This has led to strong improvements in all areas of the Catholic Life of the school.

### **How our school is organised:**

St. Joseph's Catholic Primary School is situated in the Norton district of Stourbridge. We are a one-form entry school with a total of seven classes. Children who are admitted into Reception class usually remain with us until they are 11 years old, when the majority of pupils move to Hagley Catholic High School.

Since February 2021, St. Joseph's has been part of Emmaus Catholic Multi Academy Company. This includes eight other primary schools and Hagley Catholic High School across Birmingham, Dudley, Sandwell and Worcestershire.

## **Pupil Premium 2021-22**

The Pupil Premium was introduced in April 2011. It was allocated to children from low-income families who were known to be eligible for free school meals in both mainstream and non-mainstream settings, and children who had been looked after continuously for more than six months.

Schools are free to spend the Pupil Premium as they see fit. However, they are responsible for how they use the additional funding to support pupils from low-income families and the other target groups. Those from disadvantaged backgrounds often do not do as well as their more advantaged peers and the funds are aimed at helping to bridge the gap. This money is allocated to initiatives to ensure pupils reach their full potential, both academically and socially.

If your child does not have Free School Meals, but may be eligible because of your family's income level, please contact the school office (in confidence) to register your child. Even if you do not wish for your child to have the meals, this would mean the school could still claim Pupil Premium funding that may be used to help your child in the future.

The Pupil Premium Grant (PPG) is a Government initiative that targets additional funding at pupils from disadvantaged backgrounds. Research shows that this group of pupils underachieve compared to their peers. The premium is provided in order to support these pupils in reaching their full potential.

The Government has used pupils entitled to Free School Meals (FSM) as an indicator for deprivation, and have deployed a fixed amount of money to schools per pupil, based on the number of pupils registered for FSM in any of the previous 6 years (Ever 6 FSM). This fixed amount of money is expected to increase every year of the course of this current Parliament. At St Joseph's we will be using the indicator of those eligible for FSM as well as identified vulnerable groups as our target children to 'diminish the difference' regarding progress and attainment.

The Government is not instructing schools how they should spend this money; it is not ring-fenced and schools 'are free to spend the pupil premium as they see fit'. The Government, however, is clear that schools will need to employ the strategies that they know will support their pupils to increase their attainment.



The grant may be spent in the following ways:

- for the purposes of the academy; that is, for the educational benefit of pupils registered at that school
- for the benefit of pupils registered at other maintained schools or academies
- on community services whose provision furthers the benefit of pupils at the school

The grant does not have to be completely spent by the academy in the financial year beginning 1 April 2021; some or all of it may be carried forward to future financial years. Any funding that is carried forward must be spent according to the 'Pupil Premium: conditions of grant 2021-22 to academies and free schools.'

#### *Overview of the School*

Total number of pupils on roll as at Autumn term 2021	206
Total number of pupils eligible for PP	21
Amount of PPG received per Pupil	£1,345.00 (21)
Amount per LAC Pupil	£2,345.00 (0)
Amount per P-LAC Pupil	£2,345.00 (1)
Amount for Service children	£300 (0)
Total amount of PPG funding	£30, 590.00

## **Sport Premium Grant Funding 2021-22**

Schools must use the funding to make additional and sustainable improvements to the quality of the physical education (PE), physical activity and sport they provide.

St. Joseph's will continue to use this funding from the PE and sport premium to:

- develop or add to the PE, physical activity and sport that it provides
- build capacity and capability within the school to ensure that improvements made now will benefit pupils joining the school in future years.

More specifically, the funding will be used to support with the following 5 key indicators:

1. *Engagement of all pupils in regular physical activity*
2. *Profile of PE and sport is raised across the school as a tool for whole-school improvement*
3. *Increased confidence, knowledge and skills of all staff in teaching PE and sport*
4. *Broader experience of a range of sports and activities offered to all pupils*
5. *Increased participation in competitive sport.*

More detailed information on how these five indicators will be developed can be found within the school's PE and Sport Premium Grant Funding action plan which will be published on the school website by 31<sup>st</sup> July 2022.

St Joseph's Catholic Primary School will use this funding during the year 2021-2022 to:

- Employ Sport Educators (RB Gym and Sport) and other PE professionals to work alongside teachers to improve the quality and delivery of PE delivered by school staff
- Provide professional development for staff to improve their practice in the delivery of PE and school sport
- Provide staff with access to professional advice regarding Health and Safety requirements, as well as the latest good practice and pedagogy in the delivery of effective PE and school sport (AfPE and YST)
- Enable pupils to become more physically active within PE lessons, and during break and lunchtimes
- Provide opportunities for pupils to be more physically active outside PE lessons

- Provide greater opportunities for pupils to participate in competitive sport through the national School Games programme
- Provide additional opportunities for pupils to participate in extra-curricular activities before, during and after the school day.

### **The School Day**

8.45am	Children arrive – Early Morning Task
8.55am	Registration
9.05am	Closure of pupil registration
9.10am	Assembly/Class Worship
10.30-10.45am	Playtime
12.10pm	Start of lunchtime (R at 12noon and KS2 at 12.30pm)
1pm	Lunchtime finishes (Reception)
1.10pm	Lunchtime finishes (KS1)
1.20pm	Lunchtime finished (KS2)
3.10pm	End of the school day (Reception only)
3.15pm	End of the school day

Pupils not collected at the end of the school day will wait by the school office. Please notify the school if you are to be late to collect your child. Please inform the school office if your child is being picked up by someone other than a parent or guardian.

During the Coronavirus pandemic, a staggered approach has been implemented to reduce the footfall on the school site at any one time. Please refer to the Arrival and Collection Policy on the school website for further information.

### **Absence**

Should your child be unwell and is unable to attend school please ensure you inform the school office by 9.15am each day of absence.

### **School Aims – Curriculum Intent:**

*“True education enables us to love life and opens us to the fullness of life.”*  
Pope Francis

The Curriculum intent at St. Joseph's Catholic Primary School, is to meet the needs of all its learners regardless of age, gender, race, educational needs or religious background to access a broad and balanced curriculum within a firm Catholic context.

The curriculum entitlement for all pupils will be founded upon seven elements of provision:

1. Religious Education
2. Spiritual, moral, vocation, social and cultural education

3. Relationship Education
4. Health (emotional and psychological) and safety education and personal development
5. Arrangements to meet the requirements of pupil premium learners, those with special educational needs and disabilities and those who are gifted and talented
6. English, maths and science (Core subjects including RE)
7. Foundation subjects: History, Geography, IT, D&T, Art, Music, MFL (KS2) and PE.

Together, these elements make up the whole curriculum which includes the national curriculum (6 and 7) plus Religious education and those elements which make up items 2, 3, 4 and 5.

Underpinning the whole curriculum will be the development of Gospel values and Catholic virtues in order for all learners to flourish to achieve their own potential but also live meaningfully and harmoniously in thriving communities with others. Virtues will be caught through the culture, ethos and positive example of school staff but also taught explicitly through educational experiences that equip pupils with the language, knowledge, understanding, skills and attributes that enable character development.

#### **School Outcomes – Impact:**

- That pupils develop lively, enquiring minds; the ability to question and argue rationally and to apply themselves to tasks and physical skills, both on their own and in groups.
- That pupils acquire knowledge and skills relevant to adult life and employment and the ability to enjoy leisure in a fast-changing world.
- That pupils have a respect for religious and moral values and to develop non-discriminatory attitudes and practice which will enable them to live in harmony with all members of society.
- That pupils understand, care for and respect the world in which they live and the interdependence of individuals, families, groups, and nations.
- That pupils are helped to develop moral values and an appreciation of the spiritual dimensions of human experience.
- That pupils are helped to develop their imagination, sensitivity and creative responses to a wide range of aesthetic experiences.
- To equip pupils with the knowledge and cultural capital they need to succeed in life, in order to be educated citizens and engender an appreciation of human creativity and achievement.
- That pupils develop a sense of self-respect, self-discipline, the capacity to enjoy life as independent, self-motivated adults and the willingness to care for others.

National Curriculum Subjects Covered:

**Core Subjects:** Religious Education, English, Mathematics, Science and ICT.

**Foundation Subjects:** History, Geography, Music, Art and Design, PE, Design Technology, PSHE, Modern Foreign Language (French at Key Stage 2) and Computing.

### **School productions and Extra-Curricular Activities**

Our productions are well-received by parents and wider family members. This includes separate Reception and Key Stage 1 Nativity performances and productions throughout Key Stage 2.

The school offers a wide range of out-of-school-hour learning activities before school, at lunchtime and after school. This includes: multi-skills, gymnastics, indoor archery, football, tag rugby, athletics, cross country, High 5 netball, volleyball, martial arts and Irish dancing.

### **Parent Teacher Association (PTA)**

The School's Parent Teacher Association is a committee of parents and friends of the School who meet regularly to organise events, which not only attempt to bring the school's community together but also provide a financial profit. They organise various events throughout our school year and excellent social events for parents and children. All money raised through the PTA is used to provide financial and material assistance to the school and its children. All parents of pupils are automatically members of the PTA.

### **Behaviour Policy**

Our vision at St. Joseph's is to provide a safe, orderly environment where children can learn and flourish; where all members of the school community treat each other with courtesy and respect at all times.

The aims of the behaviour policy are:

- To create an environment which encourages and reinforces good behaviour
- To define acceptable standards of behaviour
- To encourage consistency of response to both positive and negative behaviour
- To promote self-esteem, self-discipline and positive relationships
- To ensure that the school's expectations and strategies are widely known and understood
- To encourage the involvement of both home and school in the implementation of this policy

An important part of our school ethos is about respect and consideration for all its members. Looking for the best in each other and thinking of other people and their feelings. We feel that our policy must be a positive one where we encourage and look for behaviour worthy of praise.

### **End of Key Stage Assessments - SATs (Statutory Assessment Tests)**

By law, SATs have to be administered to all children at the end of Year 2 and Year 6. The assessments are an indication of children's ability whether they are working at, below or above the national expectation. Children will no longer be graded against levels but instead graded scores will be equated from each pupil's individual data. Tests for Year 2 are marked by staff internally and are used to inform teachers of each child's each Key Stage Teacher Assessment. These are administered in a more informal manner.



The table on the following pages highlights the school's performance against local and national comparators.

### End of Key Stage Teacher Assessments 2019

Phase & Subject	School 2016	School 2017	School 2018	School 2019	School 2022
EYFSP	84%	77%	79%	90%	83%
Y1 Phonics	93%	94%	90%	97%	90%
Y2 Phonics	67%	75%	100%	100%	0%
KS1 Reading	77%	90%	97%	90%	73%
KS1 Reading GD	0%	28%	26%	40%	20%
KS1 Writing	68%	76%	87%	83%	70%
KS1 Writing GD	10%	17%	29%	23%	13%
KS1 Maths	71%	79%	90%	83%	70%
KS1 Maths GD	13%	24%	23%	37%	13%
KS1 RWM	58%	69%	81%	83%	67%
KS1 Science	77%	76%	84%	85%	70%
KS2 Reading	71%	83%	90%	90%	93%
KS2 Reading GD	0%	30%	28%	32%	37%
KS2 Writing	68%	80%	86%	90%	83%
KS2 Writing GD	10%	27%	17%	32%	23%
KS2 Maths	74%	77%	79%	87%	73%
KS2 Maths GD	0%	23%	31%	32%	27%
KS2 RWM	68%	80%	79%	84%	67%
KS2 Science	65%	83%	86%	84%	20%

### Key Stage 2 Results 2022

Test Results:

Subject	School Tests	National	Difference
Reading	93%	74%	+19%
Writing (TA)	83%	69%	+14%
Maths	73%	71%	+2%
EGPS	77%	72%	+5%
RWM Combined	67%	59%	+7%

### Special Educational Needs and Disabilities

*Definition of Special Educational Needs:*

The school follows the guidance contained in the Special Educational Needs and Disability code of practice: 0-25 years (2014).

*"A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her."*

Introduction section 13, Special Educational Needs and Disability code of practice: 0-25 years (2014).

*Children have a learning difficulty if they:*

- *have significantly greater difficulty in learning than the majority of children at the same age; or*
- *have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority*
- *are under compulsory school age and fall within the definitions above or would do so if special education provision was not made for them*

*Children must not be regarded as having a learning difficulty solely because of the language or form of language of their home is different from the language in which they will be taught.*

Section 312, Education Act 1996.

St Joseph's adheres to national and local Special Educational Needs and Disability (SEND) requirements and guidelines. For pupils with EAL please refer to the EAL Policy.

Aims:

- ◆ We will ensure the culture, practice, management and deployment of resources are designed to ensure all children's needs are met
- ◆ We believe that the best practice is for all staff to work cohesively to ensure that any child's special educational needs are assessed and identified early
- ◆ We aim to involve the children and families, where appropriate, in planning and in any decision making that affects them
- ◆ We will ensure confidentiality of information as appropriate
- ◆ We will provide support for, and work in partnership with parents and families
- ◆ We monitor and review progress and provision regularly
- ◆ Co-operation between all agencies is essential
- ◆ Individual Education Plans have clear targets, are accessible by all staff and reviewed regularly
- ◆ Statements are clear & detailed, specify monitoring arrangements and are reviewed annually.

### **Relationship Education**

We believe that relationship education begins in the home at a very early age and is a partnership between home and school. It is part of belonging to a family, e.g. role of mother, father, brothers, sisters and babies. It is also about caring for each other as members of a family although we need to be aware that not all children live in ideal circumstances.

Our main aims are to encourage the children to know that their body is a gift from God, to encourage them to look after their body and to provide an understanding that individuals are in charge of and responsible for their own bodies. We use the Diocesan approved programme from Ten:Ten entitled 'Life to the Full' across both key stages.

### **Spiritual, Moral, Vocational, Social and Cultural Development**

As a Catholic community we believe that moral development is essential to every person's education. It touches every part of our lives and is central to the school curriculum. Our children are encouraged to reflect upon their attitudes, beliefs and actions in the light of Catholic teaching. We hope that this will lead to the ability to measure situations, actions and whatever is presented to them in the light of Gospel teachings.

### **Homework Policy**

Homework should be part of the liaison between home and school. It should not take up too much of a children's' time, leaving them free to spend time at home in pursuit of hobbies – Cubs, Brownies, Scouts, Guides etc.

In the Early Years, we hope to have reading partnerships between parents and children where the parent and child read a book together. This is usually about ten to fifteen minutes per night.

At Key Stage 1 and Lower Key Stage 2 children might be given work to prepare or finish at home or more formal homework once or twice a week (no more than thirty minutes).

At Upper Key Stage 2 children will be given homework two or three times a week as part of the preparation for transfer to Secondary School.

### **Pastoral Care**

Pastoral care was cited by Ofsted as a particular strength of the school and is rooted in our belief that every child is special and unique to God. It is the concern of every member of staff with the Principal, Vice Principal and Post Holders having additional responsibility.

If a child becomes ill in school and needs to go home, either the parents or the person given as an emergency number is contacted.

If a child is showing signs of distress, he/she will be given support and parents contacted if necessary. We need to know if there is likely to be distress caused by bereavement or any other reason so that we can keep an eye on the child. Sometimes this might involve a home visit by a member of staff.

In case of an accident, first aid will be administered at school by a suitably qualified adult unless the accident or asthma attack etc. is more serious when we would also call an ambulance and the parents or emergency contact number.

We need to know if your child has any allergies or medical conditions such as asthma, so that we can be properly prepared.

### **Safeguarding and Child Protection**

We have adopted the Local Authority approved policy on Safeguarding and Child Protection. This policy outlines the procedures that all staff must follow if they observe any outward signs of abuse or changes in children's behaviour or if any child discloses an incident of abuse. All matters would be dealt with in strict confidence. If you would like to read this document please contact the school office.

By living out Gospel values and Catholic virtues we aim to create an atmosphere in which children are confident in sharing problems with members of staff. It is our intention to offer support to all parents who seek our help and guidance.

The School's Designated Safeguarding Lead (DSL) is the Principal, Mr Carry and the Deputy DSLs are Mrs McCole and Mrs Riley.

### **Parents' Evenings**

We have a parents' evening session during the Autumn and Spring Terms, where parents can meet the class teacher to discuss their child's progress. In the Summer Term, parents have the opportunity to view their child's work and discuss their child's annual report and assessments if they wish to. However, we welcome parents and carers to make an appointment to come into school at other times if they have any concerns or queries.

### **Visiting School**

Parents may visit school at any time as long as an appointment has been agreed via the school office. Parents are requested to speak with their child's class teacher if there is a concern at a class level. If parents have a concern at a more senior level, an appointment with a member of the school's leadership team can be arranged via the school office. Parents considering sending their child to the school should also make an appointment to view the school.

### **Health and Safety**

This policy is reviewed annually. Fire drills are held on a regular basis and duly recorded. Risk Assessments are carried out by and external provider as well as by Local Governing Body members and school staff.

We have children in the school with a strong allergy to peanuts. In some cases, this is a matter of life and death. Even the slightest contact with peanut products (slight traces on surfaces or by holding hands) can provoke anaphylactic shock. We urge all parents to be vigilant about keeping peanuts out of the school. We appreciate your co-operation in this matter.

### *Car parking*

This is a Local Authority car park which the school is allowed to use. Please enter and exit the car park safely and give due consideration to our neighbours and other users. Please do not use the school drive and staff car

park for drop-off and pick-up.

### *Medicine*

Ideally, parents should administer all medicines at home - please read the medicine policy available on the school website. If children need to bring medicine into school, such as antibiotics, then a disclaimer form must be completed giving permission for this to be administered. Please ensure that all medicines are clearly labelled with your child's name, the type of medicine, the dosage and the date.

No child should be in possession of any tablets (e.g. Paracetamol). This does not change the policy on asthma inhalers which should be easily accessible to children who need to use them. Class teachers need to know which children need to have inhalers in school and will arrange where they will be kept during the school day.

### *School Meals*

*Reception, Year 1 and Year 2 all receive free school meals as this is a government initiative.*

Our school dinners are cooked on the premises and provide children with a variety of well balanced, nutritious meals.

As part of our Health Education programme, we would encourage all our children to eat only fresh fruit or a cereal bar at break times.

### *Health Care*

The following will take place within the school, during the following academic years:

When Due	By Whom	Which Examination
Reception 4-5 years old	School Health Advisors Clinical Medical Officers	Initial Health Care Assessment Selective School entry medical
Year Six 10-11 years old	School Health Advisors	Eye check plus health check as assessed necessary

Dental Screening – Carried out by Dental Officers each year.  
No treatment will be given without the signed consent of a parent or guardian.

The School Nurse holds regular drop-in sessions.

### **Complaints Procedure**

The Local Governing Body would hope and expect that any complaint could be resolved through informal discussion between parents and the school.

The Catholic Education Service (CES) has established a formal procedure for any complaint which cannot be settled in this way which has been adopted by the Emmaus MAC. Full particulars of these procedures are available from

the school upon request.

### **Freedom of Information/Data Protection**

The school follows the national guidelines on GDPR in these matters.

### **School Uniform**

We have an official school uniform as listed. It is essential that all clothing is marked with the child's name.

Dark grey skirt, pinafore or trousers.

Royal blue cardigan or sweatshirt.

Royal blue polo shirt.

White, grey or royal blue ankle socks, knee socks or tights.

Black Sensible school shoes.

Key Stage 2 children must wear trainers or alternative footwear at playtimes. During the Summer Term girls may wear blue and white gingham dresses.

#### *P.E. Kit*

White tee shirt with school crest and royal blue shorts

Black plimsolls (trainers for Key Stage 2)

No child is allowed to wear earrings or jewellery during a P.E. or swimming lessons. Children must remove and replace their own earrings.

Sweatshirts, polo shirts, tee shirts, book bags and shorts are all available from the school. Royal Blue Fleeces and Royal Blue Cardigans, both with school logo, may also be ordered via the school office.

Hair should be of conventional style (long hair must be tied back) and no Jo-jo bows should be worn.

Children are allowed to wear their PE kit to school along with their school jumper and blue/grey plain tracksuit bottoms on PE days to reduce the number of items being brought into school. This was introduced after the Covid pandemic.

### **Charging Policy**

A vital part of education is giving children opportunities to learn through visits and outings. We aim to have a variety of these throughout the school year. Our experience shows that these outings stimulate children's work and help develop their social skills.

We need to ask parents to make full voluntary contributions to fund these visits but no child will be excluded because of inability to pay. When a class visit is planned parents will be informed by letter as to the date, purpose and cost.



The cost will include entrance/coach fees as appropriate. Sufficient adults will accompany children to ensure their well-being and parents will need to give written permission before any child can be taken out of school.

### **Secondary Transfer**

Hagley Catholic High School is the Catholic secondary feeder school situated within our Parish boundary and is a member of the Emmaus MAC.

Being part of Emmaus, means that a strong partnership exists between both Hagley and St. Joseph's to enable a continuity of education provision from 4 to 18 years. Termly meetings take place between the staff of both schools to support the children through this period of transition to secondary school. The children of Year 6 are invited to Hagley to familiarise themselves with the routine of a secondary School as part of their induction programme.

### **Little Saints Pre School**

The independent Pre-School is run by a management committee. Being on the school site there remains a positive transition experience from children at Little Saints to St. Joseph's. Information about the Pre-School can be obtained from the Pre-School Manager, Mrs Sarah Stringfellow, on 01384 350359.

### **St. Joseph's Extra Club**

The independent Extra Club (breakfast and after school club) which is located on-site is run by Mrs Naheed Parveen (Telephone Number 07581 214437).

### **INSET Days**

Schools are required to provide teachers with 5 statutory In-service Training days (INSET) during each school year. On these days, schools are closed to pupils so that teachers may participate in training activities as part of their ongoing professional development. As part of a MAC additional INSET days can be taken for MAC wide development.

*INSET Days for 2022-23:*

Day 1	5 <sup>th</sup> September 2022
Day 2	6 <sup>th</sup> September 2022
Day 3	7 <sup>th</sup> October 2022
Day 4	3 <sup>rd</sup> January 2023
Day 5	23 <sup>rd</sup> June 2023

## **Dudley Term Dates 2022-23**

### **Autumn Term 2022**

- Term Start - Monday 5th September 2022
- Half Term - Monday 24th October to Friday 28th October 2022
- Term End - Friday 16th December 2022

#### Bank Holidays

- Boxing Day - Monday 26th December 2022
- In Lieu of Christmas Day - Tuesday 27th December 2022

Total Working Days - 70

### **Spring Term 2023**

- Term Start - Tuesday 3rd January 2023
- Half term - Monday 20th February to Friday 24th February 2023
- Term End - Friday 31st March 2023

#### Bank Holidays

- In Lieu of New Year's Day - Monday 2nd January 2023
- Good Friday - Friday 7th April 2023
- Easter Monday - Monday 10th April 2023

Total Working Days - 59

### **Summer Term 2023**

- Term Start - Monday 17th April 2023
- Half Term - Tuesday 30th May to Friday 2nd June 2023 (Monday 29th is Bank Holiday)
- Term End - Tuesday 25th July 2023

#### Bank Holidays

- May Day - Monday 1st May 2023
- Spring Bank Holiday - Monday 29th May 2023

Total Working Days - 66

Please note that the total of 195 days includes 5 inset days, which are to be set by the school.