



Our School

2019/2020



Respect-Friendship-Excellence-Care

St. Joseph's RC Primary

Article 1: Everyone has Rights

RIGHTS RESPECTING (R.R.) SCHOOL

Our school is a Catholic and Rights Respecting (RRS) school. RRS is based on the United Nations Convention on the Rights of the Child. We have worked with our children to devise school and classroom rights and charters. This means we do not have school rules. We support each child to promote their rights and the rights of others for their own well-being. The children are encouraged to learn how their behaviour can positively affect their friends and adults in and out of school.

Two children each week are awarded the Rights Respecting Ambassador Award. Nominations for this can be given by any staff, children or visitors to our school. Each half term the Ambassadors go together to do something in the community, such as visiting the Care Homes in the village or meeting with the Governors.

Children have their own Values Chart to put stickers onto. These stickers are given for effort, success and attitude to school tasks. Staff also give stickers for helpfulness and showing consideration to others. Children love to complete their Values Charts and receive a certificate in Friday Assemblies when they do so. The Values Charts are displayed in files around school once completed.

OUR MISSION STATEMENT

Our school is built on Gospel values of Respect, Friendship, Excellence and Care. You will see these on our school badge designed by our children. At the centre of our badge, like the heart of our school is the cross of Saint Cuthbert, the symbol of our Catholic Diocese of Hexham and Newcastle. The colours of the words Respect, Excellence, Friendship and Care reflect our Gem Project developing the whole child, building their resilience and enabling them to strive for excellence.

Our Mission Statement is:

Dear God,

With all your help and guidance let us always show respect, friendship, excellence and care in all we do and say.

We will love each other as you have loved us.

Amen

SPECIAL EDUCATIONAL NEEDS

We place a high priority on ensuring that all children receive an education suited to their individual needs. Specialist teaching staff are available to assist children who may be experiencing difficulties with aspects of their learning or behaviour. Special learning programmes are implemented when appropriate. Such programmes are implemented and evaluated by the SEND Co-ordinator, Mrs Hanley, in accordance with the SEND Code of Practice.

Children who have learning difficulties or who are making less than expected progress are monitored by their own class teacher and their progress is reviewed at regular intervals. Parents/carers are consulted at all stages and encouraged to become involved with extra learning programmes if they wish. These are set out in Short Notes or Support

Plans. In some cases, it may be necessary to involve the Educational Psychologist, the Behaviour Intervention Team or Speech and Language Therapists either on a short or longer term basis. Educational Psychologists are able to provide expert advice about learning programmes to best suit individual needs. We always ensure that parents are fully informed at all stages of outside agency support so that all decisions made about their child are agreed together.

All children in our school are given the opportunity to shine in as many areas as possible. Children who are exceeding the expected level of progress are provided with special learning programmes to ensure that they work to the best of their ability. These children are closely monitored by our More Able and Talented (MAT) Co-ordinator, Mrs. Hanley.

Article 15 – Everyone has the Right to join groups



EXTRA CURRICULAR ACTIVITIES

We have lots of extra-curricular activities which are chosen by the children. After School clubs include; Art & Craft, Football and relaxation. All clubs are extremely well attended. Clubs are held directly after school. If your child has a particular interest let us know and we will do our best to provide experiences for them.

FAMILY ENGAGEMENT

We consider close home –school co-operation very important. Miss Cowey and Mrs Hartley leads Family Engagement (FE) in our school with the support of the staff.

All parents/carers are welcome to come and help with FE and help us to fund new and exciting activities and resources for all our children. The 'Friends of St Joseph's' group

are involved in events such as the Summer Fayre, Christmas Fayre, coffee mornings and other fund raising events. Some of the resources they have helped school to buy include playground equipment, Christmas presents for each child and to fund artists and performers who work with our children during special Creative Weeks.

If you would like to become involved with the Friends of St Joseph's, please see Mrs Ashton or Mrs Hanley for further details.

Governors are also volunteers who help support and lead our school. If you would like to become a School Governor, please see Mrs Ashton. All volunteers and Governors must undergo an enhanced DBS check.

UNIFORM

School uniform is not compulsory but we do encourage children to wear the grey sweatshirt or cardigan, light blue polo shirt, grey trousers or skirt/pinafore as we think it encourages a sense of belonging. We hope children are proud to be identified as being part of our school. (Jade green sweatshirt/ cardigan and yellow polo short for Little J's)

Our uniform supplier is 'Elizabeth's Embroidery'. The company embroider the school logo and the child's initials, on sweatshirts cardigans, polo shirts etc. which helps to prevent items of clothing being lost.

Items of clothing can be ordered by Mrs Johnston in the school office or if you prefer to order online please visit www.elizabethsembroidery.com and use the password: **blackhall**. For Little J's uniform, use the password: **JAY**

School Uniform items available from school:-

- Grey sweatshirt
- Grey V necked sweatshirt cardigan
- Jade green cardigans and jumpers – Little J's
- Blue shower proof fleece jacket
- Light blue polo shirt
- Yellow polo shirt – Little J's
- P.E. Kits: blue drawstring bag, white tee shirt, black shorts
- Book Bags - Children need to bring home each day.

Please mark all items of clothing clearly with your child's name.

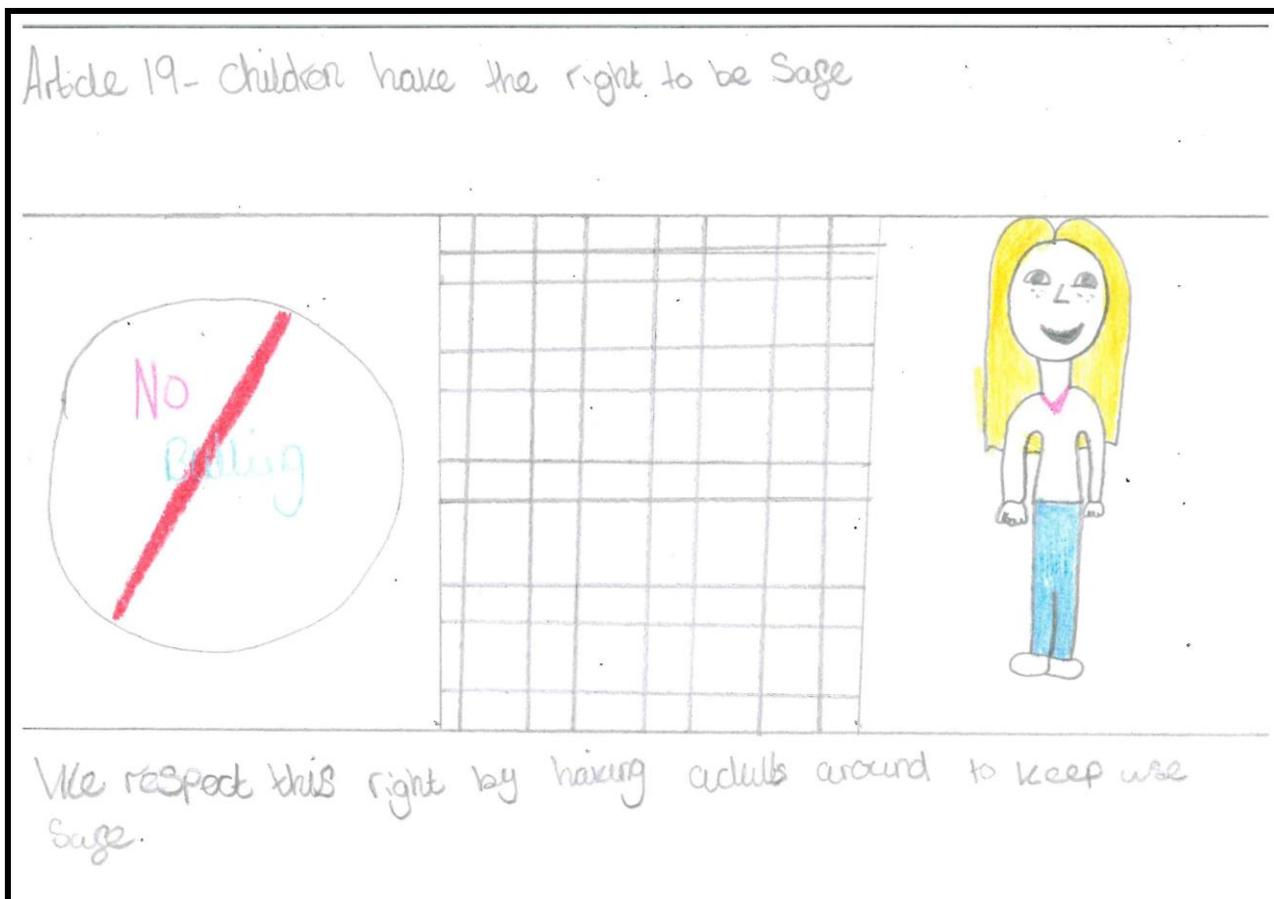
Article 19 – Children have the right to be safe

CHILD PROTECTION

Parents/carers should be aware that our school has a duty to ensure the welfare and safety of our pupils. Where school staff have cause to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff will follow the Durham Child Protection Procedures and inform Children and Young People's Services. School may instigate an Early Help Assessment in order to access extra support for children and their families.

Mrs Ashton is safeguarding lead in school and Mrs Hanley and Miss Macdonald are designated teachers for Child Protection.

If you have any concerns about the welfare or safety of any child, please come in and tell us or ring school as soon as possible.



HEALTH AND SAFETY

For safety reasons children must not wear any jewellery in school. If children do come to school wearing studs then they must remove them themselves or wear tape/ plasters over them. Children wearing earrings will not be allowed to play on the gym or climbing equipment or use any bikes, scooters, skips or hoops.

It is most important that children wear appropriate shoes for school. Outdoor shoes/wellies should be brought to school and kept in the shoe store.

Dogs are not allowed anywhere on the school premises. Please do not leave dogs unattended outside of the school gates.

Bicycles and scooters should not be ridden anywhere in the school grounds. Smoking is not allowed anywhere in the school grounds or in the school building. Mobile phones should not be used inside the school building when children are on site except in the staffroom or admin office.

DATA PROTECTION

Data kept about your child in school is confidential and is not available for others to access. Records and reports are filed in individual assessment folders and stored safely. Our Data Protection Officer is Darren Hobson. If you have any queries or concerns around GDPR, please contact Mrs Ashton.

PARENT/ CARER CONSULTATION EVENINGS

We are always pleased to see you. We believe that close home/school co-operation is vital. We hold regular Parent/Carer Consultations, where all parents/carers are invited to visit the school to discuss their child's progress. These are organised on an appointment basis as this reduces the time parents/ carers have to wait to speak to teachers. These interviews will be organised by your child's class teacher.

During the appointment, you will have the opportunity to discuss with the teacher as much as possible about your child as well as learning about their progress. We are interested to find out about your child's interests, your hopes and plans and also any aspects of their health or welfare that you would like to tell us. If you think information should be given urgently, please do not hesitate to telephone or arrange a visit.

COLLECTING CHILDREN FROM SCHOOL

At 3.15p.m. each class will be dismissed from their classroom door by their Class Teacher. Parents/carers may wait in the school playground. The Class Teacher will not release any child until she has seen their parent or carer. If you are unable to collect your child and somebody different is coming to collect them that day, you **MUST** inform school of this arrangement prior to the end of the school day. Children in Y5 and Y6 may walk home on their own if you provide written permission (a letter to their Class Teacher/ Mrs Ashton) for them to do so.

Please do not be offended if we do not allow your child to go home with an adult when we have not been informed. This is for the safety of your child.

People collecting children from school must be over the age of sixteen to ensure the safety of all of our children. Thank you for your co-operation in this matter.

Article 24 – Everyone has the right to Health Care

HEALTH AND WELFARE

The School Nurse will make frequent visits to the school to carry out sight screening and audio tests. Our School Nurse Marie Cummings is available if you have any medical concerns about your child.

We also have a Parent Support Advisor, Michelle Massey who can help with routines, support groups and behaviour concerns at home.

Our Counsellor, Lisa Turner is available to work with your child and with you around any emotional support needs.

Marie Cummings, Michelle Massey and Lisa Turner can all be contacted through school.

MEDICAL INFORMATION

If your child has a serious or recurring medical problem e.g. asthma, allergies, eczema, epilepsy or any worry regarding hearing or sight, it is necessary and advisable for parents/ carers to make this information known to the Head Teacher. A care plan will then be written up so that we can support your child fully.

ILLNESS IN SCHOOL AND EMERGENCIES

If your child becomes ill at school parents/carers will be contacted by telephone so that they can be collected and cared for at home. Sick children will be cared for at school until

their parents/carers arrive. Our First Aiders deal with cuts and grazes. In the case of head injuries, parents/carers will be informed by school via a telephone call and note home so that they can monitor their child when they get home and seek further medical advice if necessary.

In the case of an emergency such as sickness or injury at school, 2 telephone contacts must be provided for every child, whether it be home or work, friend or neighbour. Any change of address or telephone number should be promptly notified. **Please make sure if you change your mobile phone you inform school of the new number.** Should it be necessary we will take your child to hospital if the contacts are not available, however, hospitals may be unwilling to administer treatment if a parent/carer is not present.

MEDICINES

In order to comply with the Health and Safety at Work Act, schools are advised not to administer medicines to children unless written permission is granted by the parents/carers. If your child does need to take **prescribed** medicine this should be **delivered by an adult** to the school office. You will be asked to sign a form explaining dosage, After medicine has been given, the designated person will sign the form. Medicines are kept in a sealed container in a locked cabinet or in the fridge in the staff room.

HOSPITAL, CLINIC, DOCTOR OR DENTAL APPOINTMENT

Please inform your child's class teacher and Mrs Johnston if you need to collect your child during the school day. Children should always be collected by a parent/carer or a known adult. Please try to attend appointments out of school time.

Parents/carers must sign their children out of school for health and safety reasons. A Pupil Signing-Out Book is located in the school office.

Article 24 – Everyone has the right to nutritious food



SCHOOL MEALS

As of September 2014 all Infant aged children receive free school meals regardless of parental income or situation. Children in Key Stage 2 may also be entitled to free school meals if their families access certain benefits.

Schools receive additional funding (known as Pupil Premium) for children whose families receive these benefits regardless of the age of the child (from Reception onwards). We therefore ask you to complete a form so that we can do eligibility checks for this (even if your child is in Reception Y1 or Y2 and so would get free school meals anyway).

PACKED LUNCHES

Children are welcome to bring a packed lunch instead of having a school meal at lunchtime. Children with packed lunches will be supervised together with children having a school meal.

We are a Healthy School, and so children are provided with a drink of cooled water at lunchtime, therefore do not need to bring a drink from home. Children should not bring sweets, chewing gum, glass bottles or cans into school.

A small chocolate biscuit or cake is allowed but please do not send chocolate in your child's packed lunch box. We have a Packed Lunch Policy which you can see on our website or please ask if you would like a paper copy. This is reviewed and approved by governors each year.

MILK

Children can have milk if they wish. Parents/carers should register with Cool Milk at School. Tel: 0800 3897157. The cost is approximately £15 per term, sent directly to Cool Milk.

All Children under 5 receive free milk and the school will register all eligible children for this. Children who are entitled to Free School Meals are also entitled to receive free milk.

Presently we give/buy all of the children in Nursery and Reception milk – regardless of them turning 5.

FRUIT

Children in EYFS and KS1 receive a piece of fresh fruit every day. Fruit Time is a lovely social activity, and the children really enjoy this part of the day. Giving fresh fruit to children is part of the Government's policy on healthy eating.

Article 24 – Children have the right to clean water

WATER

Please provide a water bottle for your child, and write their name on to avoid confusion. Every day the children will bring their water bottles home so that they can be washed. In our school we have 2 water coolers for the children to use to fill their own water bottles. Children are encouraged to drink plenty of water throughout the day. The children should not bring filled water bottles as these can leak and spoil other things in their book bags.

Article 28 – Children have the right to an education

ASSESSMENT

Assessment is an important way of monitoring your child's progress. During their first term at school children will be assessed by their class teacher so that we can build up a picture of their individual abilities.

As children move through our school their progress is regularly monitored and assessed, particularly in English and mathematics using school assessment systems. Some of these assessments are National. At the moment National Assessments take place in Reception, Year 1, Year 2 and Year 6.

Please ask us if you would like any more information. Your child's progress is reported to you on at least a termly basis, and in their end of year report.

RECORDS

Your child's Class Teacher keeps very detailed records of each child's progress which he/she will be very pleased to discuss with you either at open evenings or a meeting requested by you or the Teacher. An interim report for Y1-Y6 will be sent home at the end of Autumn and Spring Term to show how your child is progressing.

ABSENCE FROM SCHOOL

Parents/carers must let us know on the first morning of the child's absence (and every day thereafter) the reason why their child is absent. Please inform us in advance about any medical appointment during the day and provide a copy of the appointment letter for

our records. When children are absent from school for no known reason the absence is recorded as unauthorised.

HOLIDAYS

Following changes in legislation Head Teachers can no longer authorise holidays in term time except in extremely exceptional circumstances. If families do go on holiday during term time they are liable to be fined after the 7th day of absence. This is enforced by the Local Authority and not by school. If you are intending to take the children out of school in term time, we ask that you complete a Leave of Absence form which is available from the office.

Please remember 5 days' holiday means 21 missed hours of learning for your child.

Further information regarding attendance is available in the School Attendance Policy.

*Article 31 – Children have the Right to Relax & Play
- Children have the Right to a wide range of activities*

VISITS / CHARGING POLICY

We believe that your child's education is greatly enhanced by visits into the community and by professionals visiting children in school. Educational visits enrich the work planned for the children each term. Parents/cares are fully informed about these events and are invited to make a voluntary contribution towards their cost.

The children have been on visits to: Hartlepool Marina, Castle Eden Dene, The Sage Gateshead, Hardwick Park etc. Professional visitors have included: musicians, Storytellers, Fire Service and Community Police talking about keeping safe, theatre companies.

As we have said throughout our Brochure, we place great emphasis on a happy and friendly atmosphere in which honesty, courtesy and consideration for others flourish.

We hope you will feel St Joseph's is your school, feel welcome at all times and become active members of our school community. By working together, we cannot fail to do the very best for your child.

The information in this brochure was prepared and published in summer 2019 and relates to the 2019/20 school year commencing at the beginning of September 2019.

Head Teacher

Mrs L Ashton

Deputy Head Teacher

Mrs G Hanley

Teachers

Mrs G Hanley

Mr G Fannan

Miss L Macdonald

Miss L Coxon

Teaching Assistants

Mrs A Hall

Mrs A Readman

Mrs L Hartley

Miss S Cowey

Admin Manager

Mrs J Johnston

Lunchtime Supervisors

Mrs P Sarginson
Miss R Ebblewhite

School Cook

Mrs S Smith
Assistant Cook
Mrs N Ebblewhite

Breakfast Club Supervisors

Miss S Cowey
Mrs P Sarginson

Caretaker

Mr R Hardman

Cleaner

Mrs M Foster

School Nurse

Mrs M Cummings

School Counsellor

Miss L Turner

Parent Support Advisor

Miss M Massey

Governing Body of our School

Chair of Governors

Mr P Francis

Vice Chair of Governors

Fr I Jackson

Parent Governors

Mrs S Henery
Miss H Tolley

Foundation Governors

Mrs K Laing
Mrs L Tullet
Mrs C Close
Mrs L Rookes
Miss R Harrison
Mrs G Hanley
Mrs L Ashton

LA Governor

Staff Governor

Head Teacher