



*In the Light of Jesus
we Learn to Shine*



*St. Alban
Catholic Schools' Partnership*

Welcome to St. Joseph's Catholic Primary School

At St. Joseph's Catholic Primary School, we strive to live out explicitly the Catholic ethos and mission of our school. We are a Catholic community that gives daily witness to the Gospel values proclaimed by Jesus. We aim to provide the best education for all our pupils in all areas of the curriculum. Religious Education is the foundation upon which all other areas of the curriculum are built; it underpins the philosophy of everything we teach. Each member of staff has a responsibility for fostering Religious Education within our school family, bringing their own experiences to this process for the benefit of our community.

The School's Mission Statement

Faith, Philosophy and Objectives

“The Catholic School must provide an experience of a living and worshipping community, and in this way contribute to the entry of its members into the full life of the Church. It should be so inspired by the Gospel that it is seen as a genuine alternative to other forms of schooling”

Easter people 134.

Our mission statement ‘**In the Light of Jesus we Learn to Shine**’ is the foundation and touchstone of all that we do in school:-

Growing in self confidence

- ❖ We celebrate all achievement
- ❖ We promote positive behaviour
- ❖ We celebrate and reward all achievement

Growing in knowledge and understanding

- ❖ We plan and teach lessons that deepen pupils' knowledge and understanding and enable them to develop a range of skills across the curriculum
- ❖ We provide a rich and engaging curriculum
- ❖ We offer a wide a range of activities and resources to support our curriculum and learning

Growing our individual skills and talents

- ❖ We promote and celebrate the wide range of individual skills and talents in our school community
- ❖ We offer and promote a wide range of opportunities for the whole school community

Growing our community

- ❖ We recognise the need to care for and show respect for one another
- ❖ We recognise that we are part of a wider community outside of the school

Growing our friendships

- ❖ We welcome and support all new members to our school community
- ❖ We reach out to those in need within our school and the world-wide community
- ❖ We grow together in our friendship with Jesus

Growing in love and appreciation of God's world

- ❖ We celebrate and promote the importance of prayer every day
- ❖ We promote the spiritual and moral development of each individual within our school community
- ❖ We will care for our environment and appreciate God's World



As a Catholic School, St. Joseph's places strong emphasis on the teaching of Christ, not only in RE lessons, but also as a living tradition witnessed to by all staff and pupils. Following in the footsteps of Christ we work, play, pray and grow together.

We respect, value and appreciate all members of our community and aim:

- to provide a caring, secure and stimulating environment in which each child can grow in the knowledge of Christ within a community that reflects and celebrates the Gospel values in practice.
- to provide experiences in prayer, and liturgy that will enable children and staff to continue to develop awareness of their dignity as Children of God and of the unique contribution, which they make as they progress along their life journey.
- to encourage each child to grow in self-esteem, to develop their talents and abilities and to foster a positive attitude to life.
- to help our children, through teaching, through example, through discipline, to develop a mutual regard, knowledge, understanding, tolerance and respect for other faiths, cultures and Universal Church.
- to develop a caring community which recognises that each member is equally deserving of respect, tolerance, understanding and opportunity regardless of ability, gender, race, age or creed.



In the Light of Jesus we Learn to Shine

The School Curriculum

At St. Joseph's Catholic Primary School we aim to educate the whole child and develop fully their God given potential. We continually review our curriculum provision to ensure it is shaped to cater for the needs of the individual child so they receive a wide variety of experiences. We believe that our school provides the experience of a living, growing Christian environment for all members of our community. We are committed to the development of the whole child, maintaining a balance between physical, intellectual, social, spiritual and emotional growth.

For additional information please refer to the school website for year group curriculum overviews Foundation Stage to Year 6.

Special Educational Needs and Disability

In keeping with the spirit of the school's Mission Statement our Special Educational Needs and Disability policy is positively based on a sense of love and respect for each individual. We believe that all children should have access to a broad and balanced curriculum and have a right to an education that develops their potential. At St. Joseph's Catholic Primary School we have high expectations of all our children and aim to achieve these through the removal of barriers to their learning.

All class teachers are teachers of children with Special Educational Needs and Disability (SEND) and are responsible through first quality teaching for meeting their needs with the advice and support of the school's SENCo, learning support staff and external professionals. The school follows the statutory guidance as set out in the SEND Code of Practice.

At St Joseph's Catholic Primary School we work in partnership with parents and carers to ensure that pupils' special educational needs are identified and assessed. Strategies are developed to meet identified needs, whilst providing a secure environment for children's educational, spiritual and emotional development. Parents and carers are consulted regularly and encouraged to participate in their child's educational development. Meetings are held to discuss progress against individual targets and any external support or intervention is agreed. Confidentiality of information is respected at all times.

Please refer to the '**SEND Information Report September 2017**' on the school website.

Staffing

All members of staff make a valuable contribution to the day to day running of the school. The Governors employ qualified teachers, including specialist teachers who teach music and modern languages throughout the school and also teaching assistants who support the children in the work planned for them by their class teacher. As well as classroom based staff, Governors employ administration staff, lunchtime supervisors, a site agent and cleaning staff and family workers. The role of the family worker is diverse and provides invaluable support to families and children during the year, strengthening the liaison between home and school.

The School Day

The school day begins at 8.55am and parents and carers are asked to bring their children to the school playground in good time in order to assist a prompt registration and start to the school day. The teachers welcome the children into their class at 8.45am for Morning Welcome Rituals. During this time there may be music playing as well as an activity for the children to complete; this 'welcome' each morning allows the staff to spend time with the children before the busy school day starts. **Registration finishes at 9.05a.m and any pupils arriving after that time must please report to either the KS1 or KS2 office.**

At St. Joseph's Catholic Primary School, we believe registration is a time for the class teacher to take responsibility for the whole class. If parents and carers need to address a concern or speak to the teacher about a particular matter, please arrange a convenient after school appointment with the class teacher, or request an appointment via the office. Your consideration and support in this important matter is very much appreciated.

If parents and carers have to collect their child for any reason during the school day, where possible advance warning in writing should be given and your child **must** be signed out through the school office. A parent or other designated adult must collect all children and they are expected to report to the office in the first instance to sign the child out. **No child will be allowed to leave the premises alone for any medical or other appointments.**

The close of the school day is 3.15 pm at KS1 and 3.25 pm at KS2; please ensure your child is aware of the arrangements for going home at the end of the day. **KS1 pupils must be collected by an adult.** Please note it is the responsibility of parents and carers to inform the school of any changes to arrangements for collecting you child at the end of the school day.

Parking in Blundell Road and Gardenia Avenue is very limited and parents and carers are advised to be considerate of the local residents. **As the Gardenia Road entrance is so restricted, and in order to comply with health and safety guidelines, parents and carers are asked not to drive into the school grounds except by prior arrangement.** The children should always be safe from traffic while in school, therefore please use the designated pathways at all times.

Attendance

The school wishes to maintain a high record of attendance, by law all absences must be reported immediately, and explained by letter, or telephone before or when the child returns to school. For further guidance please refer to the School Attendance Policy on the website.

The children are expected to attend school for 190 days in the year. The school will inform parents and carers during the year of term time and holiday dates. In line with government and Local Authority guidelines term-time leave or holidays are not permitted. Absence during term time, for any exceptional circumstances, must be requested of the Head teacher. Written permission (including proof of travel arrangements) must be submitted using the schools' request form.

The Educational Welfare Officer checks the school registers regularly and it is important that the entries are accurate and up to date. If your child is ill, please contact the school on the first day of absence and/or send a letter to the school stating the reason why your child has missed school. Where there is an unrecorded reason for absence the school or EWO may contact you to update the entry appropriately. Requests for children to be absent from school for appointments or a special occasion, such as a family wedding, must also be requested in writing (using the schools' request form) well in advance.

The school monitors attendance and punctuality during the school year. Please note that all absences, attendance and late sessions are reported with the end of year pupil annual report.

Health

The Child Health Department is responsible for organising medicals, dental checks, hearing and vision testing and also regular height and weight checks. Parents and carers will automatically be informed of their child's health checks and invited to attend where appropriate or necessary.

We encourage parents and carers to be open with the school regarding any medical matters of which we need to be aware. The school will treat such matters with discretion and confidentiality at all times. We are required to maintain pupil medical information and ask for your co-operation in maintaining accurate records regarding your children's health. Thank you for your support in this important matter.

The information contained in the School Prospectus is correct at the time of print. Additional information 4 regarding key policies and the curriculum will be published on the school website. Parents will be informed of any major or necessary changes regarding policy or practice as they occur.

Lunchtime Arrangements

School lunches are part of the Luton Borough Council services to schools. A healthy choice lunch menu is served and cooked on the premises each day. From September 2014, all children in Reception, Year 1 and Year 2 became entitled to a **free school meal**. KS2 are required to pay for a school meal; Luton Borough Council approved an increase in the price of school meals which took effect from 01 April 2018. The new prices are £2:05 daily or £10:25 per week; all dinner money **must** be paid using the **SCOPAY system** as part of the LBC review of charges for school meals. For further information please contact Mrs. Tina Cox the **KS1** Kitchen Manager directly on 492630 or Ms. Angela Vaughan the **KS2** Kitchen Manager directly on 493550.

If your child is eligible for free school meals and you require information regarding this please contact the Education Office on 01582 548174.

Links with Parents and Carers and Parental Consultations

At St. Joseph's Catholic Primary School we aim to develop important relationships with parents and carers, the parish and the wider community. We want all those who are part of our community and any visitors, to feel welcome and valued.

We encourage communication between home, parish and school. Regular newsletters are sent to parents and carers informing them of school activities, policies and procedures. Key policies and additional information is available on the school website.

Parent Consultation meetings are arranged during the academic year, when parents and carers are invited to visit the school to see their children's work and discuss their progress. Parents or carers with a particular issue or concern are encouraged to discuss this initially with the Class Teacher, Year Leader or member of the SLT. If you then wish to see the Head teacher please make an appointment through the main school office.

Northampton Diocese School Building Fund

In September 2002 The Bishop of the Diocese of Northampton asked schools throughout the deanery to introduce a contribution scheme whereby parents and carers of children attending Catholic schools within the Diocese are asked to make a voluntary contribution of £10.00 per term, per child, (for families the suggested amount is £15.00 per term, per family) towards the maintenance costs of building and repair works in school.

Our school is "Voluntary Aided" (i.e, funded predominantly from public monies), but in return for maintaining some independence and a specifically Catholic ethos, the Governors of the school are required to provide 10% of the costs of any major repairs and building projects.

Additional information about many aspects of school life and key school policies may also be accessed on the school web-site: www.stjosephsprimaryluton.co.uk

School Uniform

All children are encouraged to wear the full school uniform at all times and we appreciate parental support in this. Please note the school colours are red and grey; Foundation Stage/KS1 children wear red sweatshirts and KS2 children wear grey cardigans/jumpers with the school badge.

May we take this opportunity to remind parents and carers that uniform includes **sensible footwear, headwear and hairstyles**; fashion trends are not always appropriate and I would ask you to be sensible in the choice of these for your child. Please note that children should not wear jewellery to school, with the exception of a wrist watch and small stud earrings (**one per ear in the lobe of the ear**), which need to be removed for PE lessons.

All clothing must be clearly marked with your child's name. Black trousers/skirts and fashion boots are not part of the school uniform. The School Uniform is as follows:

Foundation Stage/KS1 Girls:

Red sweatshirt/cardigan **with school badge**

Red polo shirt

Grey skirt or pinafore dress

Grey trousers (**not black**)

White, black or school colours (red or grey) socks or tights

Red and white checked cotton dress during the summer months

Sensible black school shoes (no trainers, fashion boots or high heels)

Foundation Stage/KS1 Boys:

Red sweatshirt **with school badge**

Red polo shirt

Grey trousers (**not black**), grey shorts during the summer months

White, black or school colours (red or grey) socks

Sensible black school shoes (no trainers or fashion boots)

KS2 Girls:

Grey V-neck jumper/cardigan **with school badge**

Blouse or Shirt (white)

School Tie (available from the KS2 school office)

Grey skirt or pinafore dress (not black)

Grey trousers (**not black**)

White, black or school colours (red or grey) socks or tights

Red and white checked cotton dress during the summer months

Sensible black school shoes (no trainers, fashion boots or high heels)

KS2 Boys:

Grey V-neck jumper **with school badge**

Shirt (white)

School Tie (available from the school office)

Grey trousers (**not black**), grey shorts during the summer months

White, black or school colours (red or grey) socks

Sensible black school shoes (no trainers)

P.E. Kit

Red shorts and white t-shirt

Black plimsolls (KS1 only), Trainers

Track suit or sweat shirt and jogging bottoms for the winter months

*For health and safety reasons children are not allowed to wear jewellery to school. Where ears are already pierced, earrings **must** be removed for P.E. lessons and swimming sessions.*

Educational Visits Policy

Before any educational visit, parents and carers should be informed of:

- Date of visit and the place to be visited
- Times of departure and return
- Method of travel
- Name of group leader
- Connection with class/curriculum work
- Suggested voluntary contributions, which will also include the cost of travel insurance
- Methods of payment
- Advice on packed lunch, clothing and pocket money.

Charges for School Activities - Remissions Policy

As required by law the Governors have agreed on a policy covering voluntary payments by parents and carers for activities undertaken during school time.

Parents and carers will be asked to make a voluntary contribution to the cost of travel, admission to any activity, and the cost of travel insurance arranged by the school through the Local Authority.

The Governors have agreed that no child will be excluded from such activities because the parents and carers have not made the contribution but reserve the right to cancel an activity if it is not financially viable.

Parental Concerns

If you ever have any concerns or complaints, please contact the school as soon as possible. We will always be pleased to assist and as far as possible, aim to deal with any parental issues or concerns effectively and efficiently.

If a matter cannot be resolved at school level, then recourse to the governing body can be taken and a resolution sought that way. Any matter that the governors are unable to resolve may be referred to the LA or the Diocese of Northampton as appropriate.

Right of Withdrawal

In law parents and carers have the right to withdraw their children from Collective Worship and Sex Education. Any parent considering one of these options is asked to make an appointment with the Head teacher.

School Use of Photographic Images

As part of the curriculum in school, in particular to record practical activities or the Foundation Stage curriculum, we take photographs and occasionally videos of children at work or with their work. These are generally only for use **within school** and are kept as a record of children's work for assessment purposes. Please be assured these images are not released to anyone outside school and that **any images used on the school website will not identify a child by name**. Photos used for publication in the Vine or local press for example, will require additional authorisation from the parent or carer of the child.

Emergency Contacts

If a child has an accident or is taken ill during the day, parents and carers will be contacted through the information provided on the admission form. It is therefore, **essential** that details held in school are updated as and when any change of address, telephone number or other emergency contact information occurs. **Please ensure the school office is notified immediately of any change so that the school records may be amended appropriately.**

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ParentMail

In school we use a service called ParentMail which enables the office to send letters and messages direct to parents and carers by email and/or text message. The intention is that by using a service such as ParentMail parents and carers will receive information from the school in a more reliable and efficient manner. We will continue to monitor the amount of paper messages sent home and are increasingly aware of the environmental impact of this.

SCOPAY

This is the service we use to enable parents and carers the option to pay electronically for school trips, curriculum activities and school meals.

Please note SCOPAY schools payment is separate to SCOPAY school office payments for trips and activities. To use ParentMail and SCOPAY successfully, we will send you information about how to register for both services. Both registration codes will need to be activated in order for you to make the separate payments. All parents and carers are required to sign up and complete the necessary information request forms. **Please ensure the school office is notified immediately of any change so that the school records may be amended appropriately.**

Mobile Phones

Please note it is school policy that pupils are **not allowed mobile phones in school**. If your child brings a mobile phone to school we cannot accept responsibility for any loss or damage and it will be confiscated.

St. Alban Catholic Schools' Partnership

The St. Alban Catholic Schools' Partnership was launched on 16 October 2008 and continues to exist as an effective structure and process by which governors, staff and pupils can work closely together.



Pupils, governors and staff from all schools in the partnership, work collaboratively through joint staff training and planned curriculum activities.

Note to Parents and carers

The Governing Body are extremely proud of our Catholic school community. Pupils' attitudes and behaviour at St. Joseph's are outstanding and this is regularly commented on by visitors to the school. Staff and pupils share a mutual respect and positive relationships are formed between home, school and parish to help the children as they develop. We warmly invite you to consider St. Joseph's Catholic Primary School as a place for the special care and education of your child and look forward to working with you.

J. A. Lee

Mrs. J.A. Lee
Head teacher



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