

*St. Joseph's is a St. Teresa of Calcutta
Multi-Academy Company School*



St. Joseph's Catholic Primary School



Prospectus 2026-2027

Jesus light our way on our faith journey.
Be our guide, our joy and our hope,
as we learn, live, love and pray together.



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St. Joseph's Catholic Primary School

Rocky Lane, Nechells, Birmingham B7 5HA

Tel: 0121 464 8140

Email: enquiry@stjosb7.bham.sch.uk

Web: www.stjosb7.bham.sch.uk

Chair of Governors: Rev. Dr. D. Hermans

Head Teacher: Mrs M. Ashley



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Mission Statement

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About our School

St. Joseph's is a Catholic Primary School in the parish of St. Joseph's, Nechells. We are part of the St. Teresa of Calcutta MAT (Multi-Academy Trust). The MAT is made up of the following schools: St. Joseph's, St. Chad's, St. Clare's, St. Francis', St. Vincent's, St. Teresa's, St. Ambrose Barlow, St. Augustine's, Holy Souls, The Rosary, Holy Trinity, and Archbishop Ilsley School.

St. Joseph's is a Catholic School with Christ at the centre of all we do. It is expected that all children, parents and staff will be fully involved in this central aspect of school life.

We aim to foster the development of our pupils in the faith, through example and shared values.

Parents are invited and are encouraged to attend assemblies, workshops and weekly Mass in school so that they can share these religious celebrations with their children. **All children take part in religious education lessons and celebrations.**

A note from our CEO

The St Teresa of Calcutta MAC is courageous in its ambition to provide excellent experiences and the delivering of outstanding outcomes for all young people aged 4-19 that we are privileged to serve.

High expectations are found in all of our schools, which are characterised by the commitment to an innovative approach to high quality curriculum provision and teaching and learning. It is through this principle that children develop a love of learning and discover their vocation and calling from God. Each young person has unique talents that are nurtured and encouraged as they discover their path in life.

In this inclusive academy, everyone is valued as a child of God and nobody gets left behind or forgotten.

Professor Paul A Ryan
C.E.O



Admission Policy and Criteria

The Governors of St. Joseph's School have a responsibility and duty to maintain the Catholic character of the school. This will be borne in mind in all considerations of applications for admission.

Governors will use the following CRITERIA in determining admission to the school.

1. Baptised Catholic children who are looked after or previously looked after.
2. Baptised Catholic children living in the parish of St. Joseph's Catholic Church who have a brother or sister attending St Joseph's Catholic Primary School at the time of admission.
3. Baptised Catholic children living in the parish of St. Joseph's Catholic Church.
4. Other Baptised Catholic children who have a brother or sister attending St Joseph's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are looked after or previously looked after.
7. Non-Catholic children who have a brother or sister attending St Joseph's Catholic Primary School at the time of admission.
8. Non-Catholic children.

Whenever the number of requests for admission exceeds the number of places to be offered, it may be necessary to use a further criterion to distinguish between applicants. In all cases this will be based on the distance of the home address from the front door of the school and measured in a straight line.

Our School Teaching and Learning Staff

Headteacher

Mrs M. Ashley

Deputy Head

Mr C. Caffrey

Assistant Head

Mrs M. Boxwell

Teachers

Mrs L. West

Mrs C. Pullen

Mr K. Tobias

Mrs A. Emmott

Mrs L. Boxwell

Miss D. Downing

Miss A. Hutchin

Miss N. Godfrey

Higher Level Teaching & Learning Assistants

Mrs E. Koumi

Teaching & Learning Assistants

Mrs U. Dalziel

Miss L. Crane

Miss D. Rose

Miss L. Dalziel

TBC

TBC

SENCO

Mrs L. West

Pastoral Family Support Lead / DSL

Mrs L. Gowen



Senior Office Manager

Mrs S. Farnan

School Office Administrator

Mrs J. Carroll

Building Site Manager

Mr. L. Reynolds

Cleaners

Miss D. Rose

Mrs B. Ucbamichael

Kitchen Staff

Mrs. K. Florey (Cook)

Mrs S. Marriam

Lunchtime Supervisors

Mrs F. Ashraf

Mrs N. Rimu

Mrs J. Begum

Mrs S. Begom

Ms S. Gubari

Pastoral Support Team

School Nurse

Speech and Language Therapist

Emotional Support Worker

Governing Body

St. Joseph's School is a Catholic Primary School administered by a Local Governing Body made up of Foundation Governors, a Parent Governor and Staff Governors. In addition to this, our MAC also has its own Governing Body, the Board of Directors, which oversees the St Joseph's local board of Governors.

Foundation Governors are appointed for a four-year term and form the majority on a Catholic school's governing body. They are always practising Catholics and have the responsibility of representing the Church, while sustaining and developing the Catholic ethos and distinctive Catholic nature of the school in which they serve.

The Parent Governor is elected by parents of pupils who are registered at the School, and must be a parent of a registered pupil at the time of election.

The staff elect the Staff Governors.

The Governing Body meets at least once each half-term and is required to produce an "Annual Report to Parents".

The Governors of St. Joseph's are:

Chair of Governors	Rev. Dr. D. Hermans
Headteacher	Mrs M. Ashley
Foundation Governor	Miss K. O'Connor
Foundation Governor	Miss R. Barrett
Foundation Governor	Ms P. Thomas
Foundation Governor	Fr. S. Pimlott
Foundation Governor	Miss R. Bowen
Foundation Governor	Mrs D. Newton
Staff Governor	Mr C. Caffrey
Parent Governor	Mrs Y. Chen
Clerk to the Governors	Mrs L. Rose

St. Joseph's Church

St. Joseph's Catholic Church is in Thimblemill Lane, which is within a short walking distance of the school. The Parish Priest, Rev. Fr. Solomon Tesfamichael Ghebray, visits the School regularly, and celebrates Mass with the children every Wednesday in school.

Children are prepared for the Sacraments of Reconciliation, the Eucharist and Confirmation through a programme involving Parents, School Staff and Parish Catechists.

Mass is celebrated on SUNDAY at 9.45am.



The School Day

The school day is organised as follows:

School starts:	8.40am
Early Years Lunchtime starts:	11.45am
Y1 & Y2 Lunchtime starts:	12.00pm
Y3 & Y4 Lunchtime starts:	12.15pm
Y5 & Y6 Lunchtime starts:	12.30pm
School ends:	3.20pm

There is a break for all children for 15 minutes during the morning and for 15 minutes for Key Stage One children during the afternoon.

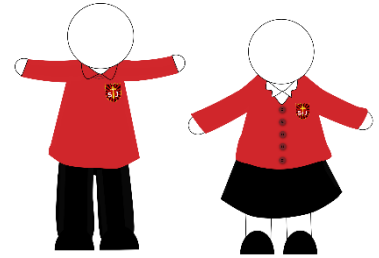
Children must not leave the school premises once they have entered them.

Uniform

All children are required to wear uniform.

Boys

- Plain grey/black Trousers
- Red or white Polo Shirt (school logo optional)
- Red Sweatshirt with school logo (compulsory)
- Sensible black shoes (Not boots or trainers)



Girls

- Plain grey/black skirt, trousers or pinafore dress
- Red or white Polo Shirt (school logo optional) or white blouse
- Red Cardigan with school logo (compulsory)
- Sensible, flat black shoes (Not boots or trainers)
- Plain grey/black tights or plain white/grey socks

During the summer, girls may wear summer dresses of red gingham. Boys may wear plain grey/black shorts.

Red Cardigans, sweatshirts and polo shirts and girls' school blouses featuring the school logo are available to buy from <https://myclothing.com/collections/st-josephs-catholic-primary-school-6701>

Your child may also choose to wear a plain red or white polo shirt without the school badge on. **Please note that the jumper or cardigan with a school logo on remains compulsory.**

Your child should also have a red school book bag with the school logo on, and a red PE bag. These and other items of uniform are available from MyClothing.com.

At various points throughout the year, we will hold a 'Uniform SwapShop' where you can bring in good quality, clean items of uniform and exchange them for a bigger size, or purchase used items of uniform that we have available. Details of this will be featured in our newsletter.

P.E. Kit

All children need black shorts, a white T-shirt and a pair of black slip-on pumps. During winter months, children may wear a tracksuit for outdoor PE lessons. For KS1 pupils, these may be kept in a pump bag in the cloakroom, but should be taken home half termly for washing. All children must do PE lessons unless there is a genuine medical reason for not doing so, in which case you must send in a note. A letter will be sent home if your child forgets their PE kit on two occasions.

Children from Years 3 to 6 can come to school in their PE kit on the day that their class has PE and wear it all day.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. The exception to this rule is one pair of earring studs in pierced ears. **Please note that these have to be removed when children go swimming or have P.E. lessons. If children cannot remove them independently, please ensure that they are not worn on PE or swimming days.** Children are not allowed to wear necklaces of any kind.

Inexpensive analogue watches may be worn in Key Stage 2. However, **Smart Watches and watches that could be disruptive in class must not be worn for school.**

Hair Style

The school does not permit children to have haircuts that could serve as a distraction to other children or detract from the formality of the school. **Children should not have tram lines, patterns, skin fades or logos shaved into their hair**, and it should not be excessively short (beyond a grade 2), or unnaturally coloured. The back and sides must be blended with the top, to avoid an extreme 'step' or contrast. The school does not permit any unnatural, artificial colours and exaggerated, gelled or shaved designs like "Mohicans".

All headwear needs to be appropriate for school, i.e. headbands, bobbles, ribbons, "scrunchies" and hair slides are only to be worn where hair needs to be tied back. These items should be in line with school colours only, i.e. red or white and of a sensible size, no large flowers on headbands, no oversized bows and **no beads in the hair of any kind.**

We advise children with long hair to always have their hair tied back (to prevent the spread of head-lice) and away from their eyes in order that they can see clearly at all times.

Hats are permitted to be worn outside at break times, these must be appropriate for school (no inappropriate logos or words.)

Swimming

Every child in Y4/5/6 goes swimming on a rota basis during the school year. For this they will require appropriate clothing, either trunks or a bathing costume (no bikinis are permitted). They will also require a towel, carried in a waterproof bag. All children must attend swimming lessons unless there is a genuine medical reason for not attending. In this case, a note must be provided from a doctor.

**PLEASE ENSURE THAT EVERY ITEM OF CLOTHING IS
CLEARLY MARKED WITH YOUR CHILD'S NAME**



School Meals



Healthy, balanced meals of good quality are cooked and served on the school premises, incorporating a range of healthy options such as a salad bar. The cost is £2.75 per day (£13.75 per week).

Please send dinner money in an envelope clearly marked with your child's name and registration group on Monday morning. Children are not allowed to bring loose money into school. We do not take responsibility for any money that is lost.

Jill Bo-Peep Y3 Dinner Money £13.75

Enquiries relating to free school meals should be directed to Mrs Farnan in the school office. **Currently all children in Reception to Year Two receive a free school meal, regardless of FSM entitlement through the benefit system.**

Parents of children with special dietary requirements should inform the school of these so that arrangements can be made for them.

There are limited facilities for children to bring packed lunches. These should not contain sweets, chocolates or nuts. This is especially important as a number of children in school suffer with nut allergies. All children should bring a water bottle to school, which should be taken home each evening, washed and refilled ready for the next day. Water is also available in school for all children.

School Fund

School Fund is paid at the beginning of each week – 50p per week. These are used to subsidise visits and to support visiting performers. This money is also used to provide extras throughout the year (e.g. cooking activities). It is essential that we collect school fund in order to enrich the curriculum for our children, by providing experiences to enhance their learning. Again, please send school fund in a marked envelope. This can be paid half-termly if this is more convenient.

Attendance

Regular attendance at school is very important, as frequent absence seriously affects a child's progress. It is a legal obligation of a parent or carer to ensure that their child attends school, and either a phone call or letter of explanation must support all absences.

Absence from school falls into two categories:

AUTHORISED ABSENCE - Where the school is informed that there is a valid reason (e.g. illness).

UNAUTHORISED ABSENCE - Where the school does not know the reason for absence, or when a child arrives late for school after the close of registration at 9.30am without a valid reason. Holidays, shopping days, birthdays etc are all examples of unauthorised absence

Medical and dental appointments should be made out of school times. When appointments have to be taken in school time, it is not necessary for a whole day to be missed, and only the actual time for the appointment will be authorised.

Any child whose absence falls below 90% is monitored via the FastTrack scheme. Failure to improve this can result in you being fined or taken to court.

Holidays in Term Time

Although we understand that there are many valid reasons that families may want to travel during term time, extended absence from school is very disruptive for children's progress and cannot be authorised.

There is no entitlement to holiday during term time and school is not able to authorise any absence for holiday, whether notified or not.

Attendance rewards

Attendance is monitored at class level each week. The weekly attendance statistics are published on the school newsletters, and also presented in assembly. The class with highest attendance each week earns a weekly treat.

Children who achieve 100% attendance are rewarded with a special certificate at the end of each term and year.



Parents in School

At St. Joseph's we recognise the parents' role in sharing in the education of their children, and value working in partnership with them. We encourage parents to take an active part in the school curriculum.

1. Parents are involved in the Sacramental preparation for Reconciliation, First Holy Communion and Confirmation. This brings together the Parents, Parish Priest and teachers to work as a family to promote the spiritual growth of children.
2. We hold annual workshops for parents and carers which can be academic, fun or for information –sharing.
3. If parents have a concern about their child they should make an appointment through the office to speak with the Head Teacher. If teachers have a concern about a child they will arrange to speak to the parents.
4. Parents will be invited into school for formal and informal meetings such as parents' evenings etc.
5. Our website details our curriculum and has a section for parents and carers, where they can find various useful information about school life.
6. At St. Joseph's, we have a Visitor's Code of Conduct. A copy of this is available on our website or on request.

“St Joseph's makes a huge effort to educate our children. The constant meetings and activities the school organises with both parents and children are informative and enjoyable.”

(Y3 parent)



Expectations of Parents and Carers

We expect that at all times, parents and carers will treat staff, children and other parents and visitors with respect and consideration.

- Treat all members of our school community, the environment and school property with respect
- Follow our school rules, protocols and any instructions given by school staff
- Report to a member of staff anything that puts anyone on our site at risk
- Accept that they are responsible for their own child's behaviour and safety, whilst their child is in their care, even when they are on our school premises.
- Be dressed appropriately for a school environment

Any behaviour that we believe adversely affects our safe and caring learning environment and/ or puts the physical or emotional wellbeing of a pupil, member of staff, parent or other visitor at risk, is not acceptable on our school site. This may include, but is not limited to:

- Disruptive behaviour
- Aggressive or threatening behaviour (e.g. swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person)
- Damaging school property
- Behaviour that could be considered racist, sexist, homophobic or similarly offensive in some other way
- Smoking, vaping or being under the influence of alcohol or drugs whilst on our school site
- Bringing animals onto our school site, other than guide dogs
- Being in possession of weapons of any kind
- Refusing to follow the reasonable instructions of our staff

In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive, including in person, over the phone or in writing (letter, email or any other electronic format such as social media) regardless of whether or not it takes place on the school premises.

If the school decides that a visitor's behaviour has been unacceptable the school, or in some cases the Local Authority on the school's behalf, may decide to

- Informally (verbally) warn the visitor about their behaviour
- Formally (in writing) warn the visitor about their behaviour
- Ban the visitor from the premises for a specified period or permanently
- Report the behaviour to the Police.

School Rules

We will treat everyone with respect as we would like to be treated ourselves, in the way that Jesus taught us.

We will value and respect our school environment by looking after it and making it a happy and safe place to be.



Behaviour, Care and Discipline Policy

The Behaviour, Care and Discipline Policy at St. Joseph's is based on the teaching of Jesus Christ and therefore wholly influenced by the Gospels.

Aims

- to develop Catholic values throughout the school in line with our Mission Statement.
- to create an environment which promotes and maintains positive behaviour
- to encourage consistency of response to maintain positive behaviour
- to promote self esteem, self-discipline and positive relationships
- To always celebrate good behaviour and to reward success
- to help children to take responsibility for their own behaviour by making the correct choices
- to promote the well-being, safety and security of our children, and to be supportive of, and sympathetic to the needs of the individual
- to encourage the involvement of both home and school in implementing this policy

We work in partnership with parents and ask that you support us in matters related to your child's behaviour.

Safeguarding, Wellbeing and Mental Health

At St Joseph's we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that may worry them

Every school is required to follow set procedures to safeguard children and every member of staff participates in regular safeguarding training. Safeguarding Policies are available on the school website.

In school we have a team of safeguarding DSLs, Wellbeing staff and we also have a Pastoral Team.

- Our DSL (Designated Senior Lead) for Safeguarding is Mrs Gowen. Our deputy DSLs are Mrs Ashley, Mr Caffrey, Mrs West and Mrs Boxwell.
- Our Pastoral Team is made up of Mrs Ashley, Mr Caffrey, Mrs Gowen, Mrs West, Mrs Boxwell, Mrs Koumi, Miss Crane and Mrs Pullen.
- Our Mental Health lead is Mrs Ashley. We also have a team of 'Wellbeing Champions' made up of children from KS2.

We work in conjunction with Children's Services within Birmingham City Council to ensure the safety and wellbeing of our children at all times.

If you have any safeguarding concerns please contact one of the safeguarding team; Mrs Ashley, Mrs Gowen, Mr Caffrey, Mrs Boxwell or Mrs West.

Special Educational Needs

We aim to ensure that all children can achieve their best in school. Provision for special educational needs includes learning difficulties, behavioural and emotional problems, and physical and sensory disabilities. By law the school is required to operate a Code of Practice with regard to special needs, and appropriate additional help is given to children who are experiencing specific difficulties.

Sometimes this requires a structured programme of work aimed specifically at meeting the child's needs. Parents are kept fully informed of any special help that their child is receiving. The L. A. maintains a number of support services for children who require additional assistance that the school cannot provide.

We also recognise that our more able children have a particular need, and aim to ensure that they are given work that will contribute to their educational development and sustain their interest.

In the first instance please speak to Mrs Ashley, the Head Teacher, or Mr Caffrey, the Deputy Head, if you wish to discuss any queries you have regarding your child's specific needs or difficulties.

The school site includes ramped access and toilet facilities for wheelchair access.

Equal Opportunities

Our school mission statement underpins everything that we do in school.

The whole school community celebrates Mass together regularly, reinforcing the teachings of Jesus, who created and loves each one of us.

The Governors and staff offer equality of access across the whole range of school experiences.

The staff closely monitors the performance and progress of every child so that their needs can be met.

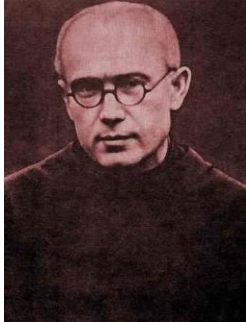
The school recognises and celebrates ethnic diversity within our school community.

Our Equality Policy and objectives can be viewed on the school website.

House System

We operate a House System in school to encourage children to mix amongst classes. There are four Houses, named after inspirational Saints designed to be role models for the children:

St Maximilian Kolbe



St John Henry Newman



St Josephine Bakhita



St John Paul II



Every pupil and member of staff is a member of a house group. Children can earn house points each week to earn prizes and treats for their house group.

The children often meet together with their house groups for house assemblies and house retreat days.

Groups within School

We have a number of different groups within school which the children can be part of during their time here. These are designed to encourage good citizenship and give the children a sense of responsibility and ownership of their school. These include a Spiritual Council, Games Buddies, Playground Buddies, Wellbeing Champions, Art Champions, and the Eco Team.

Teaching and Learning

The National Curriculum is followed closely in school and the children are taught the following subjects:

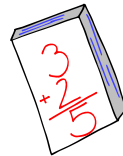
CORE SUBJECTS



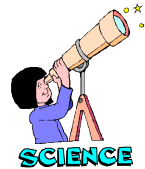
Religious Education



English



Maths



Science

FOUNDATION SUBJECTS



Music



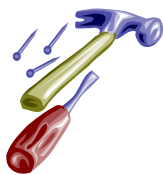
Art



History



Geography



Design Technology



Physical Education



Computing



PSHE (including RHSE)

Religious Education

Our Religious Education Curriculum is designed to develop a deeper understanding of the life of Jesus. We aim to encourage in the children a spiritual response to the important events and feasts within the church year. We teach the doctrine and dogma of the Catholic faith.

English

In English, we follow the National Curriculum programmes of study. Our curriculum is designed to develop each child's skills in Reading, Writing and Speaking and Listening. English provides access to all other areas of the curriculum thus we spend a great deal of time teaching basic skills.

Maths

In Maths, we follow the National Curriculum programme of study. The development of numeracy is essential for our pupils. The Maths curriculum promotes high standards in number work, problem solving and statistics.

Science

In Science, the children learn to experiment and investigate. They study life processes, living things, materials and their properties and physical processes. We aim to develop in the children an understanding of science in everyday life as well as teaching a scientific vocabulary.

History

A sense of history is developed in Key Stage 1 with more specific periods of the past being explored in Key Stage 2 through our history curriculum.

Geography

The geography curriculum helps the children to learn geographical skills as well as develop knowledge and understanding of places and themes.

P.E.

In physical education the children are given opportunities to build up their particular skills in games, gymnastics, dance, athletics and outdoor pursuits. Children in Years 4-6 also attend swimming lessons.

Art

Art is carefully planned to provide not only a progressive development of skills but also a range of artistic approaches and methods. Time is spent gaining knowledge about famous artists and movements in art.

Music

Our music curriculum is designed so that all children can benefit from opportunities to sing, compose, play and perform. Music enhances learning across the curriculum particularly in the early years.

Computing

As our society becomes increasingly dependent on Information Technology, we follow a scheme of work to provide opportunities for the children to develop I.C.T. capability and support other subject areas with computers and other devices. Every classroom has computers and access to the Internet, and two sets of 30 laptops are available for individual class use. All classrooms have interactive whiteboards for use in lessons. Children also have access to iPads and Kindles to support their learning.

Design Technology

In design and technology, the children plan, build and test their ideas for models and other applications. Children also have an opportunity to take part in cooking activities that also contain many mathematical and scientific elements.

PSHE

In PSHE, the children will develop an understanding of the importance of family life, stable and loving relationships, respect, love and care. They will explore what it means to be fully human and be enabled to make moral decisions in conscience. Our pupils will be equipped with the knowledge of what makes a human physically healthy and how their bodies change during their lifetime.

Early Years Foundation Stage

In the Reception Class, children follow a different curriculum. This stage of learning is known as the Foundation Stage and is split into the following areas of learning:

Personal, Social and Emotional Development

involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication, Language and Listening Development

involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Literacy

involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics

involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to develop understanding of quantities of numbers.

Understanding the World

involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Physical Development

involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Expressive Arts and Design

involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

These goals set out what most children are expected to achieve by the end of the Foundation Stage. They do not put pressure on your child as most of the time they feel they are just playing and having fun. Sometimes they will choose what they want to do. At other times they take part in guided activities that help them to learn how to concentrate or develop a particular skill.

Collective Worship

Monday	Whole School Assembly
Tuesday	Key Stage Assembly
Wednesday	Mass
Thursday	Key Stage Assembly
Friday	House/Celebration/Class Assembly

Children across the school say a range of prayers throughout the school day

The Organisation of Teaching

The children are taught in classes according to their age. The class teacher looks after the needs of every child in their care. Schemes of work are organised to realise the potential of each child in class.

Homework

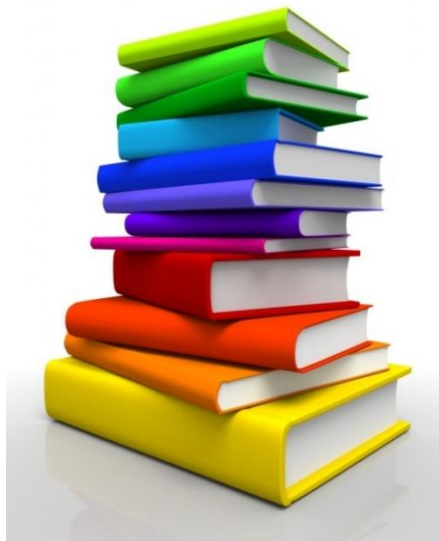
Homework is given throughout the school to support class work, to give you the opportunity to be involved in your child's learning, and to create a link between home and school.

Every child should read at home every night.

Weekly spelling is given to all children from Y1 upwards.

Children may receive written homework in addition to their reading which supports the work they are doing in class.

If at any time your child experiences difficulties with any aspect of their homework you should speak to the class teacher immediately.



Extra-Curricular Clubs

During the year, we offer a range of extra curricular activities for different age groups from Year 2 upwards. These can include:

Dance



Football



Multiskills



Cricket



Archery



Gardening Club



We do not have an after-school care facility onsite, but there is an external, local after-school group that collect children from St Joseph's on a daily basis.

Breakfast Club

We offer a Breakfast Club in school, run through Citiserve, who currently provide our school dinners. This is provided for children from Y1 – Y6, and Reception from the summer term of the year that they start school.

There is a choice of drinks, cereal, toast, fruit and also hot breakfasts (e.g. beans/spaghetti on toast). The cost of this service is £1.50 per day and all places must be applied for and allocated in advance, as we have a limit of 30 places. Payment must be made for the week ahead on a Monday morning.

The breakfast club opens from 7.45am, and last admittance is at 8.30am. Children are supervised until the start of the school day. Our school Behaviour Policy applies to time spent in Breakfast Club too, and incidences of poor behaviour will result in the same procedures being followed as in day-to-day school time. Continual disruptive behaviour may also result in your child no longer being able to attend.

Educational Visits

Educational visits are arranged during the school year to support the work that children are doing in class.

Some of these will be funded through the school budget, and some we will ask for a voluntary contribution from parents or guardians.

The children will attend the visits regardless of the parents' abilities to contribute, however, if there are insufficient contributions then it may not be possible for the trip to go ahead.

The remission of charges is at the discretion of the Head Teacher and Governing Body.



Complaints

In circumstances where a parent is concerned or wishes to make a complaint about an aspect of school life they should contact the Head Teacher, Mrs Ashley, in the first instance.

If any complaint is not satisfactorily resolved, then a letter may be completed and submitted to the Chair of Governors.

Our Complaints Policy and Procedures are available on the school website.

Informing and Reporting to Parents

Newsletters are sent to parents from the Head Teacher each Friday, giving information about the school and school events. Parish information is often included. These are sent electronically, so please provide us with an email address.

Verbal reports are given to parents at Parent's Evenings held in the Autumn and Spring term, and targets are discussed at this time.

At the end of the academic year, every child receives a written report giving details of their progress and achievements. Parents are given the opportunity to discuss this report.

At the beginning of each term, information is sent to parents regarding the topics being taught in class.

Information is always available on our website www.stjosb7.bham.sch.uk

This includes information about day-to-day school life as well as curriculum information and individual class learning information.

We also make use of an email and text-messaging service, which enables us to communicate urgent messages to parents and carers. It is important that you keep your contact numbers up-to-date so that we can always contact you in this way.



Sickness Guidelines for Parents

Children of school age commonly suffer from infectious diseases. Some of these are given a specific name such as Chicken Pox. Some are termed 'viral illness' and others are described by the symptoms they cause such as diarrhoea and vomiting. Most of these are mild, short-lived illnesses in the majority of children but the problem is that they easily spread within the school setting.

In order to minimise the chance of your child being ill at school and to reduce the spread of infectious disease within school, it would be helpful for you to observe the following guidelines, which explain when your child should stay away from school.

If children do become ill at school we need some information to ensure that all the children are cared for in the best way. Please ensure that the school has an up to date contact form giving details of:

- A number on which parents/nominated responsible adult may be reached during the day
- The name of your child's Doctor

Please ensure that you inform us of any change of contact details immediately.

It is important that the school is aware of any special medical needs of children, for example, allergies. The school must also be aware of the way in which the condition may appear, for example, if a child is allergic to a certain food, how the body will react if it has been taken by accident.

Please keep your child at home if he/she is unwell. Children who are unwell should not be at school. They will not be able to cope with class activities and may spread their illness to their friends.

Children should not attend school when they are suffering any of the following symptoms:

- Diarrhoea
- Vomiting
- Unusual undiagnosed spots or rashes

You should contact your family doctor for any further advice, particularly if your child's symptoms are severe or persist. Please pass on any information from your family doctor to the school. The length of time your child should stay off school depends upon the cause of their illness (there are recommended exclusion periods for particular conditions), how long your child's symptoms last for and how quickly your child recovers.

School staff do not administer medicines. Parents should request that GP's prescribe in such a way that avoids the need for medicines to be taken on school premises.

Asthma

If your child needs an inhaler it should be clearly labelled and handed in to the school office, along with written instructions on when it should be administered. Initially, you may need to meet with the school nurse to discuss a care plan. If children are unable to use the inhaler themselves, please see the Head Teacher to make the necessary arrangements.

Medical Conditions

It is essential that you make us aware of any medical conditions that your child has that affect their day-to-day life, or any special treatment they may require because of their condition. For example, food allergies, use of an epi-pen, allergies to plasters/latex etc. It is also important that we are made aware of any difficulties that you feel your child may face in school.

TO HELP YOUR CHILD HAVE A HAPPY DAY IN SCHOOL...

Please make sure that your child is in school by 8.50am. The gate is opened at 8.40am and a senior member of staff is there to meet and greet the pupils and note any concerns or messages that parents wish to pass on.

Please make sure that your child has brought his/her reading book and homework to school

Please make sure that your child has the appropriate clothing for the day (i.e. school uniform, P.E. kit, swimming kit)

Please ensure that your child does not wear jewellery (this is for reasons of health & safety).

Please ensure that your child does not bring any toys or electronic equipment (mobile phones, iPods, games etc) to school.

Please make sure that your child and your child's teacher know who is collecting him/her at the end of the day and that this person is on your contact list and an adult over the age of 18.

Please meet your child on the playground at 3.20pm.

Please DO NOT SMOKE on school premises or at the school gate (this is a requirement of the Local Education Authority).

Please remember not to bring animals onto the school premises.

No mobile phones out on the school premises.

**Thank you for choosing St. Joseph's
We hope that your child will be happy with us.**



FAQs

Q. What if my child is sick?

- A. No child should be sent to school unless fit and well enough to participate in all normal activities. Children will not be excused from P.E., Games or Swimming because of colds, coughs etc.

If your child is taken ill at school or has an accident, the school will notify you or other nominated contact as soon as possible. It is essential that the school have up-to-date emergency contact numbers.

Q. What if my child is late?

- A. Punctuality at school is insisted upon. However, if children are late you, or a responsible adult, should bring them to the main reception, where you will be asked to sign them in, giving a reason for their lateness. A member of staff will take them to their classroom from here. Children arriving after 8.55am will be marked late, and children arriving after the close of registration at 9.25am will be given a 'late after register' mark, which is an unauthorised absence and will affect their attendance statistics.

Q. What if the weather is bad?

- A. During times of inclement weather, children are supervised in their classrooms during break times. If there is snow, there are reports on the local radio stations, (W.M., Heart FM, BRMB) giving details of school closures. You will receive an email from school if we are closed for any reason.

Q. Can my child bring sweets, toys or valuables to school?

- A. Children are not allowed to bring sweets, toys, money or valuables to school. This prevents arguments over ownership and removes any temptation to take others' property. Mobile phones must not be brought into school unless by arrangement with the Head Teacher.

Q. What if I need to see the Head Teacher?

- A. If you need to see the Head Teacher, contact the school office and an appointment will be made at the earliest possible convenience.

Q. What if my child has an appointment during the school day?

- A. Appointments should be arranged, where possible, outside of school time. However, if it is unavoidable, you should inform the school that your child has an appointment

well in advance. If your child has a dental/medical appointment in the morning and will be late arriving, the class teacher should be informed on the previous day. If you are unable to notify the class teacher then please contact the office before 9.20am on the day.

If you need to collect your child from school early, then arrangements should be made with the Head Teacher or class teacher, and they must be signed out before you leave.

Q. What if my child forgets lunch, equipment etc.?

- A. If your child forgets their PE Kit, swimming kit, reading book or lunch etc. it can be brought to the office before 10.30am. It will be passed to your child, or their teacher, as soon as possible.

Q. What if we have a change of address or telephone number?

- A. If there is any change to the addresses or telephone numbers given on the contact form held by the school, it is vital that you inform the school office immediately. We need to have contact numbers that are available at all times in case of emergency.

Q. What if we want to take a holiday during school time?

- A. This is not allowed; by law, we are unable to authorise any holiday or leave during term time.

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

— NECHELLS —

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PLACES AVAILABLE FOR NOW AND FOR SEPT 26 RECEPTION, Y1 & Y2

St. Joseph's Catholic Primary School is a small, caring school where everyone is welcomed; where everyone is loved, respected and cared for; where everyone is helped and encouraged to achieve their very best and where Christ is at the heart of everything we do.

Come along and see what
St. Joseph's can offer your child.

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

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