



# **St Mary and St Joseph's RC Primary School**

## **Prospectus 2024-2025**

# “Being different, belonging together in the family of God”

## Welcome to St Mary and St Joseph’s RC Primary School

Dear Parents

May I take this opportunity to offer you a warm welcome to St Mary and St Joseph's. This is a happy, vibrant school with a wonderful energy to it and I truly believe that in order for a school to be successful it must be a motivating, happy and safe place to be. Relationships and attitudes are very positive and an ethos exists in which learning together becomes an enjoyable and fulfilling experience for all.

We pride ourselves in promoting a family atmosphere where we know our children as individuals and therefore can provide them with a feeling of security and stability which gives them confidence and high self esteem to achieve their potential.

We insist that our staff, governors, parents and pupils understand the need to work together; the need to celebrate success; to embrace change in order to be the best that we can be.

Our relationships are based firmly upon strong Catholic values where we put God into the centre of everything we do and we truly live by our motto of 'Being different, belonging together in the family of God'. As a school we firmly believe in developing the whole child academically, socially and spiritually and together with families, the Parish and the local community we strive for excellence.

I feel privileged to be the head teacher of a school which is truly unique and I hope that you enjoy finding out more about our school through our website.



Mrs Andrea Thomson  
Headteacher

[www.stmaryandstjosephs.co.uk](http://www.stmaryandstjosephs.co.uk)



## **Our Mission Statement**

**Sharing our love of God throughout our Parish and local community**

**Making lasting memories by gaining knowledge through an enriched creative curriculum**

**Supporting every child to develop their full potential as caring and considerate citizens of the future**

**Journeying together along the learning path of life**

### **Starting school**

Children are admitted in the school year i.e. 1st September – 31st August in which they reach their 5th birthday.

In order to make the start of your child's education at St Mary and St Joseph's a successful and happy experience a series of visits are arranged before he/she starts school. These sessions are arranged during the Summer Term prior to your child beginning school. They are intended to allow him/her to become familiar with the class teacher and teaching assistants, meet with his/her fellow class mates and become familiar with the more formal practices of a school session. We are conscious that for some pupils these sessions will be their first experiences away from home. The visits will hopefully make the transition from home or nursery to school as smooth as possible. A meeting is held each year in school to inform you of school procedures and expectations. This provides an opportunity for you to look around the school and become familiar with different aspects of the curriculum. Staff will be available to answer any queries that you may have about the school.

# School Governors

Mr M Ashcroft *Chair of Governors*  
Mr K Georgy *Vice Chair of Governors*  
*Andrea Thomson (Headteacher)*

## Foundation Governors

Mr A Staffa  
Fr G Barry (Ex-officio)  
Mrs D Woloszczuk  
Mrs L Baldwin

## Staff Governor

Mrs L Thornley

## Parent Governor

Mrs A Pathan  
Mr L Mulla

## LA Governor

Councillor S Afzal

## Observer

Mr J Frankland

## Admissions Policy

The number of places available for admission to the Reception class in September 2022 is 30. A full copy of the schools Admissions Policy is available on website or from the school office.

## School Hours

School begins: **8.55am**

Morning Break: **10.45am**

Lunchtime: **12 noon – 1.00pm**

Afternoon Break: **Infants 2.20pm**

School closes: **3.10pm**

Children are asked to be in the playground no earlier than 8.45am. (Please note that parents are responsible for their children before 8.55am.) Please try to meet children promptly at the end of the school day so that they do not become anxious when they are still waiting and other children have gone home. Should there be any change to the usual person collecting your child please inform the school in advance.

# The Curriculum

The general aims of the curriculum are to give the children a deep rooted faith in God, to extend the children's knowledge of themselves and the world around them, to develop their skills and ideas as individuals and to help them to relate to others.

The school's curriculum includes Religious Education and all subjects in the National Curriculum. This means that the children follow programmes of study in:

- **Religious Education**
- **English**
- **Mathematics**
- **Science**
- **Computing**
- **Design and Technology**
- **History**
- **Geography**
- **Art and Design**
- **Music**
- **Physical Education.**
- **Personal, social, health, citizenship education**
- **Modern Foreign Languages**

The school uses a topic based approach to deliver the curriculum. These are exciting topics which cover the required aspects of learning for each year group. It is delivered in a way which will meet the needs of all pupils with the resources available. In order to do this effectively a variety of teaching methods are used, i.e. whole class, small groups and individual. English is a priority area in the curriculum, and as such a English lesson is operational daily in each class. A daily mathematics lesson is timetabled for each class and there is a strong emphasis in developing pupils' mathematical skills including mental dexterity.

## Religious Education

St Mary and St Joseph's is a Catholic school and as such a Catholic ethos pervades all that takes place within our school community. During the year Mass is celebrated regularly in school. Other religious services and special assemblies are considered an integral part of school life and important in the spiritual development of the child.

## Physical Education

The P.E. curriculum is subdivided into gymnastics, games, swimming, dance, and outdoor/adventurous activities.

## Sporting Aims

The school aims to give all children the opportunity to experience a variety of sports and for as many as possible the opportunity to play as a member of a team. The school has been awarded the Sainsbury's Bronze award

## Swimming

Swimming is a regular feature of the timetable for pupils in Year 3 who attend Darwen Leisure Centre on a weekly basis.

## Outdoor and Adventurous Activities

Pupils in Year 6 will be offered the opportunity of a residential activity holiday, usually at Robinwood Outdoor Education Centre.

## Forest Schools

Our pupils have the opportunity to experience the outdoors through 'forest schools'. Sessions are delivered by Mrs Thomson and Miss Boyle.

## Special Educational Needs & Disabilities

At St Mary and St Joseph's we aim, in partnership with parents, to meet the needs of each individual child. We recognise that a number of pupils will have some special educational needs at some stage during their time at school. We will support these children physically, pastorally, and academically whenever necessary to enable them to develop to their full potential. When a child has been identified as needing additional support, parents will be asked to talk to the Class Teacher, prior to inclusion on the SEND register. In order to ensure that the pupil's needs are met, advice is sought from various agencies including our Educational Psychologist, personnel from BwD Education Inclusion Service, Speech Therapy Department, Childhood and Adolescent Mental Health Services and the Education Welfare Officer.

Pupils are identified at the earliest possible stage and benefit from half-termly reviews of their progress and updated Individual Education Plans, which set out specific achievable targets within a set timescale. Some children receive additional support in class from teaching assistants, whilst others are withdrawn for 1:1 or small group sessions for short periods of time. We are pleased with the progress made by pupils with Special Educational Needs and this is closely tracked as they move through school.

## Homework

Homework is given on a regular basis at an appropriate level for the child's age and stage of development. All children have reading books and may also have supplementary work to take home on a regular basis. Spellings or times tables may also be required to be practised as the class teacher requests.

## Website

The school has a website, that can be viewed at [www.stmaryandstjosephs.co.uk](http://www.stmaryandstjosephs.co.uk) The site includes general information about the school as well as specific Parents and Class Pages.

## Class Dojo

The school uses Class Dojo. Class Dojo is a classroom communication app used to share reports between parents and teachers.

## Assessment and Reporting

Within the first few weeks in school, pupils are assessed with a simple one to one baseline procedure. Teachers then continuously assess pupils in the EYFS so they can ensure children are making good progress. Also required by the DfE are the National Curriculum Tests at the end of Key Stage 1 and 2. These are important assessments for the child and the school. The results of these statutory assessments in the form of Teacher Assessment for Year 2 and Teacher Assessment and test results for Year 6 are reported to parents. Children in Years 3 to 5 are also tested in relation to the National Curriculum, in Reading, Writing, Mathematics and Spelling, Punctuation & Grammar during the course of the summer term. Teachers assess all children informally and continuously during their time at school, using information gathered to plan for future learning.

## Parents' Meetings

### Autumn Term

Our first parents meeting is held in November, when there is an opportunity for you to find out how your child is progressing. Any information you have about your child's learning abilities or your comments on your child's work would be most helpful at this point. This meeting is a sharing information session for the benefit of your child.

### Spring Term

Our second parents meeting is an opportunity for you to appreciate your child's improvement since the last meeting and raise any concerns you have for the future. This still leaves time in the academic year to tackle any concerns.

### Summer Term

All children receive a comprehensive written report in July covering all the National Curriculum subjects. Parents have the right to discuss the report further, if they wish to do so.

## School Uniform

### Boys

- Navy school jumper
- Navy tailored trousers
- Stripped tie (Navy and Red)
- White Shirt

### Girls

- Navy school jumper
- Navy skirt
- Navy tailored trousers
- White Shirt
- Navy plain tie
- Socks or Navy tights – no leggings are permitted. As a general safety rule please ensure that your child

wears sensible shoes for school, e.g. no high heels, trainers or flimsy sandals. It is helpful if children have shoes they can fasten themselves. **NO JEWELLERY ITEMS ARE TO BE WORN** due to Health and Safety regulations.

### **P.E.**

Both boys and girls wear a navy blue sports top (purchase from schools website). Black pumps are worn for indoor activities and trainers for outdoor activities. It is essential that you put your child's name in each item of clothing and footwear so they can be identified clearly.

All the pupils need a P.E. bag, clearly marked with their name, the PE kit should remain in school.

## **Child Protection**

We are a caring school with the welfare of all our pupils deeply entrenched in our philosophy. For this reason we comply with the Department for Education's request that all parents should be informed of our duties and responsibilities under the local Child Protection Procedures. Day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local Child Protection Procedures, to report their concern immediately to the School's Senior Designated Teacher who may need to refer it on to the local Social Services Department. The Designated Lead for Safeguarding and Child Protection is Mrs Thomson. The Deputy Designated Leads are Mrs S Addy (Deputy Headteacher), Mrs AM Parker (SENDCo), Mrs A Bolton (School Business Manager)

## **School Meals/Lunchtimes**

School meals are cooked on the premises and are available to all children. Payment for meals is made in advance on Monday each week. Dinner monies should be sent in an envelope marked with the child's name and class. The cost of school meals is £2.00 per day (£10.00 per week). Facilities are available for children to bring packed lunches to school. Please make sure that they are in a suitable container. For safety reasons, no cans or glass bottles please. Please label your child's lunch box with name and class. Children wishing to change from packed lunches to hot dinners, or vice versa, should give at least three weeks' notice in writing.

### **Friday Favourite/Monday Meal**

If your child has a packed lunch, they may have a school dinner at a cost of £2.00 each day

### **School Milk**

Milk is provided for Infants at a cost of £12.00 per year and free for the under fives. Payable at the start of the term.

### **Fruit**

Fruit is provided for all infant children. This is provided by the National Fruit Scheme at no cost to school or parents.

### **Water**

Research shows that drinking water during lessons aids concentration, each class is supplied with fresh drinking water. Water bottles can be purchased from the school office for £1.

## KS2 Snacks

From Year 3 snacks are available every day. The children can choose from a crumpet, toast or fruit.

## Breakfast Club

Breakfast Club runs daily from 7.45am at £1 a day. Children are offered a well-balanced healthy breakfast as well as a variety of activities. It is a great way to start the day.

## Out of the Classroom

As they progress through the school children are encouraged to participate in a variety of clubs, which cater for many interests and are organised on a voluntary basis by members of staff. In addition to the formal curriculum we aim to enrich children's experiences through a variety of visits and visitors to school.

## Good behaviour

We try to create a caring family atmosphere, where children have a sense of belonging. In this environment children develop a sense of security, community and purpose. Every attempt is made to make children aware of their responsibilities to themselves and others and to build relationships of mutual trust and respect between all members of the school community. Good behaviour is encouraged through a system of positive rewards including verbal praise, house points and stickers and golden book certificates. Bullying is actively discouraged at all times and any such offences are dealt with immediately. The rules and reasons are pointed out to children whenever the need arises. The children have decided upon our school promises.

The promises are:

- We promise to respect each others feelings
- We promise to look after our school
- We promise to be a good friend to everyone
- We promise to try our best in all our work
- We promise to listen to everybody

Children are expected to keep to these, and we also expect parental support in helping the children behave appropriately. The school reserves the right to temporarily exclude a seriously disruptive child, and in extreme circumstances the governors could exercise the right to permanently exclude

## Home/School Links

### *Communications with parents*

Parents are kept well informed of events through the fortnightly newsletter. We also operate a text messaging service which ensures a quick and efficient way of communicating important news and information. All parents need to sign up to Class Dojo to keep up to date with the activities your child is learning throughout the school day.

## Parental Involvement

The main way to help the school is to let your child see that you take an interest in what they do at school and that you are keen for them to do their best. Don't forget to ask your child about what

they have done and give time to listen to them. Do try to make the effort to come and see the teacher at Parents' Meetings and to attend school functions or class assemblies.

It is important that children see home and school working together, which we have illustrated by gaining the Leading Parent Partnership award.

## **Home/School Agreement**

Parents are asked to sign a parental declaration, agreeing their responsibilities whilst their child is registered with us. The Home-School Agreement, as well as asking parents to acknowledge their responsibilities, also sets out the school's aims, values and responsibilities and expectations of its pupils.

## **Lateness/Sickness**

Please let us know if your child cannot attend school because he/she is unwell on the first day of sickness. A telephone call will suffice. Please also send a letter to the class teacher on their return. If a child has to be absent for medical, dental or other appointments please inform the school as soon as possible. Whilst realising that it is not always possible to do so, we would ask that these appointments be made outside school hours whenever they can be so arranged. A parent or named representative must collect the child from the school premises. It is essential that we have a telephone number so that we can contact you if your child becomes ill or is injured at school. It is important to update the information as soon as possible if there is any change in your family circumstances.

## **Medicines in School**

The school must be informed immediately about any medical conditions your child develops. Only prescribed medicines will be administered by school support staff once the "Medication Consent Form" has been completed. We keep records of all accidents and injuries, and have procedures in place for ensuring that they are reviewed regularly. We will always contact you if your child suffers anything more than a trivial injury, or if they become unwell, or if we have any worries or concerns about their health.

## **Health**

The school nurse regularly visits the children and contacts parents if further attention is necessary. At regular intervals your child's hearing and sight will be checked by specially trained staff. Medicals are also carried out in school and parents are always given adequate notice to attend with their child if they wish

## **Transfer to High School**

During the Autumn Term of your child's last year at St Mary and St Joseph's you will receive information about the various High Schools in this area, from which to make your selection. In addition you will be notified of Open Evenings so that you will be able to see the schools at first hand. St Mary and St Joseph's is a feeder school for Our Lady and St John's Catholic Arts College. We enjoy close links with Our Lady and St John with many joint ventures and visits taking place. We aim to make transition to High School as smooth as possible.