

***ST. JOSEPH'S***  
***CATHOLIC PRIMARY***  
***SCHOOL***



***2023-2024***

***PROSPECTUS***

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

*The Drive, Dovercourt, Harwich, CO12 3SU*

*Telephone: 01255 503493*

**2023-2024**

*Headteacher*  
*Chair of Governors*

*Mrs R Maguire*  
*Mrs Sheila Davis*

**Parish Priest**

*Father Joseph Whisstock*

*Our Lady Queen of Heaven Church*  
*Priest's House*  
*129 Fronks Road*  
*Dovercourt*  
**HARWICH**  
*Essex*  
**CO12 4EF**

## WELCOME TO ST JOSEPH'S PRIMARY SCHOOL

Dear Parents

Choosing a school for your child is one of the most important decisions you will ever have to make and we hope that the information in this prospectus will help you.

Your son or daughter will be safe and happy at our school where we believe that all children deserve a good education and an excellent start in life. We aim to foster and encourage all their talents: those already known and those not yet developed.

In his or her primary school years your child will develop more quickly than at any other time. We want to share that experience with you by keeping in touch through meetings and reports and by welcoming you into the school for assemblies, concerts etc.

As a Catholic School religious education does not only take place in R.E. lesson time but influences all aspects of school life. We are particularly proud of the excellent behaviour of our pupils and the way they develop positive relationships with the whole school community. They also have an excellent reputation in the local community.

A visit to the school is encouraged as it will give you an opportunity to see our wonderful pupils in action. If you are interested in coming along please contact us to make an appointment.

Rebecca Maguire, NPQH  
Headteacher

## ST JOSEPH'S SCHOOL

St Joseph's Catholic Primary School was opened on its present site in 1955, the school having originally occupied premises in Harwich that were flooded in the great flood of 1953.

There are four classrooms housing the two Key Stage 1 and two Key Stage 2 classes. There is an assembly hall with a kitchen attached.

As part of our deliberate policy to foster inclusion, we have two lifts in the school to enable disabled access to all areas.

The children enjoy the advantage of adjacent large playing fields, a netball court and play area. In the grounds there is lots of play equipment for the children's use. There is a fenced outdoor area in front of Class 1, covered by a canopy, equipped with a play-house, mud kitchen, work tables and seats which is used during the school day by the children in Key Stage 1.

There is also a small orchard.

### **BASIC INFORMATION**

The school is situated in the Drive, which is off Fronks Road, in Dovercourt. It is approached by a private access leading off The Drive.

There is a small car park, which is used by the staff. During the school-day parents are not permitted to park in school as access is required for emergency vehicles.

**Parking is restricted in The Drive between 1<sup>st</sup> May – 30<sup>th</sup> September.**

Parents are requested NOT to stop or park on the yellow zigzag lines outside the school entrance or obstruct residents' driveways, when bringing and collecting children.

## **ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL**

*Arrangements can be made to visit the school by appointment with the Headteacher who will be pleased to see parents, show them the school and provide further information.*

## **OUR MISSION STATEMENT**

*Inspired by the life of St Joseph, we live, love and learn together*

## **GENERAL AIMS**

- 1) We aim to be sensitive to the spiritual needs of the children and help them develop along their journey of faith.*
- 2) We aim to foster in the children a set of values which will guide their behaviour and attitude towards others.*
- 3) We aim to help the children develop a body of knowledge and skills appropriate to their age, which will aid them vocationally and socially in their adult lives.*
- 4) We aim to help the children develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves diligently to tasks, mental and physical.*
- 5) We aim to help the children develop an appreciation and tolerance of other cultures and to appreciate mankind's achievements.*

## **SPIRITUAL AND MORAL AIMS**

*The Bishops of England and Wales stated in 1988:*

*'The beliefs and values Religious Education communicates should inspire and unify every aspect of school life. It should provide the context for and substantially share the*

school curriculum, and offer living experience of the life of faith in its practical expression.'

*We fully endorse this philosophy.*

*We aim to enable the children to:*

- *Develop a positive self-image.*
- *Develop a sense and practice of self discipline and good behaviour*
- *Develop a sensitivity for the right of others.*
- *Grow in love and understanding of the Catholic Faith.*

### **PREPARATION FOR THE FUTURE**

*To achieve our aims we will adopt a variety of teaching methods including individual, group or class teaching as appropriate.*

*The achievement of the individual will be celebrated at every opportunity and over all areas of the curriculum. We believe it is essential for children to progress towards an effective and purposeful adult life as well as developing a meaningful role in the present.*

***Walk then, as children of light, for the fruit of the light is in goodness and justice and truth' (C.E.S.)***

## SCHOOL ORGANISATION from September 2023

|                                         |                                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------|
| <b>Headteacher:</b>                     | Mrs R Maguire                                                                       |
| <b>Deputy Headteacher</b>               | Mrs S Golding                                                                       |
| <b>Reception and Year 1 Teacher:</b>    | Mrs A Smith                                                                         |
| <b>Assistant:</b>                       | Mrs K Wiltshire                                                                     |
| <b>Year 1 and 2 Teacher:</b>            | Mrs Standen                                                                         |
| <b>Assistant:</b>                       | Mrs H Campbell                                                                      |
| <b>Year 3 and 4 Teacher:</b>            | Mrs Francis/Mr Higgins                                                              |
| <b>Assistant:</b>                       | Mrs A Cole                                                                          |
| <b>Year 5 and 6 Teacher:</b>            | Mrs S Golding                                                                       |
| <b>Assistant:</b>                       | Mrs A Owen                                                                          |
| <b>Pastoral Lead</b>                    | Mrs M Dixon                                                                         |
| <b>SENCO:</b>                           | Mrs L Hardning                                                                      |
| <b>Special Needs Assistants:</b>        | Mrs S Manley<br>Mrs Way<br>Mrs Neal                                                 |
| <b>School Secretary/Administration:</b> | Mrs G Colley                                                                        |
| <b>Mid-day Assistants:</b>              | Mrs A Cole<br>Mrs A Owen<br>Mrs M Dixon<br>Mrs H Campbell<br>Mrs Manley<br>Mrs Neal |
| <b>Kitchen Staff – Cook:</b>            | Mrs S Fielding                                                                      |
| <b>Assistant:</b>                       | Miss G Fielding                                                                     |
| <b>Cleaning Staff:</b>                  | Mrs T Barker                                                                        |
| <b>Assistant:</b>                       | Mrs A Cole                                                                          |

# **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, HARWICH**

## **ADMISSION POLICY 2023-24**

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 17 pupils to be admitted to the reception year in the school year which begins in September 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

- a. Catholic looked after and previously looked after children. (see notes 2&3)
- b. Catholic children who are resident in the parish of Harwich and Dovercourt. (see notes 3)
- c. Other Catholic children. (see note 3)
- d. Other looked after and previously looked after children. (see note 2)
- e. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
- f. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
- g. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
- h. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

1. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
2. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to St Joseph's School office by the closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 14<sup>th</sup> January 2024.**

### **Late Applications<sup>3</sup>**

Late applications will be administered in accordance with the Local Authority Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

<sup>3</sup> This section will need to be tailored to follow the procedure within the school's home local authority to ensure that it is in accordance with the local authority's scheme for co-ordination of admissions.

## **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Executive Headteacher at the school address at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until [insert date being the last day of the summer term]

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made by contacting Essex County Council.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

## ***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with

accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

A 'looked after child' or 'previously looked after child' that has been in state care outside of England and ceased to be in care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law.
8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

## **EQUAL OPPORTUNITIES**

- We follow the Essex guidelines offering Equal Opportunities for all learners – regardless of gender, or race.
- We work very hard to facilitate the participation of children with physical disabilities as far as possible.
- We discourage stereotyping and promote an environment where all are valued and respected.
- This is in line with Our Mission Statement, which underpins all our School life.

## **STARTING SCHOOL ARRANGEMENTS**

The school provides for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can request that their child attends part-time until the child reaches compulsory school age. Entry can be deferred beyond the beginning of the term after the child's fifth birthday, or beyond the academic year for which the original application was accepted if the child is a summer born baby. If this option is taken parents would need to reapply the following year for an 'out of cohort' place. We have an extensive and successful transition programme.

Parents interested in choosing St Joseph's are encouraged to meet with the Headteacher and look around the school at our annual open morning – details are on the school website.

## **STARTING ARRANGEMENTS**

New entrants into the Reception Class attend in the mornings only for the first two days, then 2 days with lunch and finally the last day, staying to 2pm. This enables them to gain experience of classroom routine and to gradually experience the whole school environment including the Dining Hall and the longer day.

We have found this arrangement leads to children settling in with few problems.

## **SOME REMINDERS**

- No cars in the school drive please except for medical emergencies
- No smoking on school premises.
- No dogs on school premises. Please wait at the gate if you bring a dog.
- If your child has a dental or medical appointment, please call in at the School Office. Your child will then be collected from class. (Also please inform school in advance)
- No child is allowed out of school during school hours to attend dental and medical appointments unless collected by their parent/carer.
- Toddlers must be under parental control at all times, especially in the driveway
- If you know in advance that your child is going to be arriving after registration, please inform us by telephone or written message.
- No bubblegum, chewing gum, fizzy drinks or sweets are allowed in school.
- Please try to send dinner money in on the Mondays to ease accounts.
- Please encourage your child to be independent e.g. looking after their belongings and dressing themselves.

## **THE SCHOOL UNIFORM**

**Winter** – to be worn after the October half term if not before

- Boys** Brown Trousers, White Shirt, Brown Jumper, Brown/Black Shoes, Plain Grey/Brown/Black Socks, School Tie.
- Girls** Brown Pinafore/Skirt/Trousers, White Shirt (suitable for wearing with a tie – not the open neck type), Plain White/Brown Socks/Tights, Brown Jumper/Cardigan, School Tie.

**Summer** – not to be worn before the Summer Term

- Boys** Brown Shorts or Long Trousers, White short-sleeved Shirt with Tie or White Polo Shirts (no tie) Plain Brown/Grey/Black Socks, Brown/Black Shoes/Sandals.
- Girls** Yellow and White Gingham Dresses  
Brown/Black/White Shoes/Sandals, White Socks.  
Upper KS 2 girls are permitted to wear brown Skirt/Trousers, White Polo Shirt.
- PE Kit** Yellow Polo Shirt, Black Shorts and Black Plimsolls. KS 2 require 2 pairs of footwear, Plimsolls for indoor and Plimsolls or 'Trainers' for outdoor.

Uniform may be obtained from National Schoolwear in Colchester, branches of M&S and online.

Small discreet hair accessories in school colours are permitted.

No jewellery is allowed in school – rings, fancy earrings, necklaces brooches etc. A simple, discreet watch may be worn.

Plain earstuds are permitted, but must be removed for PE. No nail varnish.

Please remember to put nametapes on clothing and personal belongings.

**Essex County Council insists on removal of all ear studs before entering the water in swimming and for all school sports.**

## **SCHOOL BAGS**

On arrival, Reception children are given a Book Bag in which to transport reading books, newsletters etc. If it needs replacing it costs £4.50.

In the KS2 Classes, these are usually replaced by individual school bags. We strongly discourage large "sportsbag" type holdalls for reasons of space. Homework books must be transported in a clean, appropriate bag.

We recommend a file to carry loose-leaf sheets of work safely.

***We offer some suggestions in helping your child to prepare for school.***

We include this list, in the hope of giving parents one or two ideas they haven't thought of. We recognise that many Parents already carry out these ideas and that the list isn't exhaustive.

***Encourage your child to do things for him or herself e.g.***

- *Choosing clothes and getting dressed unaided*
- *Getting washed and using the lavatory unaided*
- *Using a knife, fork and spoon*
- *Choosing toys and putting away – your child will be expected to help keep the classroom tidy.*

***Help your child to count using everyday situations e.g***

- *Count the stairs, up and down*
- *Count the toys when he or she takes them out and puts them away*
- *How many buttons on a coat, one by one*
- *Sing counting songs and rhymes*
- *Sort the toys into colours and shapes*
- *Sort the knives and forks as they are put away*

***Encourage your child to write:***

- *With crayons and pencils, holding these correctly*
- *In the sand, on a blackboard, tracing over words, forming letters*

***Encourage your child in listening and talking:***

*This is how your child learns to communicate by asking questions and receiving answers. In everyday tasks around the house say what you are doing and why (This can often be endless!)*

***Play learning games together:***

*Encourage experience of Plasticene, sand, cutting out, water, dressing up, bricks, jigsaws, Lego, puzzles, paints and finger painting.*

***Help your child to meet other children:***

- *Let them talk and play together happily, but accept they will squabble sometimes!*
- *Teach them not to hurt anyone on purpose*
- *Teach them that fighting and bad language are not acceptable*
- *Teach them to make compromises*

***Help your child stay happy and alert:***

- *Discourage too much television – especially avoid unsuitable programmes.*
- *Try to ignore peer pressure e.g. “Everyone else is watching it.”*

***Books are to be shared as well as read:***

- *Choose a time when your child is relaxed and a place away from the television*
- *Let your child help choose the book and read the story as often as your child wants*
- *Talk about the pictures and talk about the story together*
- *Let your child tell the story in his or her own words and give plenty of praise and encouragement*

*Remember your child is an individual and avoid comparison with friends or siblings*

*We recognise that parents know their own child best and that our role is as partners with them in the education of their child.*

**THE SCHOOL DAY – (this may change due to the pandemic)**  
**School Times**

**Morning:**            8.35 am – 11.55 am (KS 1)  
                             8.35 am – 12.05 pm (KS 2)

**Afternoon:**        12.55pm – 3.20 p.m. (All)

**Arrival at School**

Please encourage your child to become independent. Encourage him/her to say “goodbye” at the classroom door and praise efforts to fasten coats etc.

Children should not arrive at school before the doors open at 08:45 and should be settled in class ready to start learning by 08:55. Children are able to use this settling in time to respond to marking. Please encourage children to take responsibility for pencils, reading books, PE kit etc., as soon as possible.

**Morning Breaktimes**

Children in KS2 may bring a plain biscuit and/or a piece of fruit at morning break. Please do not send crisps, sweets or chocolate for break time.

Children in KS1 get a piece of free fruit from the government.

## ***The School Week***

*There is a daily act of worship, either involving the whole school or class based. At regular intervals there is a Mass or prayer service in school or at church.*

*In a normal week, including the daily act of worship, registration, breaks and lunchtime, the amount of teaching time to the nearest half-hour is 32½ hours.*

## ***Punctuality***

*Being late is embarrassing for the child and disruptive for the class. For added security, a gate has been installed to make sure youngest pupils will not be able to wander away and this is closed at 8.50am. This gate is kept closed until 3:20pm when school finishes.*

## ***Absences***

*It is a legal duty to ensure your child attends school regularly and punctually. Absences cause the child to risk falling behind in work, and confidence. If your child is unable to attend ~ e.g. because of sickness, we rely on you letting us know on the first morning: preferably by 9.15 am. We have an answer-phone, so messages can be left. We ask that, on the child's return a written note is provided.*

*Parents taking their children out of school in term time will have to make an application but you need to be aware that these absences will be rarely authorised and only in "exceptional circumstances." You will be aware by the considerable media coverage that Essex County Council has taken a very positive stance to encourage school attendance. The absence resulting from parents removing their children from school for a family holiday without consent of the school will be recorded as 'unauthorised'.*

*Parents do not have the right or entitlement to take their child out of school for a holiday. If your holiday request is not granted and you still take your child out of school for a holiday, the Local Authority may issue a 'penalty notice'. A penalty notice is a fine for each parent of each child.*

The criteria for “Exceptional Circumstances” are extremely narrow and requests would need evidence. An exceptional circumstance would be a ‘one-off’ situation unlikely to be experienced by anyone else.

If children have to be off e.g. for hospital appointments etc, it is helpful to be informed beforehand.

If we receive no information, or the reason for absence is deemed inadequate, the absence will be counted as ‘unauthorised’. We are required to report such absence figures to the LA following the new guidelines regarding individual cases of unauthorised absences, the LA may take further action.

The vast majority of parents are extremely supportive of the policy and our attendance record is very good, compared to other schools.

### **Lunch Time**

All children stay at school during the lunch hour. They have the choice of a school meal or their own packed lunch. All Children in Foundation Stage and Key Stage 1 are entitled to a free school lunch.

Information on current charges for lunches can be obtained from the school office as can information regarding how to apply for Free meals, which is a very straightforward procedure.

### **PASTORAL CARE AND DISCIPLINE**

The school is a community in which behaviour is based on mutual respect and consideration for others. The class teacher, who knows each child well, is responsible for the care of children in his or her class. Particular problems are referred to the Pastoral Lead

The values, standards and attitudes of the school community are made clear to the children by example and discussion. Rules exist governing behaviour within the school, the playground, and the games field, and the children learn these rules as they become absorbed into the life of their new school. If a child displays persistent anti-social

behaviour, consultation is arranged between the teacher and parents so that a solution may be found to the problem.

In exceptional cases the Headteacher may exclude a child from school for a fixed or indefinite period, or he/she may propose permanent exclusion. Parents have a right to make representation (written in the case of fixed term exclusion) to the Governing Body and Local Education Authority at the meeting(s) called to consider the exclusion.

### **SCHOOL COUNCIL**

We have inaugurated a School Council, in which children take a leading role in addressing school issues such as playground behaviour, bullying and fundraising. This popular initiative will hopefully encourage children to become more aware of their responsibilities in preparation for their adult life.

### **HOUSE POINTS**

We have a system of four Houses and house points are awarded for effort and merit in academic work, sports and behaviour. The points are counted weekly and a trophy is awarded to the winning house. The annual Sports Day is arranged in teams from the four Houses.

### **ST JOSEPH'S JEWELS**

These valued certificates are awarded weekly for special effort or achievement across the curriculum. In addition they may be awarded for such situations as much improved punctuality or behaviour. The children may also choose recipients for awards. For example, for a visitor deemed to have given a very interesting talk or a member of staff who has achieved a particular distinction.

### **TARGETS**

At St Joseph's we set very challenging, aspirational targets. These encompass not only the routine academic goals but also the development of a confident, mature, responsible, caring young adult. We encourage the pupils to recognise their abilities and to aim for the highest levels in all areas.

## **PARENT MEETING EVENINGS**

*These take place regularly on a formal basis usually in the Autumn and Summer term. Written reports are given in the Spring Term for Year 1, Year 3, Year 4 and Year 5 or Summer Term for Reception, Year 2 and Year 6.*

*In addition, parents are able to make appointments by mutual arrangement at other times with their child's class teacher to discuss the progress or welfare of their child.*

## **REPORTS**

*These give a summary of your child's progress over the year so far and can be discussed with the Class Teacher. Targets for the future will be given as well as commendation for effort made.*

*In Year 6, results of National Tests and Teacher Assessments will be reported in the Summer Term.*

*In Year 2, the results will be combined to give parents a single composite figure for each subject or subject area. These will also be reported in the Summer Term.*

## **School Partnerships**

*St Joseph's is part of the Rosary Trust – There are 7 schools in the Trust.*

*We are also part of the Priory Street Teaching School Alliance Cluster. It is through this cluster of schools that we accept trainee teachers.*

*We are part of the Harwich Education Partnership – HEP. This includes all of the local primary schools in the area.*

*On a wider scale we work with other Catholic Schools, both within our Deanery' and within the Diocese of Brentwood.*

## **THE CURRICULUM**

### **THE FOUNDATION STAGE**

By the time the children are in the Reception Class they are working towards the end of the Foundation Stage. The children will follow six broad areas of learning call the Early Learning Goals. The areas are: personal, social and emotional development; communication language and literacy; mathematical development; knowledge and understanding of the world and physical and creative development. The foundations for future learning are laid at this stage of the children's development.

### **KEY STAGE 1 & 2**

We follow the National Curriculum subjects which are: Mathematics, English, Science, Computing, DT, Geography, History, Art, Music, MFL (at KS2) and P.E. We also teach R.E, which we consider to be the core or our core subjects. Personal, Social, Health Education (which includes Sex Education) and Citizenship is taught through, what we call the Smile Curriculum. Our curriculum is broad, balanced and interesting using a cross curricular, thematic approach wherever possible. All lessons are carefully planned and differentiated. The progress of each child is carefully tracked from entry to the school and intervention programmes can be introduced if necessary. With the help of parents and from our own observations.

### **HOMEWORK**

The children like to share their work with you at home and homework can take many forms from reading, learning spellings, tables practice, maths, science etc. to collecting items from home to bring in for discussion. We value your support in encouraging the children to complete these tasks.

### **RELIGIOUS EDUCATION**

A daily act of collective worship takes place in school, either involving the whole school or is class based.

The First Holy Communion Programme is Parish based. As a school we fully support this and back it up by encouragement and teaching on the Eucharist.

*We have a strong link with the Parish of Our Lady Queen of Heaven and Mass is celebrated in church on Holydays. In addition we organise Celebrations at frequent points in the year at school, to which Parents are welcomed.*

*Parents have the right to request that their child is removed from RE lessons and from the daily Act of Worship. Alternative arrangements would be made for such eventualities. However, the Catholic ethos does permeate all school life and is not confined to those specific activities.*

### **EQUAL OPPORTUNITIES**

*Our aim is to develop the full potential of each child and to strengthen their capability both academically and morally. Our commitment is to every child and adult within the school, regardless of sex, race, religion, age or ability. This includes the employment of staff, policy and practice concerning admissions, exclusions from school, school discipline and standards of behaviour, dress and appearance and the school's curriculum.*

### **SPECIAL EDUCATIONAL NEEDS**

*Some children may have special educational needs either throughout, or at any time during their school career. Our policy ensures that curriculum planning and assessment for children with SEN's takes account of the type and extent of the difficulty experienced by the child. Early identification is vital as the earlier the action is taken the more responsive the child might be. We have a Special Educational Needs Teacher to work with children and/or class teachers as necessary. We have full wheelchair access and a disabled toilet.*

### **KEEPING IN TOUCH**

*Close contact between the school and parents is essential for an open and trusting relationship between us. For this reason we attempt to keep parents regularly informed of anything that may concern them or their children. We encourage a positive exchange of views for the benefit of each child. There is a weekly newsletter informing*

parents of any forthcoming events, celebrations or other activities occurring in the school or Parish, this is published online.

## **HEALTH EDUCATION**

We have been awarded The National Healthy School Award. Children are taught the principles of a healthy diet, exercise, hygiene and growth and the dangers of drug and alcohol abuse as appropriate to the ages. The development of self-esteem and positive relationships with others is encouraged. Older children learn about the dangers of drug and alcohol abuse in more depth and visiting experts are invited into school as part of the programme.

The Government Initiative to provide daily fresh fruit for Key Stage 1 pupils has been a useful addition to our Healthy School programme.

The Emotional health of the pupils and staff is at the forefront of our strategies.

## **CHILD PROTECTION STATEMENT**

Our first priority is your child's welfare and therefore there may be very rare occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow are in line with LEA and National Guidance regarding Safeguarding children. If you want to know more about this procedure, please speak to the Headteacher.

All our recruitment incorporates the SAFEGUARDING CHILDREN guidance and all adults joining the staff require Police Checks. We take the safety of the pupils and staff extremely seriously.

## **CHARGING AND REMISSIONS POLICY**

The Governing Body reserves the right to make charges for activities organised by the school as follows:

- a) Educational visits in school time: the board and lodging element in the case of residential activities.

## *b) Activities outside school hours*

*Where the parents of a pupil are in receipt of certain state benefits, the Governing Body may remit in full the cost of board and lodging for any residential activity if that activity takes place within school hours or is part of the school's curriculum. Parents can apply in confidence for the remission of other charges in cases of hardship.*

*No child will be excluded because of non-payment but clearly activities can only take place if costs are sufficiently met.*

## **EXTRA CURRICULAR ACTIVITIES**

*These activities take place during the lunch hour or after school. They may include Music, Recorders, Choir, Netball, Football, Art & Craft, Dance, Drama, Film clubs and various sports activities. We use some of our Sports Premium Funding to fund After School PE Clubs (with an accredited coach).*

*In addition private guitar and piano lessons are available from year 2 upwards.*

## **EXPRESSING YOUR CONCERN**

*From time to time, many parents have a concern about their child's education. Many such concerns can, and should be, resolved at school level, particularly as they often arise out of misunderstandings about the aims of the school and the methods employed to achieve them.*

*If you have a concern, you should approach, in the first instance, your child's teacher, and then the Headteacher. The governing body is also there to assist you and may be contacted through the school office.*

*If your concern relates to the curriculum, there is a statutory procedure established by the LEA for dealing with written complaints. Details of this formal process are available from the school but you are asked to discuss your concerns with us first so that we may ensure that we have done all that we can to resolve the situation.*

## VISITS

*Each class is usually involved in several visits over the year e.g.:*

- *Nature reserves and the local coast*
- *Art Galleries*
- *Churches/ Mosques/ Temples*
- *Environmental Centres*
- *Colchester Castle*
- *Museums*
- *Outdoor Adventure Centres*
- *Residential Activity Centres*
- *Retreat opportunities*
- *Beach Schools*

*In addition we have many visitors in school – including musicians, theatre companies, visiting Church Ministers, the Mayor of Harwich, Town Councillors, Community Police and Fire Officers, Charity Representatives (CAFOD), pupils and staff from other local schools.*

## **Class 4 Residential Visit to Norfolk**



*Achieving personal targets, overcoming fears, helping each other*

## **HEALTH AND SAFETY IN SCHOOL**

*The school has adopted a Health and Safety Policy and it is very important that parents are aware of the importance of this policy.*

*Whilst your child is at school, the headteacher acts “in loco parentis.” If a child becomes ill every effort will be made to contact you. In the event of a child needing emergency treatment, he or she will be taken to the local hospital.*

*Teachers and administration staff have no contractual obligation to administer medicines under their terms and conditions of employment. In order to facilitate children with specific medical conditions e.g. to control asthma, we are willing to assist with medication, providing a letter has been received giving details of the medication, dosage levels etc.*

*As far as possible, parents are asked to time prescribed doses to avoid school hours.*

*Alternatively parents may visit school to administer medicines to the children by arrangement.*

- *We do not administer painkillers in school.*

- If a child is ill overnight, they should not be sent to school until recovered - e.g. 48 hours for vomiting. We always need alternative contact telephone numbers to handle sudden illnesses.
- If a child wets him or herself, as occasionally happens, we do have a limited supply of spare clothing. It is helpful if the younger children have spare underwear and socks in their PE bags to accommodate such stressful situations with the minimum embarrassment.
- Coughs and colds spread very easily in a school community. We ask parents to use their discretion about keeping children off. Obviously a streaming cold or incessant cough is a reason – a slight snuffle is not!
- Children with high temperatures are unable to participate in schoolwork. For infectious illnesses, e.g. chicken pox, please follow the Doctor's guidance.
- Please notify the school if your child has head lice. Rapid treatment as advised by the clinic or doctor is crucial.

**PLAY EQUIPMENT** On the way in or from school children are **NOT PERMITTED** to use the play equipment for safety reasons. We ask that Parents do not permit toddlers to do so either, as at those times staff are unable to offer supervision.

**DRIVEWAY** All pedestrians are required to use the pavement when walking up the drive. Toddlers must be under direct parental control at all times. No cycling is allowed in the school. Children who cycle to school, must be accompanied by an adult, until they hold the Cycling Proficiency Certificate.

## **LUNCHTIMES**

### **Packed Lunches**

Children may bring packed lunches to school. We ask that you use a suitable sized lunch box, as space for storage is very limited. Please do not send glass Vacuum flasks, fizzy drinks, glass bottles or pressurised cans for safety reasons. Remember to include any necessary cutlery and straws. Please do not include sweets and try to discourage competition in contents. As part of our Healthy Schools approach we are encouraging children to choose a varied diet with a 'healthy focus'.

## Hot Dinners

School lunches are cooked on the premises. We operate a single-choice system that has proved popular with the children. The current charge is £2.20 per meal. Payments are made via ParentPay. Please note the amount may change.

We ask that children be encouraged to try a little of any item which they claim not to like – often a taste of something helps the child to discover that it actually tastes good! We never force a child to eat all their food, but we will always encourage them to take a portion of fruit or vegetables and to at least try it. If your child regular doesn't eat well we will keep you informed.

Our lunches are very much part of our 'Healthy School' activity. Fruit and raw vegetables/salad are offered and encouraged.

Parents who are receiving Income Support or Jobseekers' Allowance may claim free meals for their children. Forms are obtainable from the school or from the Education Office, where they should be sent when completed. Such matters are dealt with in the strictest confidence.

KS 1 Government Fruit Initiative – as part of a national trial, fruit is distributed to every KS 1 child on a daily basis.

## **MIDDAY ASSISTANTS**

These assistants are really important to St Joseph's. They look after the children at lunch and during the lunch break. They encourage good behaviour and help to suggest games as well as deal with cut knees!

## **SCHOOL AND THE COMMUNITY**

At St Joseph's we consider ourselves very much part of a wider community. We involve ourselves in many activities reaching out to the community e.g.:

- Parish Masses
- Harvest Festival

- *Carol Concerts for the Elderly*
- *Fund raising for local causes*
- *Visiting elderly residents of local care homes*
- *Gardening Competitions*



*Children from St Joseph's are highly regarded for their care and concern of others.*

### **PARENTS IN SCHOOL**

*We welcome parents (and grandparents!) into our school. We hope you will feel very much a part of our school and an integral member of our team. We know that where teachers and parents work together in harmony, the effect on the achievement of the children is considerable.*

*We will be quick to inform you of any concerns about progress, behaviour or health and rely on you to be equally quick to tell us of any concerns you may have. In this way problems can often be solved at a very early stage – ignored, they seldom go away!*

*It is very useful if you inform us of any personal circumstance: temporary or permanent, which could affect your child's performance. Such information, will of course, be confidential and only given to those directly concerned. The class teacher will always be ready to listen – as will the Head of School – whether informally or by appointment for a more formal discussion.*

*Please try not to discuss delicate matters involving your child in front of him or her. Always seek confirmation of doubtful 'facts' told to you by your child - misunderstandings can occur!*

### **THE ASSOCIATION OF FRIENDS: The PTA**

*The aim of this Association is to promote the education of the children at St Joseph's. This is achieved in several ways, the most obvious being the raising of money to supplement the funding from the government, for the provision of necessary items for our children's education, as well as desirable extras.*

*In order to raise money, we promote many different fund raising activities during the year, hoping to cater for a wide range of interests, for example, discos, an annual summer fete/barbecue, an auction, bingo and quiz nights.*

*The Association provides a valuable link between the school and the home. Association members give strong support to the many activities undertaken by the children and staff. By such means the members get to know the school well and are an active force in improving the quality of the education the children receive.*

*The Committee meets, on average, once a month to discuss the promotion and running of forthcoming events, and **any parent** who would like to join this committee and help in the running of our fund raising activities is more than welcome.*

*Names of the Committee can be obtained from the school office.*



### **FURTHER INFORMATION**

*Policy statements, schemes of work and syllabuses used are available for inspection at the school at all reasonable times.*

*Various other documents, including statutory orders relating to the National Curriculum and an extract from the Trust Deed related to the school may also be seen and copies may be made available for an extra charge.*

### **TRANSFER TO SECONDARY SCHOOL**

*Decisions have to be made early about Secondary School.*

*We recommend parents to investigate schools at the beginning of Year Five.*

*In the recent past children from St Joseph's have gained places at:*

- |                                                   |                                               |
|---------------------------------------------------|-----------------------------------------------|
| <i>*Colchester Girls' High School</i>             | <i>St Benedict's College, Colchester</i>      |
| <i>*Ipswich Girls' High School</i>                | <i>The Harwich and Dovercourt High School</i> |
| <i>*The Royal Hospital School, Holbrook</i>       | <i>The Manningtree School</i>                 |
| <i>*Saint Joseph's College, Ipswich</i>           | <i>Tendring Technology College</i>            |
| <i>*Colchester Royal Grammar School for boys.</i> |                                               |
| <i>* Denotes exam entry system.</i>               |                                               |

*Advice can be sought from the Year 5 /6 teacher or from the Head of School.*

*Places are allocated according to the individual School's Admissions Criteria, so parents need to ensure they fulfil them, before making their decisions.*

*Every child is different and a school that suits one, may be inappropriate for a sibling.*

*We advise visiting the schools and judging for yourself.*

## ST JOSEPH'S SCHOOL ATTENDANCE

| SCHOOL ATTENDANCE for 2022-2023 school year                     |       |
|-----------------------------------------------------------------|-------|
| The total number of pupils on roll                              | 114   |
| The percentage of half days missed through authorised absence   | 5.18% |
| The percentage of half days missed through unauthorised absence | 1.30% |

## ST JOSEPH'S SCHOOL RESULTS

Please see our school website for the most recent results.

<http://www.st-josephs-dovercourt.essex.sch.uk/>