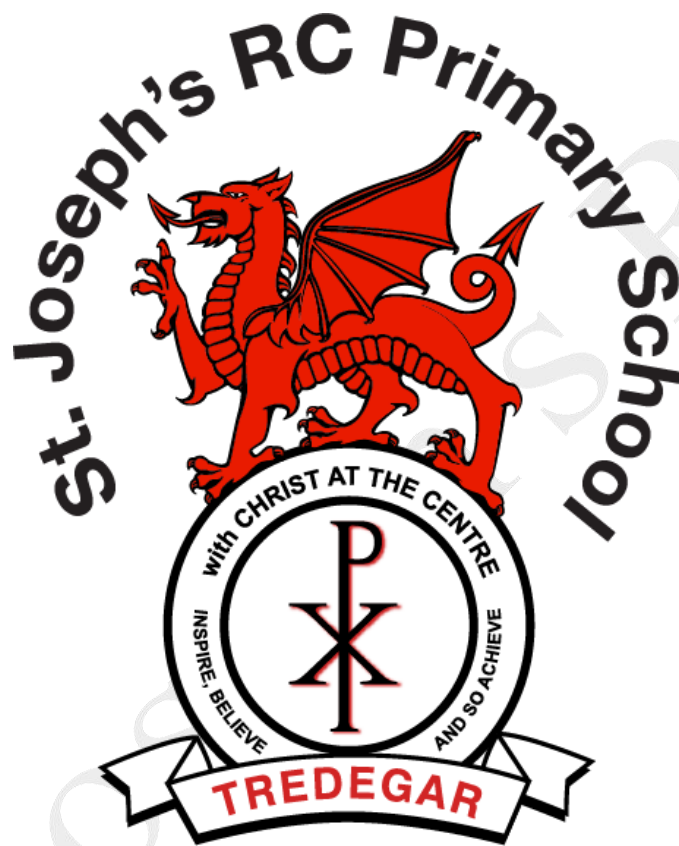


St. Joseph's RC Primary



School Prospectus

September 2024



A very warm welcome to St. Joseph's Catholic Primary School. This prospectus is designed to give you an insight into our school. It will help you to make one of the most important decisions you will ever have to make. I hope it will help you to decide that St. Joseph's is the best school for your child.

Our school life is based on Christian Values. We recognise and respond to the needs of the whole child and develop each child's potential as an individual, with staff who have high expectations and who encourage children to become independent, resilient, and well-motivated individuals. As a school we try to instill a set of values within each of our children, which it is hoped will form 'building blocks for' the rest of their lives.

We develop happy, fulfilled, well-educated and confident children in a secure, caring, disciplined environment with our Faith as the focus of our actions. We place great emphasis on forming each child to become a valuable member of the school community. Discipline and moral values are based on the Christian message. Children are taught to care for each other, and mutual respect is paramount. St. Joseph's is a welcoming community.

St. Joseph's School is a Roman Catholic School and welcomes children who are both Catholic or of other faiths or no faith. We are happy to provide an opportunity for prospective parents to visit our school and experience for themselves the calm, welcoming Christian ethos and work ethics and show them the facilities that St. Joseph's can offer your child.

Important Information:

School Address:

St. Joseph's RC Primary School
Ashvale
Tredeggar
NP22 4AQ

Telephone: 01495 722899

Email: stjosephs.primary@blaenau-gwent.gov.uk

School Website: www.stjosephs.cymru

Headteacher:	Mr J McMorro
Chair of Governors:	Mr R. Davies
Parish Priest:	Fr. Richard Aziati

S T A F F

Mr J McMorrow	Headteacher
Miss A Burgess	Year 6 Teacher & Deputy Head
Mrs B Godwin	Foundation Phase Coordinator
Miss R Moore/Miss J Davies	Year 3/4 Teachers
Miss N Lawrence	Year 1/2 Teacher
Miss A Burgess	Year 5 & 6 Teacher
Mrs Z Selwood	Teaching Assistant/Intervention
Ms. G Goode	Teaching Assistant/Intervention
Mrs G Cummings	Teaching Assistant
Mrs H Howard	Teaching Assistant
Mrs. B Francis	School Secretary
Mrs. J O'Leary	Administrative Assistant
Mr. S Jones	Caretaker
Mrs. T Williams	Midday Supervisor
Mrs. C Ingles	Midday Supervisor
Mrs R Llewellyn	Cook (BGCBC)
Miss A Gardiner	Dining Room Assistant (BGCBC)
Mrs D Aldred	Dining Room Assistant (BGCBC)
Miss S Williams	Dining Room Assistant (BGCBC)

The Governing Body

Chair of Governors:	Mr. R. Davies
Vice chair:	Mr. J. Gregory
Foundation Governors:	Mr. P Waszak Fr. R Aziati Mr. B. Thomas Miss O'Leary Miss Z. Thomas Mr. Withanage
Town Council Governor:	Mr Kevin Phillips
Parent Governor:	Mrs. V. Browning
Teacher Governor:	Mrs A Burgess
Non-Teaching Staff Governor:	Mrs B. Francis
Headteacher:	Mr J. McMorrow
Clerk to the Governing Body:	Jade Hawthorne
Diocesan Director of Education:	Mrs A. Robertson
Archbishop's House	
41/43 Cathedral Road	
Cardiff	
CF11 9HD	
Telephone:	02920 233838

Our School

St. Joseph's RC Primary School is a Voluntary Aided School, which serves the parishes of Tredegar and Rhymney.

The school is set in attractive grounds at the northern end of Tredegar with good access to the Heads of the Valleys road. We have a large dining hall with an attached kitchen, five classrooms, two of which have secure outdoor play areas for Foundation Phase. The outside grounds include two large playgrounds, a large, grassed area and a picnic area. The school has its own playing field.

Staff at St. Joseph's believe that all pupils should have access to a stimulating, enriched curriculum where all can succeed and achieve their best in an environment inspired by the spirit of Christ.

Pupils are taught using a topic-based approach in both Key Stages. Topics are taught through the innovative Curriculum, which is linked to the four purposes of the new curriculum. The school will be teaching from a new curriculum from September 2022.

Provision is made for ALN and MAT pupils either in the classroom or as additional support from the LA or from support teachers provided by the school.

At St. Joseph's we expect a high standard of behaviour and self-discipline at all times. Normal discipline in the classroom is the responsibility of the class teacher. Rules of the classroom will be clear, simple and adhered to firmly and consistently. The emphasis is on positive behaviour management. At all times we insist on basic good manners and respect for others including the polite and proper address of teachers and other adults. These values are reflected in the daily life of our school and in the Home School Agreement (A copy of which is included in this prospectus).

Children are not allowed to leave the school premises unless authorised by the Headteacher.

The School Day

We offer a breakfast club for children between 08.20 - 8.40am

It is very important that children arrive in school on time, and we ask that if they are not attending breakfast club, they are brought to school by 8.50am. The school day starts at 8.55am and ends at 3.00pm.

Mission Statement

"With Christ at the Centre, we are a happy, safe and caring school. As a family, together we follow the example of Jesus, to love one another as he loved us."

A I M S

Our aims are to:

- Create a Catholic, caring atmosphere in which the children are made aware of God's love for them as individuals and as members of His family, and where children experience and are taught Gospel values
- Plan and provide a challenging curriculum and high-quality teaching to meet the needs of every child
- To read fluently and accurately, with understanding, feeling and discrimination.
- To develop a legible style of handwriting and satisfactory standard of spelling, syntax, punctuation and usage.
- To communicate clearly and confidently in speech and writing, in ways appropriate for various occasions and purposes.
- To listen attentively with understanding.
- To learn how to acquire information from various sources, and to record information and findings in various ways.

- To understand the application of mathematical ideas in various situations in home, classroom, school and local area.
- To master basic scientific ideas.
- To investigate solutions and interpret evidence to analyse and to solve problems.
- To develop awareness of self and sensitivity to others, acquire a set of moral values and the confidence to make and hold moral judgements, and to develop habits of self-discipline and acceptable behaviour.
- To be aware of geographical, historical and social aspects of the local environment and the National Heritage, and to be aware of other times and places.
- To acquire sufficient control of self and of tools, equipment and instruments, to be able to use music, drama and several forms of arts and crafts as means of expression.
- To develop agility and physical co-ordination, confidence in and through physical activity, and the ability to express feelings through movement.

In summary to be:

- Ambitious capable learners
- Healthy confident individuals
- Ethical, informed citizens
- Enterprising, creative contributors

ADMISSIONS

St Joseph's Catholic Primary School, Tredegar is a voluntary aided school, and the Governing Body is the admission authority with the responsibility for determining the school's admission policy. The Governing Body has an expectation that prospective parents will respect, support and contribute to the Catholic ethos of the school and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. By applying to this school parents, or carers, are declaring their support for the aims and ethos of the school.

Admissions

Admission to the school is for Catholic children between the ages of 3 and 11 years. Children of non-Catholic parents seeking admission because of the religious teaching and the Christian ethos of our school will be admitted if there are vacancies.

Admissions to Nursery

Admission to Pre- Nursery is part- time and full-time provision begins in the child's nursery year.

- Rising 3 pupils, who start pre-nursery in the beginning of the Spring Term, will be offered two terms of part time nursery and pupils starting at the beginning of the Summer Term will be offered one term. During their final full year in nursery, they will be offered a full-time place at the discretion of the school.
- Children who start nursery in September will be offered a one year full time place. A nursery place does not automatically qualify a child for a place in the Reception class. All children have to re-apply for a place in Reception.

Admission to Mainstream

Parents who wish their child to attend St. Joseph's can complete an application, which is available from the school office.

Parents will be notified as soon as all the applications have been considered.

Oversubscription Criteria

Where the number of applicants for admission exceeds the number of places available, places will be awarded to applicants in the categories in the following order of priority.

- The Baptised Roman Catholic children residing in the catchment area of the school. (The catchment area is the parish of TREDEGAR and RHYMNEY).
- The Baptised Roman Catholic children residing outside the catchment area.
- The non-baptised children of Roman Catholic parents residing in the catchment area of the school.
- The non-baptised children of Roman Catholic parents residing outside the catchment area of the school.
- Brothers and sisters of Non-Catholic children who are already pupils in the school.
- The Governors will consider applications for:
 - (a) Non-Catholic children whose parents are seeking a Christian education for their children.
 - (b) Children of other Christian denominations.
 - (c) Children of other world faiths.
 - (d) Non-Catholic children for social reasons.
 - (e) Children of ethnic or minority origin.

In all the above categories Looked After children (LAC) will take priority and be considered first.

Admission Appeals

If a child is refused a place the parents/guardians have the right to appeal within 14 days. All appeals will be heard by an independent panel. The process will be as follows:

- (a) The appeal must be in writing to the appeals committee stating the grounds for appeal.
- (b) The applicant must be given the opportunity to appear before the appeals committee.
- (c) The applicant will be allowed to be accompanied by a friend or relative.
- (d) The majority of votes cast will inform the decision, in the event of a tie, the chairperson (independent) will have the casting vote.
- (e) The committee's decision will be conveyed in writing to the applicant.
- (f) All appeals must be sent to: The Clerk, Appeals Committee, St. Joseph's R.C. Primary School, Ashvale, Tredegar, Gwent. NP22 4AQ.

THE NATIONAL CURRICULUM

THE EARLY YEARS (PS 1 & 2) PHASE CURRICULUM

This phase covers ages 3-7 years. It is made up of seven areas of learning and RE

It is at this stage in a child's learning, that the foundation for all future learning is developed. Emphasis will be placed on literacy, numeracy and developing the child as a whole - spiritually, morally, socially, emotionally, physically and culturally. A broad rich curriculum will be provided enabling all these goals to be achieved. The children will be encouraged to develop individually, and as members of a community.

KEY STAGE 2 (PS 2 & 3) (6 - 11 YEAR OLDS)

Pupils will be taught the Core subjects discretely and the foundation subjects will be taught through a topic approach. The key skills will be central to their learning and permeate all subjects. The curriculum will aim to develop the whole child and it will be meaningful and relevant. This will change to six areas of learning under the new curriculum in 2022.

The children will be encouraged to develop self-confidence, resilience, independence in learning, and higher order skills in a range of situations.

ORGANISATION & CURRICULUM

Through our curriculum we aim to educate the "whole person" so that they can lead fulfilled lives. We strive to make our curriculum appropriate to each individual pupil, by adapting teaching methods and content to the child's needs. We aim to develop positive attitudes to learning and make each child feel that he/she is successful.

The school has five classes - Foundation Phase 1 (Nursery and Reception), Foundation Phase 2 (Years 1 & 2), Years 3 & 4 and Years 5 & 6. Each class has mixed ages, but children are taught lessons appropriate to their age and ability. Some foundation subjects are organised on a two year rolling programme.

Foundation Phase

There are six areas of learning and RE

- Personal and Social Development, well-being and cultural diversity
- Mathematical Development
- Language, Literacy and Communication
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Progression Step 1, 2 and 3

The subjects taught are:

Core subjects: English, Maths, Science, Religious Education

Foundation Subjects: Geography, History, Welsh, P.E., Design & Technology, Information Technology, Art, Music and P.S.E.

Under the new curriculum these will change to 6 areas of learning and RE.

RELIGIOUS EDUCATION

Religious Education is at the heart of the school ethos. As a Roman Catholic School, we put great emphasis on celebrating the work of God our Father in our lives, through the example of Jesus Christ. We try to live the message that Jesus gives to us "Love one another as I have loved you."

The school uses a combination of "Come and See" and 'The Vine & Branches.' These are RE programmes approved by the Archdiocese for use in schools in England and Wales. The scheme is taught through the themes of the Church, Sacrament and Christian Living. Children are encouraged to talk and reflect about their faith and learn about the faith of the Church. Active links between home, school and parish are encouraged. Father Richard Aziati is the parish priest who visits the school and says Mass on a regular basis. Children participate in a termly school mass at the parish church. Children are reminded of their responsibility as members of the church community, and we encourage parents to become involved in the life of their parish. The school teaches RSE through the TENTEN, Fertile Heart and Alive to the World programmes. Faith begins at home!

The children receive the Sacraments of Reconciliation and Holy Eucharist during Year 3 and 4. This means a considerable commitment on behalf of the parents. Children are prepared for these Sacraments by the Parish Priest, the class teacher and Head teacher.

Worshipping Together in School

The children pray together throughout the day at various times. Whole school worship takes place throughout the week:

Monday	Class Collective Worship
Tuesday	Whole School Worship
Wednesday	Welsh/Rights of the Child
Thursday	Catholic Pupil Profile or Mass
Friday	Celebration Assembly

WELSH

Welsh is taught as a second language throughout the school. Pupils are taught Welsh from Nursery to Year 6. Incidental Welsh plays a major role in the life of the school and children learn through song, reading, writing, speaking and role play. Welsh labels and signs are evident throughout the school. The children are also taught about the history, geography and culture of Wales. A Helpwr Heddiw is chosen daily in every class.

ETHOS & VALUES OF THE SCHOOL

At St. Joseph's Roman Catholic Primary School, we aim to provide a broad, balanced and relevant curriculum. It aims to promote the intellectual development of your child but also aims to develop the spiritual, moral, social, cultural, emotional and physical development. We are a caring community, in which all individuals matter. Each pupil is equally important and equally valued. The children are encouraged to show respect and consideration to everyone. Other areas of school life help develop these attributes in a positive and progressive way.

SPORT

As a school we feel that exercise is of vital importance to all to maintain a healthy lifestyle. Children of all abilities are encouraged to participate in all activities. The positive effects of exercise cannot be understated. We are fortunate in St. Joseph's to have such a vast outside area, both grass and hard court, and a large hall. Children experience a range of activities including football, cricket, hockey, netball, dance, gymnastics, athletics, and swimming.

Children are expected to wear shorts, tee-shirts and trainers. Jewellery should be removed for Health and Safety reasons. There is an after-school sports and football club. Physical activities are part of the curriculum and all pupils are expected to participate. If there is a medical reason why a child cannot take part, we require a note of explanation from the parent.

We aim to foster team spirit, that taking part is important not winning, develop the skills of the children to the best of **their** abilities, and to make sport fun.

PERSONAL, SOCIAL AND HEALTH EDUCATION

We aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise. The School Nurse works closely with the school and attends to provide workshops for children and drop-in sessions for parents. Many aspects of Health Education are covered in the Science Curriculum. The school is accredited by the Welsh Government Healthy Schools Scheme and currently has the Silver Eco Award and is at the Fourth stage of Healthy Schools accreditation.

PUPIL VOICE

Everyone at St Joseph's recognises the importance of Pupil Voice. We want to make the world a better place and encourage pupils to become happy, healthy and responsible citizens. We want our school to be a fun place to learn and grow.

St Joseph's has a very active Pupil Voice; groups include School Council, Eco Council, Digital Leaders, Criw Cymraeg, School Magazine, Mini Vinnies and Spiritual Leaders.

Each group encourages children to participate in all areas of school life and makes a valuable contribution to the school that is recognised and celebrated. Each group represents different aspects of school life and the pupils put forward new ideas, suggestions, fundraising ideas and ways of solving problems. Members of the School and Eco Council are elected by other children. All pupils are given a chance to vote for representatives from their class after reading their manifestos. Members of other groups are appointed following a job application and interview with the Head teacher and member of staff linked to that group.

VISITS

St. Joseph's seeks to enhance the learning of pupils through use of day and residential visits. However, there are times when the cost cannot be borne solely by the school. Parents may be requested for a voluntary contribution in order for the activity to take place. Where possible we endeavour to provide a trip/visit/experience linked to the class topic.

EXTRA CURRICULAR ACTIVITIES

We offer a wide range of extra- curricular activities. Current clubs include; Choir, Sphero coding, Zumba, Eco, Spanish, Mini Vinnies and Football.

We require written consent for your child to attend, and we rely on you to collect your children after these activities.

ASSESSMENT AND RECORD KEEPING

Assessment is a continuous process that takes place in all aspects/areas of school life. Through on-going assessment, we hope to build a complete picture of a pupil's development, intellectually, emotionally, socially and physically. Assessment can take many forms; including marking, peer/self- assessment and observation as well as more formal procedures such as testing. Assessment for Learning is firmly embedded in the school.

Teachers make judgements on pupils' progress throughout the year. The school uses both formative and summative assessments. Assessment trackers are used to monitor pupils progress throughout their school life.

Rewards

A merit reward system is operated throughout the school. At the start of the school year each child is given a merit card. The card is split into three boxes; children have to earn 50 merits to complete a box. The completion of each box entitles the child to receive a different award. If all three boxes are completed the child qualifies to take part in a special recognition event at the end of the year. Children earn merits for good work, effort, helpfulness, kindness or any positive action. This positive reinforcement and recognition of children reinforces self-worth and fosters high standards.

Every Friday there is a Celebration Assembly led by the Head teacher, and each class teacher nominates children to receive a recognition award. These awards include Star of the Week and Good Behaviour. There is also an award for Welsh Speaker of the Week and a class wins the Attendance Award. Children who have completed parts of their merit card are also invited to choose a prize linked to the number of merits earned. At this Celebration Assembly children are encouraged to share awards they have earned from activities they take part in outside school. Birthdays are also celebrated.

Each class may also have its own reward system including stickers, rewards or being granted privileges.

Procedure for breakdown of behaviour

On the rare occasions when children's behaviour does become disruptive the following procedure is followed:

- Spoken to by teacher
- Some/All of playtime missed & reflection spent outside office
- Spoken to by Headteacher
- Letter or phone call to parent / guardian
- Meeting with parent / guardian

CHILDREN HELPING OTHERS

Throughout the school year the children participate actively in fund raising and other projects within the community:

- Advent and Lenten Appeals, Marie Curie Daffodil Appeal, Royal British Legion Poppy Appeal, McMillan Cancer, CAFOD, Mission Together & British Heart Foundation.

PASTORAL CARE

Class teachers are responsible in the first instance for their pupils. They observe and assess children's welfare. Should any changes occur in home circumstances, which may affect the progress and behaviour of your child in school, or if he/she appears unhappy for some reason, please contact the class teacher so that special attention and consideration can be given to your child. If you feel that the difficulty may be of a more serious nature, please inform the Headteacher.

It is important that the school is aware of any difficulties as a member of staff may be able to help or give advice to parents. Please be assured that all information given is treated professionally and regarded as strictly confidential.

MEDICATION & ILLNESS

We are a NUT FREE school. Please check products before sending in to school. If your child needs to take any form of medicine during the school day, the Headteacher must be informed. You will be given a consent form, which has to be completed in the presence of the Headteacher or School Clerk before any medication can be administered. Class teachers will keep the medication in a safe place within the classroom or it may be kept in the school office. Teaching staff are not allowed to administer medicines.

We have regular visits from the school nurse and if at any time you need to contact her, the telephone number is available at the office. If your child has head lice you should inform the school, so that letters can be sent to alert other parents. Please do not be embarrassed about this problem.

If your child is ill during the school day, every effort will be made to contact you or your emergency nominated number. If it is a serious injury and we are unable to make contact with you, an ambulance will be called. It is vital that school is supplied with an up-to-date list of emergency telephone numbers

ATTENDANCE

Attendance and arriving at school on time (punctuality) are extremely important for your child to gain maximum benefit from their education.

The school has set a target of 92.2% attendance for 2024-2025; we also work closely to monitor attendance under the EWS attendance scheme.

School policy on absence can be summarised as follows:

- The maximum attendance possible is most important to the development of the child.
- It is the parent's responsibility to ensure that their child arrives in school on time and in a fit condition.
- Parent(s) must contact the school secretary **before 10.00am on the first day** of absence, so that the child's teacher may be notified of the nature and duration of the absence.
- The school has the right to record absence as "unauthorised" if the school feels insufficient explanation has been provided with regard to absence or extended absence.

Remember:

- Telephone the school on the first day of your child's absence between 8.55am - 10.00am. Telephone Number is: **01495 722899**. There is an opportunity to leave a recorded message if the lines are busy.
- If a child is absent from school and no reason for the absence has been received by 10.00am. the school will make contact, by telephone to establish the whereabouts of the child and the reason for absence.

We have put the procedure into action to:

- Increase the safety of the pupils in our care and
- Ensure that children have access to the education system that is theirs by right on a regular basis.

SCHOOL TRANSPORT

Free transport is available for:

Tim's Travel: Rhymney, Abertysswg and Pontlottyn

John's Travel: St. James Way, Georgetown, Peacehaven & Cefn Golau

A timetable is issued at the beginning of the new school year.

For insurance purposes, only the children entitled to travel on this bus are allowed to do so.

It is the **parents'** responsibility to ensure that their children wear their seatbelts whilst travelling on these buses.

Change in Travel Arrangements

Leaving School during the Day

The school must be informed in writing, if there is a change in transport or "going home" arrangements. A phone call at 3.00pm is not good enough, other than in an emergency! If you wish to collect your child during the day for doctor's appointments etc. the school asks that you give 24 hours' notice whenever possible. **PLEASE NOTE CHILDREN ARE NOT ALLOWED TO LEAVE SCHOOL WITHOUT A RECOGNISED ACCOMPANYING ADULT AT ANY TIME DURING THE SCHOOL DAY.**

CHILD SAFETY & SECURITY

Child safety is of prime importance to all the staff at St. Joseph's R.C. Primary School. When visiting the school, please enter via the main door only. This is a phone entry door and report to reception. Please do not enter by any other door.

All visitors to the school are requested to report to the office, sign the visitor's book and wear a visitor's badge.

SEVERE WEATHER

If the weather changes during the school day and we have a heavy snowfall, please expect arrangements to be made to send your child home. We have a text messaging service for parents and the first named parent on our database will receive a text. Updates will also be posted on our school website. Please ring the school if you are concerned. **It is YOUR responsibility to ensure the school has an up-to-date mobile number.**

If we have a heavy snow fall during the night, please check for school closures on the School website (www.stjosephs.cymru) or the Blaenau Gwent website.

LUNCH/PLAY TIMES & DINNER MONEY

School meals are free for all pupils. If children are bringing their own packed lunch, we do not allow cans or glass bottles. This is a safety issue and we encourage children to bring drinks, water preferably, in plastic bottles or containers. We **DO NOT** allow children to bring sweets, chewing gum or fizzy drinks to school.

For the morning break children in Early Years Phase are provided with a healthy snack (fruit/toast/yoghurt etc. for 20p per day/£1.00 per week. Please send this to the class teacher in an envelope clearly marked with the child's name.

CHILDREN'S PROPERTY

We will make every effort to safeguard pupil's property, but we cannot accept responsibility for losses, and therefore we advise you not to allow children to bring expensive items to school if you are not willing to accept responsibility if it is lost. Please ensure **EVERY** item is clearly labelled with the name of your child.

SCHOOL UNIFORM

Uniform is compulsory at St. Joseph's. A uniform has been chosen that is smart, attractive and comfortable to wear.

SCHOOL UNIFORM	
GIRLS	BOYS
St. Joseph's Sweatshirt/Cardigan	St. Joseph's Sweatshirt
White Polo Shirt	White Polo Shirt
Black or Grey Trousers/Skirt/Pinafore	Black or Grey Trousers
Black School Shoes	Black School Shoes
SUMMER UNIFORM	
Blue/White Summer Dress or White Polo Shirt &/ Plain Navy or Black Shorts	White Polo Shirt /Plain Navy or Black Shorts
P.E. Kit	
Plain Round Neck White T Shirt Plain Black or Navy Shorts Trainers or Plimsolls	Plain Round Neck White T Shirt Plain Black or Navy Shorts Trainers or Plimsolls

All uniform must be ordered direct from Reflex Embroidery, Crown Avenue, Tredegar, Gwent. They also supply book bags, swimming bags, coats, fleece jackets etc. Please ensure that all your children's clothing and belongings are clearly marked.

We do reserve the right to decide what is acceptable in respect of personal appearance; **MAKE UP** and **JEWELLERY** are **NOT** accepted, except for watches and small stud earrings. Earrings have to be removed during PE and swimming lessons. We also consider extreme hairstyles to be inappropriate.

PUPILS WITH DISABILITIES

Pupils with disabilities will be admitted using the same criteria as other pupils. They will be treated equally by all other children, and by staff. Handrails have been erected on steps to help children who have physical disabilities, and ramps have been built at the front and back of the school. Children who have special educational needs will have access to a suitable curriculum to meet their need.

SCHOOL BULLYING

At St Joseph's we believe that any type of behaviour that comes under the term "bullying" is totally unacceptable. Christ said "Love one another as I have loved you" and "Love your neighbour as yourself." If we are to live by the Gospel values that Christ stated then we should love and care for our brother and sister. As in any family, there will be the odd argument and disagreement, so in our school family, we can accept this. Any cases will be dealt with accordingly, but any form of bullying must be dealt with immediately and sensitively.

Any form of bullying in our school will not be tolerated and children, staff and parents are asked to inform the Headteacher immediately if there is any cause for concern, and the matter will be dealt with promptly.

If bullying does occur at school, then it will be dealt with by the teacher on duty, or the midday supervisors. If the bullying continues pupils involved will be reported to the Headteacher who will then deal with the matter. If the bullying continues further or it is of a severe nature it may be necessary to involve parents.

Parents will be invited to the school for a meeting with the Headteacher about the degree of bullying that has occurred. At this stage we would hope that the involvement of the home and the school as a partnership would bring the bullying to a satisfactory end. If this is not the case the matter may be reported to the school governing body. At this point there may be need to discuss the possibility of excluding the pupil(s) involved from the school. We would hope that this situation would never arise as we continue to emphasise the Gospel values in the life of our school.

Complaints from parents will be dealt with as soon as possible. Sometimes due to the sensitive nature of the complaint it may take time and patience to resolve. We ask parents to be patient and understand that complaints cannot always be dealt with overnight. Any written complaints will receive a written reply from the Headteacher. If the complaint is severe the parents of the children involved will also be informed in writing of their child's behaviour.

If we live the Gospel of Christ we hope that bullying in our school would be very rare. The school has anti - bullying and anti-cyber bullying policies on the website.

SCHOOL CODE

This code has been drawn up and agreed by staff and children to ensure happiness and the highest standard for all. The children are encouraged by staff and parents to apply these life skills in all circumstances in and out of school.

At St. Joseph's Primary School, at home, in our parish and in the community, children are encouraged to:

Be polite, be helpful, look after our belongings, Respect others and their property, walk quietly, play sensibly and fairly, listen to others and Always do our best.

EQUAL OPPORTUNITIES

We aim to meet the needs of all our children equally, regardless of disability, race, gender or social background, and to establish a climate within the school, which encourages the development of the relevant attitudes and skills to achieve this.

We regularly examine the ethos we portray both to the outsider and within, providing an anti-racist, anti-sexist perspective in the content of the curriculum, the resources we use and their match to identified needs.

Equal opportunity principles are kept in mind when school organisation is being planned. Classes are organised on year group lines, although occasionally adaptations may have to be made because of staffing ratio restraints or disproportionate numbers.

All pupils share opportunities for performing special tasks, and strategies are used to ensure that gender stereotyping is avoided. Pupils' strengths and weaknesses are identified so that full potential is realised and support for special needs is provided. A conscious effort is made to avoid the separation of boys and girls, particularly in groups.

We monitor the use of the playground to ensure all pupils have equal access to space and apparatus. Playground games are encouraged. The school cultivates an unprejudiced, unbiased environment where adults and children alike feel comfortable, happy, secure and proud of their own identity.

RACIAL HARASSMENT

All forms of racial harassment are condemned. Every child/adult has the right to expect respect for their language, culture, identity or religion. No form of abuse will be tolerated. Pupils are educated to understand the needs of different ethnic groups in society. (Show Racism the Red Card)

COMPLAINTS PROCEDURE

We hope that you will be happy with the education that your child receives in St Joseph's. However, if you are dissatisfied in any way, you should first discuss the matter with your child's class teacher or the head teacher. It is expected that the Head teacher, following discussions with parents and staff will initially deal with all complaints. If the matter remains unresolved it may be brought to the attention of the Chair of the Governors. Governors have set up panels to deal with complaints, which fail to be resolved informally. A copy of the Complaints Policy and procedures is published on the school website.

PERMISSION FORM

From time to time the children are taken from school to various venues in the locality e.g. Church, the library, the police station and other schools. A permission form is required to be completed when your child enters school to cover local outings. At all times parents will be informed of these visits. Occasionally visits will be further afield and parents will be required to give permission for these individual trips.

CHILD PROTECTION

The Children's Act 1989 requires safety and welfare of the child to be of paramount importance, it overrides all other considerations. All schools are legally required to follow the procedures of the Education Child Protection for Young People. The Authority requires Head teachers to report any obvious or suspected cases of child abuse, which includes non-accidental injury, severe physical neglect, emotional abuse, and/or sexual abuse. This procedure is intended to protect children at risk. The Child Protection Policy is available in school for anyone to read.

Parents or carers should understand that if a referral is made to Children and Young People Services or the police, it has been made in the best interests of the **child** and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress.

Any member of staff who witnesses signs of abuse will immediately report to Mr J McMorro, who is the designated member of staff, responsible for child protection and in his absence Mrs A-M Burgess.

Sarah Dixon (Child Protection Office for Blaenau Gwent) 01495 356016

SEX & RELATIONSHIPS EDUCATION

The Governors have agreed that sex and relationships education will express the teachings of the Catholic Church.

The teaching of sex education will:

- be taught according to the age and development of the child
- put forward factual knowledge and explore the facts within the framework of the Church's teaching.
- encourage discussion and examine opinions and concepts.
- encourage awareness, respect and responsibility for oneself and others.

We follow programmes recommended by the Archdiocese and in line with the teachings of the Catholic Church which are referred to earlier in this prospectus.

Physical growth, change and processes will be introduced according to the child's age and ability. This is statutory for all schools and is detailed in the National Curriculum for Science.

The class teacher will talk to Year 5/6 pupils about the changes that occur during puberty. Parents will be given the opportunity to withdraw their children from this talk.

ADDITIONAL LEARNING NEEDS

Children are assessed on entry into Reception, and if a special need is identified a range of strategies are used to meet this need (School Action). If the class teacher and Additional Learning Needs Co-ordinator (ALNCO) feel that additional support is needed the ALNCO will undertake further assessments or seek further advice. If at this stage,

external agencies are required their assistance is requested (School Action Plus). If there is still cause for concern, a statutory assessment will be requested. Throughout all of the process the school will inform and work very closely with the parents. No matter what the age of the child, the same process of identification, and delivery of a relevant curriculum applies. On entry into the school, if a parent has a concern about their child, it would be most beneficial if they informed the school.

MORE ABLE AND TALENTED PUPILS

More able pupils can be defined as pupils who demonstrate a significantly higher level of ability than most pupils of the same age in one or more of the curriculum areas or in any of the following:

Talented children can be identified as pupils who achieve two years beyond their age group in a certain subject. More able and gifted children are identified through teacher assessment and judgements based on a variety of assessments. At all times the needs of the children, whatever their ability, are catered for through careful differentiation.

PARENT/TEACHER CONSULTATIONS

There are three formal meetings with parents during the year. One consultation is held during the first half of the autumn term, one in the spring Term and one in the summer Term. If however parents or teachers are concerned about any aspect of the child's school life, appointments can be made to discuss any issues.

All parents/guardians will receive an annual school report during the second half of the summer term.

TRANSITION

The transition from the primary to secondary education is an important part of a child's life. It is vital that this is made as comfortable and stress free as possible. To ensure this, we work closely with both Blessed Carlo Acutis and Tredegar Comprehensive. This involves the children starting work in St. Joseph's, which is completed in the secondary school, teachers from both comprehensives visiting St. Joseph's and children visiting the school of their choice.

STAFF TRAINING DAYS

Five staff training days will take place throughout the year. You will be notified of the dates in plenty of time for you to make arrangements.

ACCESS TO INFORMATION

Below is a list of documents available to all parents who wish to see them. If you do wish to view these documents, please give reasonable notice.

- ESTYN reports and Religious Education Inspection Reports
- Curriculum Policies and Schemes of Work
- The Governing Bodies Annual Report to Parents
- The L.E.A.'s Strategic Plan
- Grant spend information is available on the website
- Circulars and Memoranda from the Welsh Assembly Government and Department of Education

ST. JOSEPH'S R.C. PRIMARY SCHOOL

Home School Agreement For: _____

Being committed to the Christian Faith, St. Joseph's as a Catholic School is open to all who wish their children educated within the context of a Christian environment. As a Governing Body we are aware that in a multi-cultural society we are unique in the Tredegar area in being able to offer this for our children. The education of children at our school is underpinned by the Christian principles and way of life that we believe will enable children to develop educationally, morally and spiritually into the fullness of life God wishes for all people.

The staff and governors of St. Joseph's Primary School welcome you and your child into our community. We believe strongly that a strong partnership between school and parents is essential to the best interest of the child. The school is legally required to ask you to enter into an Agreement of Partnership.

Both the school and parents have responsibility to children. We set these out below:

Parents/Guardians

Promise us that having chosen St. Joseph's Primary School for your child you will accept the school's overall aims and objectives and positively support your child's teacher.

I shall try to:

- Ensure my child arrives at school on time, properly equipped and with sufficient energy to work for the whole day on a variety of challenges;
(Medical advice suggests that most 5-11-year olds need between 10 and 12 hours sleep per night)
- Ensure my child attends regularly and provide an explanation if my child is absent;
- Let the school know about any concerns or problems that might affect my child's work or behaviour;
- Encourage my child to fulfill the requirements of the School's Code of Conduct as outlined in the School Prospectus;
- Encourage my child to take care of the school's environment and resources and to support the school's anti-litter and uniform policies;
- Encourage my child in home work and other opportunities for home learning;
- Attend parents' consultations and discussions about my child's progress.

Signed: _____ **(Parent/Guardian) Please Print**

Name: _____

Permission Slip

From time to time the children are taken from school to various venues in the locality e.g. Church, the Library, Post Office, Bryn Bach Park. A permission slip is required to be completed when your child starts school to cover these local trips. At all times parents will be informed of these visits. Occasionally visits will be further afield and parents will be required to give permission for these individual trips.

I give permission for my child _____ to be taken on visits to various venues in the locality.

Signed: _____ Parent/Guardian

St Joseph's RC