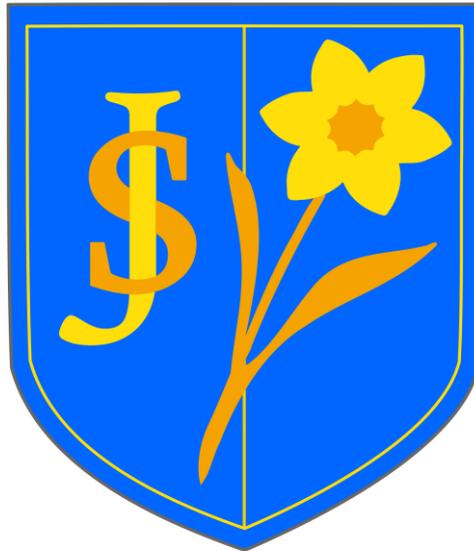


**Tyfu mewn Cariad**

**YSGOL SANT JOSEFF**



**BAE COLWYN**

**Grow in Love**

**PROSPECTUS  
2020 - 2021**

## CONTENTS

Welcome	3
Mission Statement	4
School Information	5
Composition of School Governors	6
Staff List	7
Pupil Admissions	8
School Organisation	9
Playgroup	9
After School Club	9
School Hours	10
Pupil Drop off/Collection	10
Breakfast Club	10
Behaviour and Discipline	10
Attendance	11
Homework	11
First Aid/Medical Care	12
School Uniform	12
School Meals	13
School Transport	14
Curriculum	14
Religious Education	15
Collective Worship	15
Sacramental Preparation	15
Extra-Curricular/Sport	16
Charging/Educational Visits	16
Additional Learning Needs	17
Looked After Children	17
English as an Additional Language	17
Child Protection	18
Education in Personal Relationships	18
Communication with Parents	18
Parents Evenings/Reports	18
Complaints	19
Equal Opportunities	19
Health and Safety	19
Parent Teacher Association	20
GDPR	20
Building Fund	20
Final Note	21
School Holiday Dates	22

## WELCOME

Welcome to our school community.

We are a Catholic Primary School maintained by the Diocese of Wrexham. The school was officially opened on Tuesday 17 January 1933 with the admission of 49 children. Today the school can admit up to 240 pupils.

The Catholicity of the school permeates all we do and is summarised by our Mission Statement, 'Grow in Love'. We believe that school MUST be a happy, caring place in which all can grow as God's children. On entering the school, most visitors tell us that they can sense this happy, caring atmosphere. The successful implementation of this aim was confirmed by our ESTYN Inspection team in February 2019 and the Diocesan Inspection Team in June 2019.

We have a hardworking, highly motivated team of staff who, on a daily basis, put our mission statement into practise as we strive to address each child's individual interests, needs and abilities.

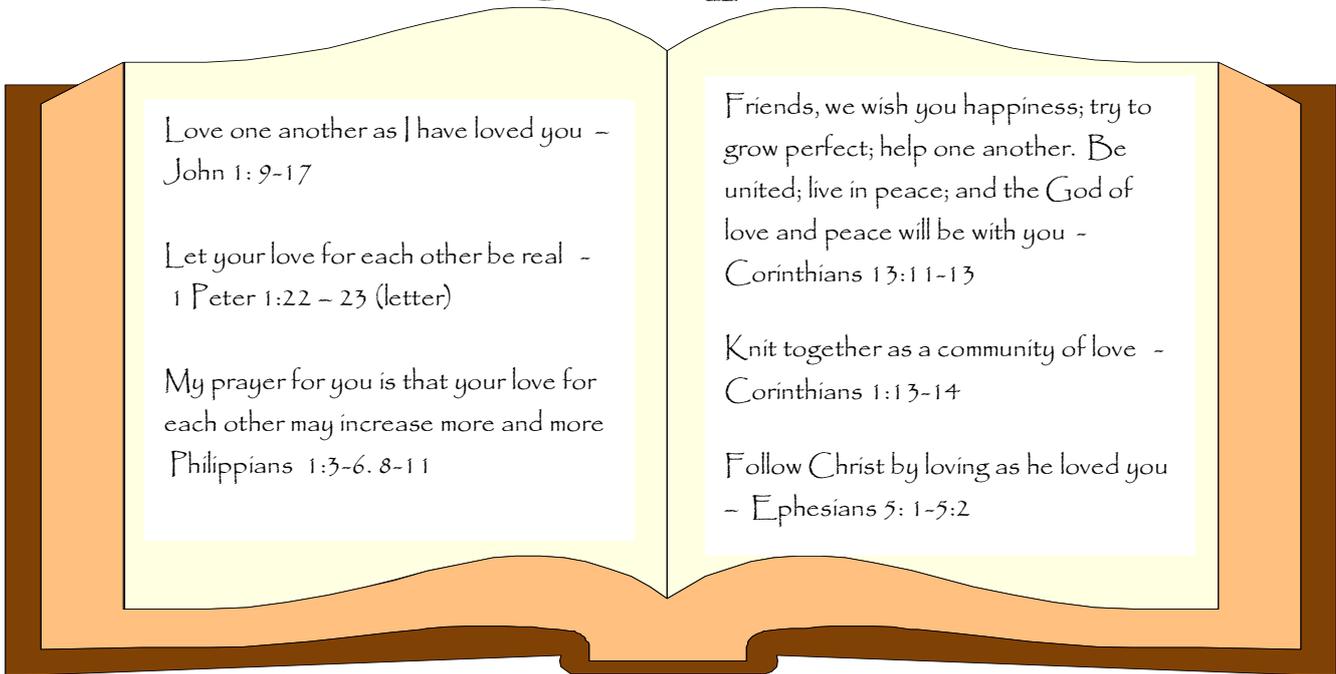
It is hoped the information given on the following pages will be of use to you. Please do not hesitate to contact the school about any problems or suggestions you may have. This document is updated to include any important changes in procedures or required additional information during the course of the year and on an annual basis. Copies of the most current version of this document are held in the school office and uploaded onto the school website. Further information about the school, including all policies, can be found on the school website.

Thank you for choosing our school.

Mr J Wilkinson  
Headteacher

**Mission Statement**

# Grow in Love



Love one another as I have loved you -  
John 1: 9-17

Let your love for each other be real -  
1 Peter 1:22 - 23 (letter)

My prayer for you is that your love for  
each other may increase more and more  
Philippians 1:3-6, 8-11

Friends, we wish you happiness; try to  
grow perfect; help one another. Be  
united; live in peace; and the God of  
love and peace will be with you -  
Corinthians 13:1 1-13

Knit together as a community of love -  
Corinthians 1:13-14

Follow Christ by loving as he loved you  
- Ephesians 5: 1-5:2

St Joseph's Catholic Primary School

Mission Statement

## **Aims of the School**

1. To nurture the Catholic faith with Christ at the centre of pupils' lives and His teaching as the starting point for day to day school experiences.
2. To help pupils to grow to respect themselves, others and God's world around them.
3. To nurture a caring Christian atmosphere in which all pupils, parents and staff can grow and develop to their full potential.
4. To provide equal opportunities for all members of our community.
5. To provide a balanced curriculum which enables spiritual, academic, emotional, moral, physical and social development.
6. To widen pupils' social awareness and commitment to service within the school, parish, local community and wider world.

## SCHOOL INFORMATION

St. Joseph's Catholic Primary School  
Brackley Avenue  
Colwyn Bay  
Conwy  
LL29 7UU

Telephone 01492 532394

### Headteacher

Mr J Wilkinson B.Sc. (Hons)

### Chair of Governors

Mr P Mulholland

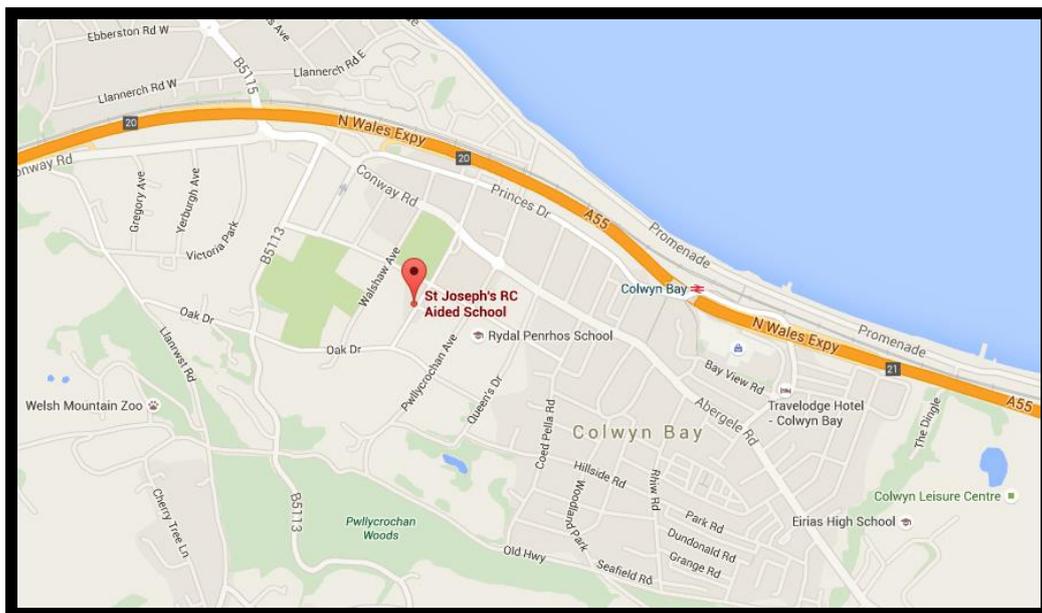
### Head of Education Services

Dr Lowri Brown  
Head of Education Services  
Education Department  
Government Buildings  
Colwyn Bay  
LL28 4UL

Telephone (01492) 575599

### School Classification

Catholic Voluntary Aided Primary School  
Predominantly English Medium (WG Category 5)  
Co-educational



### COMPOSITION OF SCHOOL GOVERNORS

The School Governing Body consists of fourteen members, some of whom are appointed by the Bishop. These are called Foundation Governors and serve for a term of four years. Other Governors represent the Local Education Authority, the District Council, the parents and the teachers of the school.

Governors nowadays have an increasingly demanding role in the running of the school. They are responsible not only for the maintenance and care of the building but also for the curriculum. In addition the Governors are expected to exercise budgetary control over the school's expenditure on staffing, heating, lighting, purchase of equipment and general maintenance of the property.

The parent Governor, as the title implies, represents the interests of the parents, and should be contacted if you have any matters pertaining to your children's education which you wish to be brought to the notice of the Governing Body. All Governors are invited to spend some time in visiting the school whilst it is at work and becoming familiar with routine and practise.

<b>Chair</b>	Mr P Mulholland
<b>Vice Chair</b>	Mrs E Ward
<b>Headteacher</b>	Mr J Wilkinson
<b>Teacher</b>	Mrs E Roberts
<b>Non teaching staff Governor</b>	Mrs F Aspinall
<b>Councillor LEA</b>	Mrs M Doyle
<b>Councillor Local Authority</b>	Mr N Bastow

<b>Parent Governors</b>	Mrs E Ward Mr J Mulley
<b>Foundation</b>	Father F Ryan
<b>Foundation</b>	Mr P Qualters
<b>Foundation</b>	Mrs C Wregsleworth
<b>Foundation</b>	Dr M Romachney
<b>Foundation</b>	Mr S Ganley
<b>Foundation</b>	Mr P Mulholland

**Clerk to the Governors**

**Mrs Janet Pritchard**

**Diocesan Director of Schools**

Mrs Wendy White  
Curial Offices  
Bishop's House  
Wrexham

### **TEACHING STAFF**

Mr J Wilkinson	Headteacher
Miss B Copp	Deputy Head
Mrs E Roberts	Head of Foundation Phase
Mr H Roberts	ALNCo and Head of Pastoral Care
Miss L Roberts	Class Teacher
Miss E Jones	Class Teacher
Mrs J Williams	Class Teacher
Mrs M Taylor	Class Teacher
Mrs A Evans	Class Teacher
Miss A Laing	Class Teacher
Mrs C Martens	Class Teacher

### **TEACHING ASSISTANTS**

Mrs M Wellings  
Miss F Pitman  
Miss K Jones  
Mrs A Hatcher  
Mrs S Gelezinis  
Mrs T McGowan  
Mrs N Williams  
Mrs T Jenkins  
Mrs N Turner  
Mrs F Aspinall

### **ANCILLIARY STAFF**

Mrs J Pritchard	School Secretary
Mrs G Williamson	Caretaker
Mrs O Thomas	Cleaner
Mrs S Graham	Cook
Miss S Hughes	Kitchen Assistant
Mrs E Chan	Kitchen Assistant
Mrs T Jenkins	Mid-day Supervisor
Mrs A Hatcher	Mid-day Supervisor
Mrs S Gelezinis	Mid-day Supervisor
Mrs O Thomas	Mid-day Supervisor
Mrs N Williams	Mid-day Supervisor
Mrs N Turner	Mid-day Supervisor
Miss K Jones	Mid-day Supervisor

## PUPIL ADMISSIONS

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to support and respect this ethos, its importance to the school community and the education it provides. 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. The school follows Diocesan guidelines on admission

The School's Admission Number for the school year beginning September 2019 is 30.

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

1. Looked after children and previously looked after children who are baptised Catholic.
2. Baptised Catholic children whose home address is within the parish boundaries named for the school.
3. Other looked after and previously looked after children.
4. Catholic children whose home address is outside of the parishes served by the school for whom this is their nearest Catholic school.
5. Children who will have an older sibling attending the school in **September 2019**; so not in Year 6. (see definition of sibling in the later section of the policy)
6. Children, who are baptised or dedicated members of other Christian Churches.
7. Children of other faith traditions whose parents express a desire for a Church School education.
8. Pupils who have no particular faith background but whose parents desire a faith-based education for them in a Catholic school.

*Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.*

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest. Parents making an application should also complete a St Joseph's Registration Form. Failures to complete a St Joseph's Registration Form and provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Within each category those living nearest to the school are accorded higher priority. The distances are calculated by use of the Local Authority Geographical Mapping System which accurately measures the distance from the home address to the school with the safest travelling route. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

### **Nursery Admissions**

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – that is, any child who is three by the 31<sup>st</sup> August can be admitted in September. Nursery class is not a statutory provision; admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application form for admission into Reception must be submitted within the prescribed timescale of the annual

admissions round. There are 30 places available in the Nursery class. If application numbers exceed this limit, then the oversubscription criteria will be followed.

For further details, see '4. Admissions Policy' on the school website.

### **SCHOOL ORGANISATION**

The school year is from September to the following August. Children who are accepted for Nursery should be 3 years of age before 31 August for September admission. Children starting full time school must have their 5th birthday during their 1st year - ie Reception year.

Parents who are considering sending their child to St Joseph's School are invited into school prior to admission to meet the Headteacher, view the school and discuss arrangements, requirements and expectations.

Parents of Reception and Nursery age children, in addition, have an opportunity in the summer term prior to admission to meet with teaching staff and attend an information presentation.

Children leave St Joseph's at the end of the school year during which they have attained their 11<sup>th</sup> birthday. Information regarding Secondary Schools is sent to parents during a child's final year at St Joseph's.

The school is organised into seven classes to accommodate up to 210 full time pupils and one Nursery class providing 0.5 education (mornings) for up to 30 pupils.

Classes are made up of single year groups and are of mixed ability.

For further details, on Nursery provision see 'Nursery Prospectus' on school website.

### **PLAYGROUP**

The Playgroup is run by Mrs M Wellings with the assistance of Mrs O Thomas, Mrs T Jenkins, Mrs Jonas, Mrs Williamson and Miss Hughes. It is open each afternoon for children from the term they are 2½ years old. Further details are available from Mr Wilkinson. St Joseph's Playgroup is also included in the Welsh Assembly Government Flying Start initiative. This initiative aims to provide early years care and education and develop a strong partnership with families and other services that cater for young children. As a result St. Joseph's Playgroup has received additional resources. Pupils living within the designated Flying Start catchment area will be able to access free childcare funding prior to the receipt of Early Years Funding.

### **AFTER SCHOOL CLUB**

The school operates an After School Club. The club is run by Mrs S Willey, with the assistance of Mrs B Davies. It is open from 3.20 pm – 5.30 pm each evening after school. Further details are available from Mrs Willey and Mr Wilkinson.

### SCHOOL HOURS

<b>Morning</b>	Nursery	8.55am - 11.30am
	Foundation	8.55am - 11.45am
	Key Stage 2	8.55am - 12.00pm
<b>Afternoon</b>	Foundation	12.55pm - 3.15pm
	Key Stage 2	12.55pm - 3.15pm

Foundation Phase have mid-morning and mid-afternoon breaks.

Key Stage 2 have a mid-morning break.

Teaching Times – Foundation Phase - 21 hours per week

Teaching Times – Key Stage 2 - 23.5 hours per week

### DROPPING OFF/COLLECTION OF CHILDREN

Parents can bring their children on to the school grounds each morning - (No earlier than 8.45 am) - but it is preferred that they then leave straight away to avoid congestion and problems getting their children into class. (Obviously if parents need to see a member of staff they can do so). We prefer younger children to be brought to school and met at the end of the day by a parent/guardian. If parents arrange for someone other than themselves to collect their child/children from school then it is important that the school is informed as early as possible.

**It is essential that parents do not stop or park on the zig-zags lines at drop off or collection.**

### BREAKFAST CLUB

Breakfast Club is available free of charge for all full time pupils. Parents who wish to make use of this service must complete a Registration Form for each child. The Club opens at 8.10am and there is no entry after 8.30am. Pupils are provided with a healthy free breakfast of toast and/or cereal plus a drink.

For further details, see '37. Breakfast Club' policy on the school website.

### BEHAVIOUR AND DISCIPLINE

St Joseph's school endeavours to help children develop self-discipline, understanding and maturity of thought. At the beginning of the school year each class draws up a set of agreed class rules, consequences and rewards for good behaviour which are shared with parents at the initial Parents' Evening in the Autumn Term. Pupils across the school are encouraged to exhibit good behaviour as part of our Assertive Mentoring scheme. We also use tick charts, merit cards, certificates, badges and privileges to reward children. If children are badly behaved on a regular basis, parents will be contacted and invited into school to discuss the problem and seek solutions.

Bullying, including cyberbullying, is not tolerated. All issues are investigated and recorded following county guidance and necessary actions initiated for both the victim and the perpetrator.

Exclusions from school may occur, following statutory guidelines, should there be a serious breach of discipline.

For further details, see '9. Pupil Behaviour and Discipline Policy' on the school website.

## ATTENDANCE

It is **essential** that your child attends school each day and arrives on time. Every day of absence has an impact on your child's education. Research shows that there is a direct correlation between low school attendance and pupil under-achievement.

If a child is absent for any reason, parents should contact the school before 9.15am. Should no reason have been received, school will try to contact you by telephone on the first day of your child's absence. When your child returns to school a letter explaining the absence should be given to the class teacher. If a parent or guardian fails to contact the school in written or verbal form, the pupil is regarded as an unauthorised absentee.

In line with Welsh Government and county guidance, the school does not support holidays in school time. If a holiday **MUST** be taken in school time an application must be completed in advance and will only be authorised, for up to 10 days in an academic year, if the child's attendance is above 96% for the previous 12 months. Rejected applications are recorded as unauthorised absences, which may result in prosecution.

### Attendance Summary 2018-2019

Age	Date of Birth	Present/Approved Educational Activity (%)			Authorised absences (%)			Unauthorised absences (%)					
		M	F	Total	M	F	Total	M	F	Total			
11 or over	31/8/07 or earlier	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10	1/9/08 - 31/8/09	95.0	95.1	95.0	4.7	4.2	4.4	0.4	0.7	0.5			
9	1/9/09 - 31/8/10	91.1	95.2	92.9	7.1	4.1	5.8	1.8	0.7	1.3			
8	1/9/10 - 31/8/11	95.2	94.6	94.9	3.9	4.7	4.2	0.9	0.7	0.8			
7	1/9/11 - 31/8/12	94.6	94.1	94.3	4.2	5.2	4.7	1.2	0.7	1.0			
6	1/9/12 - 31/8/13	95.3	94.2	95.0	3.8	4.1	3.9	0.9	1.8	1.1			
5	1/9/13 - 31/8/14	94.6	94.2	94.4	3.9	4.7	4.4	1.5	1.1	1.3			
Total of all pupils		94.3	94.6	94.4	4.6	4.5	4.6	1.1	0.9	1.0			

For further details, see '30. Attendance Policy' on the school website.

## HOMEWORK

When homework is set it is usually to help overcome a particular problem, reinforce a new area of learning or to enable children to catch up on some work. Sometimes homework may be given to enable children to gather material or information for class-work. Often pupils are asked to go over individual reading books at home. Whatever the homework is, staff expect parental support to ensure tasks are carried out.

## FIRST AID AND MEDICAL CARE

Simple first aid is given at school when necessary. If an accident requires hospital attention we will make every effort to contact parents/ carers first. **Please ensure information from you is up to date so that you can be contacted.**

There are three named first-aiders:  
Mr J Wilkinson, Miss E Copp and Mrs E Roberts

Vision and hearing tests are carried out in Reception. You will be fully informed about these arrangements and any follow up required.

We will only administer prescribed medicines with written parental consent. We have emergency inhalers and AAls, which may be used, with written parental consent, should the child's own inhaler/AAI not be immediately accessible.

For further details, see '35. First Aid Policy' and '34. Health Care Needs Policy' on the school website.

## SCHOOL UNIFORM

The Governors request that all children attending St Joseph's School wear the set uniform. Children are encouraged to take a pride in their uniform and their appearance.

<b>Autumn/Spring Boys</b>	Grey trousers, white shirt, school tie, navy jumper, grey/navy socks, black shoes or plain, flat, black ankle boots
<b>Autumn/Spring Girls</b>	Navy skirt or pinafore or grey trousers, white blouse, grey or navy socks or grey tights, school tie, navy cardigan or jumper, black shoes or plain, flat, black ankle boots
<b>Summer Boys (Optional)</b>	Sky blue polo shirt, grey shorts or trousers, black shoes.
<b>Summer Girls (Optional)</b>	Light blue & white gingham dress, navy cardigan, white socks, black shoes - or, navy skirt with sky blue polo shirt
<b>PE Kit</b>	Black pumps, white polo shirt/T-shirt, navy shorts, Training shoes for outdoor games (or pumps) on hard surface.

Pupils with long hair should have it tied up, in a bun or plaited out of the way. Any hairbands or accessories should be plain and match school uniform colours.

**No jewellery should be worn for school.** This includes studs, earrings, bracelets, necklaces, medals and chains. Wrist watches are allowed, but the school cannot be held responsible for loss, or damage. No nail varnish should be worn.

**There is no expectation for uniform to carry the school crest.** However, if you wish to purchase uniform with the crest, it is available from Boppers Boutique (1, Woodland Road West, Colwyn Bay, Tel: 532241)

Parents should ensure that all children's clothing have name labels. From experience, any clothing that is not marked with your child's name is likely to end up in recycling.

Pupils should not bring any expensive items to school, including mobile phones. If, for some reason, children do need to bring expensive items or phones into school, they should be handed to the class teacher on arrival and collected at the end of the day.

A School Uniform Grant is available to families of children starting Reception Class. This grant is only eligible to families in receipt of certain benefits. Please see the link below for further details.....

<https://www.conwy.gov.uk/en/Resident/Benefits-and-grants/Education-Benefits/School-Uniform-Grant-in-Conwy-County-Borough.aspx>

For further details, see '22. School Uniform Policy' on the school website.

### **SCHOOL MEALS**

The school meals' service promote healthy eating.

**Parents must inform the school if their children require a modified diet.**

Payments for meals should be made on the ParentPay website. A registration letter will be sent to all new pupils. The current charge is £2.70 per day. Prompt payment is expected for all meals. If a debt of more than £25 per child is accumulated then this will require discussion with the Headteacher. If the situation cannot be resolved then further access to the meal service may be refused.

If you feel that you may be entitled to free meals for your child, please obtain an application form from the school via the Secretary. This procedure is strictly confidential.

### **PACKED LUNCHES**

All children are allowed to bring a packed lunch to school. Drinks should be cold and in a plastic screw top flask or in a plastic bottle or carton. Cans and glass are not allowed in school. We encourage parents to provide a healthy packed lunch in line with our Healthy Schools commitment. Children should not bring fizzy drinks to school. **We politely request that packed lunches do not contain nuts, as we have a number of children with severe nut allergy.**

### **BREAKTIME HEALTHY SNACK**

Parents of children in the Foundation Phase pay £1.00 a week, each Monday, for drink and fruit snacks for their children via ParentPay. If you do not wish your child to have fruit please inform your child's class teacher at the beginning of the school year. Any profits from the sale of snacks are used to support class based activities and to help provide new equipment for the children. Key Stage 2 children have the opportunity to purchase fruit (20p) from the Fruit Tuck Trolley each morning play.

## SCHOOL TRANSPORT

Children under the age of eight and living over two miles from school and children over the age of eight and living over three miles from school may qualify for free transport to school. If you wish to apply please contact use the link below.....

<https://www.conwy.gov.uk/en/Resident/Education-and-Families/Forms/School-Transport.aspx>

## CURRICULUM

All children at St Joseph's have access to a broad and balanced curriculum. The curriculum is differentiated appropriately to meet the diverse needs of all children. All children have the right to be included in the life of the school on a social, locational and functional basis.

The school aims to create a caring environment, which is conducive to the academic, personal and social development of each child. We are currently working towards the award of the 'Nurturing Schools Programme'.

As they move through the school, the children are encouraged to become independent learners through the provision of challenging activities, appropriate to their ability.

St Joseph's is a predominantly English medium primary school. The language for the majority of teaching and learning is English, but we are working to increase the percentage of lessons/sessions delivered using Welsh (currently less than 20%). We are working towards the Cymraeg Campus Bronze Award. Currently, the school communicates with parents through the medium of English.

Pupils in the Foundation Phase (3-7 years) are taught the Areas of Learning as required by the Welsh Assembly Government:

- Personal and Social Development, Well-Being and Cultural Diversity
- Language, Literacy and Communication Skills
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

The Foundation Phase encompasses the developmental needs of children. At the centre of the statutory curriculum framework lies the holistic development of children and their skills across the curriculum, building on their previous learning experiences, knowledge and skills.

In Key Stage 2 in accordance with the requirements of the National Curriculum, a broad-based education is provided for pupils at St Joseph's covering the subjects listed below.

English	Music
Mathematics	Art
Science	Physical Education
Religious Education	Information Technology
History	Design Technology
Geography	Welsh

Religious Education, Maths, English, Welsh and PE are taught as 'standalone' subjects. Other subjects are taught through Topics.

In both Foundation Phase and Key Stage 2 there is a major focus on teaching and applying Literacy and Numeracy skills across the full range of the curriculum. In line with Welsh Government directives we are actively developing the new Digital Competency Framework.

For further details, see '18. Curriculum Policy' on the school website.

## **RELIGIOUS EDUCATION**

As a Catholic school in the Wrexham Diocese, St Joseph's follows the 'Come and See' Religious Education Syllabus in line with Diocesan policy. All pupils within the school study 9 topics per year. Although pupils study different topics, they are all connected with a central religious theme. In addition pupils have the opportunity to learn about other religions, e.g. Islam and Judaism from Year 1 to Year 6. Pupils share their work with each other in a collective whole school celebration at the end of each topic. Parents of children who are non-Catholic provide a supporting letter stating that they are choosing to support the Catholic ethos of the school, which includes involvement in all religious education and collective worship activities.

For further details, see '1. Religious Education Policy' and '3. Spiritual and Moral Policy' on the school website.

## **COLLECTIVE WORSHIP**

Pupils come together in class to pray at the beginning, middle and end of every day. On a Monday morning and a Friday afternoon the whole school gathers for Collective Worship.

The children participate in classroom or whole school celebrations at the end of each topic in the 'Come and See' scheme. There is close co-operation between the Parish Priest, the school and parents.

We have regular school Masses in which the children are actively involved. Pupils help to prepare the liturgy and attend Masses as a whole school at the beginning and end of each term and on special feast days. Masses being celebrated are related to the Religious Education themes being studied. Parents are encouraged to attend these school masses.

It should be noted that 'Collective Worship' is a term used in legislation in this country but is not a phrase we use readily in a Catholic context. 'Prayer' and 'Liturgy' are terms more commonly used in our school.

For further details, see '2. Collective Worship Policy' on the school website.

## **SACRAMENTAL PREPARATION**

As part of the Religious Education syllabus pupils learn about the sacraments throughout the school.

Children are prepared to receive the Sacraments of Reconciliation and Holy Communion within the parish. Members of the parish act as guides during the preparation process; this is a process in which parental support is vital.

## EXTRA CURRICULAR

There are a wide range of after school clubs and activities on offer for pupils in Foundation Phase and Key Stage 2. Some clubs are hosted by external providers and some by school staff. Charges may apply to clubs hosted by external providers or school clubs with significant expenses. Timetables for clubs are issued at the start of each half term.

## SPORT

All St Joseph's children are taught a variety of activities providing opportunities for the development of physical, cognitive and social skills as well as attitudes. We believe that Physical Education promotes such qualities as enjoyment, perseverance, enthusiasm, tolerance and reliability.

Games, Gymnastics and Dance are taught in all classes throughout the school. A Conwy approved 'Physical Literacy' scheme of work is used to plan and deliver many of these sessions. Pupils from Years 2 -6 have the opportunity to attend a course of swimming lessons during the year. In Key Stage 2 pupils are also taught athletics and pupils are given the opportunity to participate in residential, educational activities.

Pupils are given the opportunity to participate in athletics training and to play football, netball, rugby, tennis and cricket after school during the year and to take part in a range of sporting competitions. The school boasts a number of sporting successes at both local and county level.

## CHARGING / EDUCATIONAL VISITS

Musical tuition is provided for a range of instruments. The school subsidises the cost of tuition but pupils wishing to take part are currently asked to donate an agreed amount per year towards the cost of tuition. Parents sign an agreement form at the beginning of the academic year.

Swimming tuition fees for all pupils are paid by the school but pupils are asked to contribute towards the cost of travel to and from the swimming pool. Currently we ask for a *donation* of £2.00 per week per pupil.

During the course of the academic year pupils are given the opportunity to engage in various educational activities. The school will only ask for voluntary contributions to fund such activities and visits. If the total collected is insufficient to cover the total bill, trips may be cancelled. Arrangements can be made for payments to be spread over a longer period of time in order to support families who may be experiencing financial difficulties.

All payments must be made on the ParentPay system.

For further details, see '16. Charging Policy' on the school website.

## **ADDITIONAL LEARNING NEEDS**

In line with the SEN/ALN Code of Practice for Wales St Joseph's recognises the importance of early identification, assessment and provision for any child who may have Additional Learning Needs from Nursery through to Year 6.

Children with learning difficulties are identified by the class teacher and after a short monitoring and assessment period they are given extra help/adapted provision for as long as is required, and an Individual Education Plan (IEP) or Individual Behaviour Plan (IBP) is provided.

From earliest identification, parents are kept informed of the provision for their child and their progress is reviewed on a regular basis. The school aims to maximise individual help but minimise the feeling of being in any way different.

The ALN Co-ordinator liaises with staff to plan teaching strategies and monitor development. Educational Psychology, Curriculum Inclusion and/or Social Inclusion Services may be called upon to assist staff in formulating a scheme of work for a child or to make an assessment.

A report on the school ALN policy is included in the Governors' Annual Report to Parents. Where a child has a Statement of their Additional Learning Needs the Local Education Authority will provide appropriate provision for the pupil's needs, which is reviewed annually.

The school has an Accessibility Plan and a Strategic Equality Policy with a related three year development plan. We aim to ensure equal access and provision for all pupils and parents.

The ALN teaching co-ordinator is Mr H Roberts and the ALN Governor is Mrs C Wreglesworth

For further details, see '13 ALN Policy' and '15. Strategic Equality Policy' on the school website.

## **LOOKED AFTER CHILDREN**

The person with responsibility for Looked After Children at St Joseph's is Mr J Wilkinson.

Pupils who are identified as Looked After Children are those who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents). In line with our Mission Statement we aim to support all such pupils through the provision of a caring and nurturing environment in which they feel secure, their needs are met and they are given equal access to educational opportunities. In order to do this the school works closely with other agencies, parents and carers to monitor and record progress and support the individual needs of the pupils.

For further details, see '38. Looked after Children Policy' on the school website.

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

The school aims to support all members of its community. The school benefits from additional weekly teaching support for those pupils who attend St Joseph's for whom English is an additional language. We are very proud of the diverse nature of our school and parish community. This is celebrated in displays and events during the school year.

For further details, see '36. EAL Policy' on the school website.

## **CHILD PROTECTION**

At St Joseph's our primary concern is the health and well being of the children in our care. Our staff have all attended Child Protection training and are therefore fully aware of the possible symptoms of children at risk, the need to report any concerns immediately and who to report those concerns to.

The named persons for Child Protection are Mr J Wilkinson, Miss E Copp, Mrs Emma Roberts and Mrs Janet Pritchard attend enhanced training courses as available. We follow the Local Safeguarding Children Board and All Wales Child Protection Procedures when reporting any incident of suspected child abuse.

For further details, see '5. Child Protection Policy' on the school website.

## **EDUCATION IN PERSONAL RELATIONSHIPS**

We have recently adopted the 'Journey in Love' scheme of work which has been recommended by the Diocese of Wrexham. This aims to provide a curriculum in sex and relationship education that is authentic to the Church's teaching and acknowledges pupils' stage of physical and sexual development.

Where appropriate, the school nurse is used to contribute to the delivery of the curriculum.

For further details, see '12. EPR Policy' on the school website.

## **COMMUNICATION WITH PARENTS**

St Joseph's aims to develop a good relationship with parents. We believe it is essential to have co-operation and good communication between school and home.

Parents and children on entry to St Joseph's are given a copy of the prospectus and are asked to sign a Home School Agreement at the start of each academic year. This document sets out the school's ethos and educational responsibilities as well as the expectations and responsibilities of parents and children.

Information for parents is also made available on the school website which is updated regularly ([www.santjoseph.conwy.sch.uk](http://www.santjoseph.conwy.sch.uk)) and on a private twitter feed (@StJosephsColBay)

Regular newsletters inform parents of all activities and important events in school. Prior to admission, parents of new children to St Joseph's are invited to school in the Summer Term for a welcome meeting to discuss arrangements and policy.

## **PARENTS EVENINGS/REPORTS**

There are three formal opportunities to meet with parents during the school year. The first Parents' Evening of the year is early in the Autumn Term. The second will be in the middle of the Spring term.

A written report is presented to parents towards the end of the school year and parents are given the opportunity to discuss the written report in a third formal meeting. Letters are sent out to parents with the dates and times well in advance.

Throughout the year teachers are willing to see parents at very short notice, but it is obviously a great help if an appointment can be made.

### **COMPLAINTS PROCEDURE**

At St Joseph's we aim to provide a high standard of education in a caring environment. All complaints are dealt with in a fair and positive manner. We encourage parents, visitors or volunteers to discuss any concerns they may have with members of staff.

Concerns relating to pupils should be raised with the class teacher, in the first instance, and then with the head teacher if problems are not resolved.

Most concerns can be dealt with quickly and effectively in this way. Should any concern be raised which needs to be investigated formally, the school follows the Local Authority and Diocesan School Commission Complaints Procedure guidelines. Where appropriate, adaptations will be made to procedures.

For further details, see '17. Complaints Policy' on the school website.

### **EQUAL OPPORTUNITIES**

It is the belief of the school that equal opportunities should be given to all pupils taking into account their intellectual capacity, physical ability and their social and environmental background. Within St Joseph's we value and respect the different racial origins, religions, cultures and languages of the children in our care. Each child will be valued as an individual and encouraged to develop positive attitudes towards difference with regard to the protected characteristics as defined by the Equality Act 2010.

The school recognises the rights of all members of the school community to be treated equally and follows the LA and Diocesan guidelines for the admission and access of disabled pupils. In line with requirements a Strategic Equality Plan for the school has been formulated following consultation with service users and relevant groups.

For further details, see '15. Strategic Equality Plan' on the school website.

### **HEALTH AND SAFETY**

The school values the security, health, welfare and safety of each member of its community and follows the Conwy LA Health and Safety Policy guidelines to ensure that the highest standards are implemented and monitored.

Children are aware of procedures in the event of a fire. Fire drills take place on a termly basis and electrical appliances and extinguishers are checked annually. Clear signs indicating exits are installed, along with sirens and flashing hazard lights for pupils with visual or hearing difficulties. The

children are supervised at all times and the building is protected by external fencing, security cameras and an electronically operated door safety lock to the main facility. We aim to take positive steps to promote safety within the setting and to ensure proper precautions to prevent accidents.

Parents must not bring dogs onto the school premises at any time. There is no smoking permitted anywhere on the school grounds. All visitors can only gain access to the site via the front entrance and the Digital Access System. (After School Club is accessed via the Infant Door, which is also electronically operated). When children are using the front playground, the main gate is locked.

For further details, see '8. Health and Safety Policy' on the school website.

### **PARENT TEACHER ASSOCIATION**

The school has a hard working PTA who meet on a regular basis. The PTA activities revolve around fund raising, but there is also great emphasis on the social relationship between teachers, parents and the community.

The PTA have funded a number of initiatives, over the years, such as supplies to develop the garden areas, a fixed outdoor canopy, ICT hardware, playground equipment and books. In addition for the past four years the PTA have provided transport funding for one educational visit per class.

### **General Data Protection Regulation (GDPR)**

The school requests information to update pupil records at the start of each academic year. At the same time, parents are asked to give or decline consent for data usage outside the scope of the School Privacy Notice (e.g. use of child's image on school twitter account)

For further details, see '19a. Data Protection Policy' and '19b. School Privacy Notice' on the school website.

### **ST JOSEPH'S BUILDING FUND**

In order to fund future building work and maintain the buildings in good order we have established our own Building Fund for future projects. **We propose to utilise the funds raised by the 200 Club to form the basis of our building fund.** The school has a long established 200 Club which at present requires a donation of £1 per month from parents. Numbers are entered into a draw and the money raised each month is divided between the school and the winner. For £1 a month you could have a chance of winning a prize and help the school at the same time. **The 200 Club is open to anyone, parents, grandparents and friends of the school. We request that all new parents to St Josephs support our Building Fund by joining the 200 Club.** An application form is available from the school office.

**If you do not wish to be part of the 200 Club but wish to support the Building Fund please inform the school that you would like to make a donation.**

### **FINAL NOTE**

We hope that this booklet has been of use to you. Please feel welcome to come and visit our school and meet the staff and the children.

**At the time of printing all information contained in this booklet is believed to be correct. The Governors reserve the right to make necessary alterations.**

A copy of this booklet is available on the school website:

[www.santjoseph.conwy.sch.uk](http://www.santjoseph.conwy.sch.uk).

A copy of this prospectus in Welsh can be made available on request.

**SCHOOL TERM/HOLIDAY DATES  
2020-2021**

<b>AUTUMN TERM 2020</b>	
<b>STAFF TRAINING DAY</b>	<b>TUESDAY 1 SEPTEMBER 2020</b>
BEGINNING OF AUTUMN TERM	WEDNESDAY 2 SEPTEMBER 2019
HALF TERM CLOSE	FRIDAY 23 OCTOBER 2020
RETURN AFTER HALF TERM	MONDAY 2 NOVEMBER 2020
END OF TERM	FRIDAY 18 DECEMBER 2020

<b>SPRING TERM 2021</b>	
<b>STAFF TRAINING DAYS</b>	<b>MONDAY 4 JANUARY 2021</b>
BEGINNING OF SPRING TERM	TUESDAY 5 JANUARY 2021
HALF TERM CLOSE	FRIDAY 12 FEBRUARY 2021
RETURN AFTER HALF TERM	MONDAY 22 FEBRUARY 2021
END OF TERM	FRIDAY 26 MARCH 2021

<b>SUMMER TERM 2021</b>	
<b>STAFF TRAINING DAY</b>	<b>MONDAY 12 APRIL 2021</b>
BEGINNING OF SUMMER TERM	TUESDAY 13 APRIL 2021
MAY DAY	MONDAY 3 MAY 2021
HALF TERM CLOSE	FRIDAY 28 MAY 2021
RETURN AFTER TERM	MONDAY 7 JUNE 2021
<b>STAFF TRAINING DAYS</b>	<b>FRIDAY 2 JULY 2021</b>
<b>STAFF TRAINING DAYS</b>	<b>TUESDAY 20 JULY 2021</b>
END OF TERM	MONDAY 19 JULY 2021

