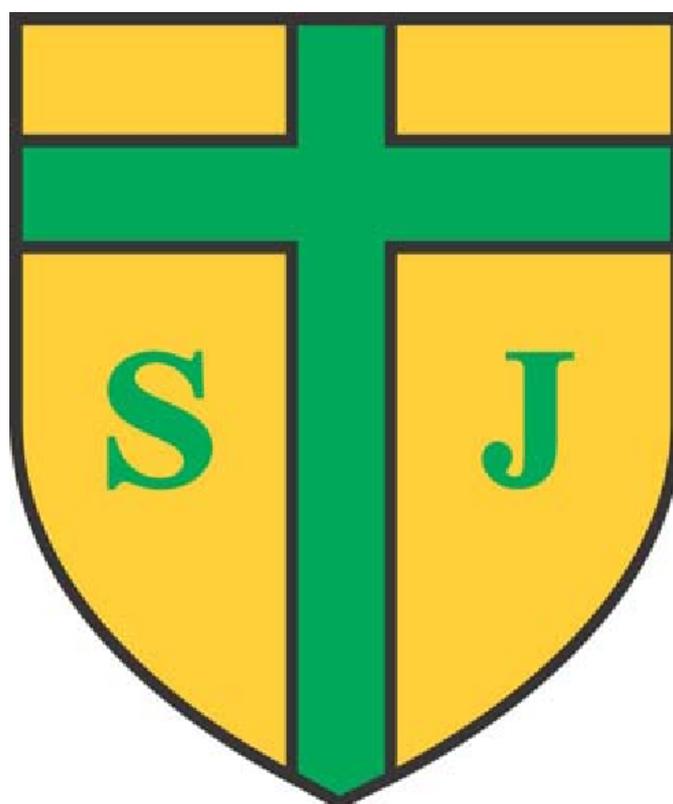


**Joseph's Catholic Primary School Otley,
a Voluntary Academy**



SCHOOL PROSPECTUS

2016/17

Introduction - A letter from our Parish Priest

I am happy to write a short introduction to the Prospectus for St. Joseph's School and to warmly recommend the School to present and prospective pupils and parents.

St. Joseph's is a Catholic School, which promotes the teachings and practices of the Catholic Church. It radiates a warm, friendly atmosphere, where pupils feel secure and contented, and which is conducive to learning. It aims to develop the whole child - spiritually, intellectually, emotionally and physically. Those who receive their formative education at St. Joseph's become well-balanced citizens with decent values and a healthy respect for the beliefs of others.

We are fortunate in having a dedicated Headteacher and a very committed staff, where the keynote is team work. They are well supported by the Governors, who take a great pride and an enthusiastic interest in the school. There is also a strong bond between the staff and parents, which benefits the children enormously.

Leadership and Management of the School (1)

Governing Body

Chairperson	Mrs. D. Gaskin
Vice Chairperson	Mr. C. Burns
LEA Governor	
Foundation Governors	Fr. L. Hulme
	Mr. E. Diamond
	Mrs. L. Pennington
	Mr. T. Charlesworth
Staff Governor	Mrs. B. Boswell
Parent Governor	Mr. K. Bentham
Parent Governor	Mr. B. Thompson
Headteacher	Mrs. C. Knight
Clerk	Mrs. M. Towell

Leadership and Management of the School (2)

Staffing

Head Teacher	Mrs C. Knight
Reception	Miss A. Kendall
Year 1	Miss F. Celli
Year 2	Miss K. Hulbert
Year 3	Mrs C. Keane Mrs C. Bates
Year 4	Miss O. Tabel
Year 5	Mr J. Kilner
Year 6/Deputy Headteacher	Miss K. Choma
SENCO & Management Time	Mrs A. Westhead
Teaching Assistants	Mrs E. Hart
	Miss E. White
	Mrs T. Walsh
	Mrs M. Russell
	Mrs N. Kealey
	Mr R. Voller
	Miss J. Daly
	Mrs R. Mulholland
	Mrs K. Shanbhag
School Office Manager	Miss V. Wilkinson
Administrators	Mrs M. Connolly
Superintendent	Mr S. Barber
Cleaners	
Cook in Charge	Mrs J. Brylov
Lunchtime Supervisor	Mrs A. Webster
Lunchtime Assistants	Miss K. Hope
	Plus all members of the support staff team

School Uniform

GIRLS

White shirt or blouse

Grey skirt or pinafore dress or mid grey trousers (not fashion)

Green sweatshirt or cardigan (with school logo)

School tie

Green or grey tights / White knee length or ankle socks

Black School Shoes

In the summer, green check dress may be worn if desired (from Easter to October half term)

BOYS

White shirt

Mid grey trousers, short or full length

Green sweatshirt (with school logo)

School tie

Grey socks

Black School Shoes

In the summer, a gold polo shirt may be worn if desired (from Easter to October half term)

P.E. KIT

All children require P.E. kit which is the same for boys and girls:

Green shorts

Yellow t-shirt with logo

Plain black pumps

*All items of school uniform should be clearly labelled with the child's name.
Uniform is available at JR Sports shop, Otley.*

No jewellery, make-up or nail polish may be worn, with the exception of stud earrings.

A Statement of the Academy Council of St Joseph's Curriculum Aims

It is and has been, from the beginning, the belief of the Church that she has an obligation to provide an education for her children by which their whole lives may be inspired by the spirit of Christ.

The Second Vatican Council declares that it is the religious dimension that makes the Catholic School distinctive. Religious dimension can be found in

- The context in which the education is delivered,
- The means by which the personal development of each student is achieved,
- The relationship established between culture and the faith of the Church in the message of Christ,
- The fact that all knowledge is informed by and derives its ultimate meaning from the faith within whose context it is pursued.

It is very important to realise that the Catholic identity of our school is not exclusively related to religious instruction. The educational process is not confined to the curriculum, nor to the academic, technical, artistic and sporting achievements of the school. The Catholic School should be seen as offering the possibility not only of exploring the mystery, which God is, but of demonstrating the Gospel in action.

Positive Behaviour Policy

A high standard of behaviour and a responsible attitude to work is expected at all times. Pupils are made aware of what is expected from them and the emphasis will always be on self-discipline.

Our aim at St. Joseph's is to ensure that misbehaviour is minimised by employing procedures which are clear to staff, pupils and parents.

The policy supports the principle that all pupils should have an equal right to develop and reach their full potential through the education system.

The school rules are:

- We take care of everyone and everything
- We tell the truth and are polite
- We do what adults ask
- We walk quietly and sensibly around school
- We do our best work

St. Joseph's Code

Be Happy.....Have Fun.....Be Good.....Work Hard

General Curriculum

We aim to provide a Catholic ethos where children can learn about their immediate environment and the wider world in which they are going to live. Emphasis is placed on developing social skills, as well as reading and number skills, as the basis for wider study of science, technology and the environment. Creative work is actively encouraged across the spectrum of subjects. Opportunities are included for physical and artistic development both within the daily curriculum and via participation in club activities. The adoption of the International Primary Curriculum supports this. Curriculum 2000 is fully in place for all subjects. The National Literacy and Numeracy Strategies are also fully implemented. ICT resources have increased enormously over the last few years, and are used widely to support the curriculum.

In addition, the school places great emphasis on Citizenship and Personal, Social and Health Education – this non-statutory subject is taught across all age groups. The school also has a school council where children help make decisions on a whole range of issues as we believe this encourages responsibility.

We are committed to providing our children with a broad and balanced curriculum. In recent years this has been enhanced by violin, woodwind and brass lessons, French, craft club, flute, ICT club, film club, G & T maths games, performing arts, philosophy club, recorders, games club, netball, rounders and football. In particular, our provision for P.E. both within the curriculum and after school, has grown tremendously due to support from St. Mary's, Menston. Curriculum evenings are held in each class in the Autumn term.

School Organisation

The children are taught in seven mixed ability year groups according to age. This is reviewed every year in the light of numbers in the class and adjustments are made across age groups when necessary. Tasks are differentiated to take account of the children's different needs and abilities.

Special Educational Needs Provision

At St Joseph's we seek to appreciate the unique individuality of each child. This appreciation encompasses the whole child and involves his/her physical, social and emotional development as well as intellectual. Our policy is one of integrating all children and giving each child equal opportunity and access to the National Curriculum at his/her own level.

To this end, teachers' planning takes into account the individual needs of the pupil within the classroom and the diversity of that need. Teaching strategies and classroom organisation management are continuously reviewed and adapted to maximise the child's entitlement to a broad and balanced curriculum.

Religious Education

The practice of our Christian beliefs is fundamental to our existence as a Catholic School. The religious education at St Joseph's is according to the rights and practices of the Catholic Church. Where Holy Days of Obligation occur in the school term, we celebrate Mass in the Parish Church at 9.15am. Children arrive in school as normal and we all walk to Church. Assemblies for the whole school are on Friday. Sometimes they are themed around the Church's calendar and at other times they display class or school work. Parents are always welcome.

The 'Way, the Truth and the Life' Scheme is used throughout school, supplemented as and when appropriate.

Whole school and class masses are held in school each term. Assemblies take place regularly with a Family assembly led by each class in turn on Fridays.

A collective Act of Worship takes place each day.

Practising the Catholic Faith is fundamental to the life of our school and is in accordance with the rites and teachings of the Catholic Church. Parents wishing to withdraw their child from R.E. or Collective Worship must arrange to discuss their concerns with the Headteacher. The school supports the Parish in its sacramental preparation of children.

Swimming

Children in Year 3 receive instruction once a week in the pool at Prince Henry's Grammar School. Our aim is to teach all pupils to become competent swimmers in this year.

Education in Sex and Relationships

In line with the Diocesan recommendations, and the policy of the Academy Council of St Joseph, Years 5 and 6 receive education in sex and relationships. Our approach is to present this topic in a positive framework of Christian ideals and values and as part of the Church's teaching about what it is like to be truly human. Education in sex and relationships forms part of our PSHCE work - the full policy is available in school. Children from Year 1 to Year 6 study our whole school scheme "In the Beginning", for education in personal relationships.

Parents do have the right to withdraw their child from sex and relationship education and they should arrange to discuss their concerns with the Headteacher.

Educational Visits

Educational visits are arranged during the year and are considered an important part of the child's work and development. At the start of each new school year, parents will be asked to sign a permission slip for local visits involving no transport. Many of these visits need to take advantage of good weather and the availability of additional adults.

Parents will be informed of other planned trips well beforehand and are asked to give permission in writing.

Trips are arranged in accordance with the charging policy laid down by the Academy Council of St Joseph, which is available for inspection in the school.

It is important to point out that most of these visits could not take place without voluntary contributions from parents.

Arrangements for Visits by Parents

Prospective Parents

Parents considering enrolling their child in the school should write to or telephone the Headteacher to arrange a mutually convenient appointment. They will be welcome to look round the school. An Open Day is usually held in September/October and again parents are most welcome to visit.

Children commencing Reception class in September will be invited with their parents to make a number of afternoon visits during the summer term.

Existing Parents

Parents' Evenings are held twice a year, Autumn and Spring by appointment. Parents can of course meet with teachers at other times during the year. Parents of children in Year 2 and 6 also have an opportunity to meet with their child's teacher to discuss SAT's tests.

Parents who wish to see the Headteacher or their child's teacher should contact the appropriate teacher or the school secretary to arrange a convenient appointment.

The School Day

The school day is as follows:

8.40am	Doors are open to children and parent
8.55am	Start of school
8.55am – 12.00/12.05pm	Morning classes with a 15 minute break, including collective worship/assembly
12.00pm – 1.05pm	Lunch time for KS1
12.05pm - 1.05pm	Lunch time for KS2
1.05pm – 3.15pm	Afternoon classes, with a 15 minute break for KS1 at an appropriate time

Reception, Years 1 and 2 (KS1)

The Reception class and Years 1 and 2 should be brought to the Key Stage 1 playground in the morning. In the afternoon, parents are asked to wait outside the Reception door. Parents are welcome to call into the classroom either when the doors open at 8.40am or after all the children have safely left the building at the end of the day.

Years 3 to 6 (KS2)

Children in Years 3 to 6 enter their playground by the side of the Parish Centre. In the afternoon parents should wait in the KS2 playground to collect the children.

Parents are asked not to come into the school building to collect their children in order to avoid additional congestion and to maintain safety and security measures.

Safety

Parents must not use the staff car park to drop off or collect children as this is highly dangerous. In addition, the approach road to school is a public road with double yellow lines and we would ask you not to park here. In view of these difficulties, we request that parents using cars should park in the Cattle Market car park (the Licks) or Westgate/Beech Hill car park. We have a dispensation from Leeds City Council that no charge will be made for cars parked only for the purpose of dropping off or collecting children from school. The time allowed is approximately 15 minutes before and after school start time (8.55am) and finish time (3.15pm). The Council has pointed out that this is a privilege and asks that parents do not abuse it. A school badge to display in your car may be obtained from school, without which you may become liable for parking fees.

Arriving at and Leaving School

We are unable to accept responsibility for the safety and well-being of children who are in the playground before the doors open at 8.40am and who are unsupervised. The same applies for children who are not collected promptly at the end of the school day (3.15pm). Brothers or sisters of children who are taking part in after school activities may not stay on the school premises without prior arrangement with the Headteacher. We will of course do our best to help in an emergency.

Before and After School Care

There are two local Before/After School clubs who drop/pick up children at school. Please ask at the office for further details. There is also a list of childminders available.

Our Lady and All Saints Club run a breakfast/after club at the Parish Centre which is next door to the school. This opens from 07:30 each morning and children are provided with a breakfast. The club is also open after school until 6pm. This club is solely for St Joseph's pupils. Please contact Laura Green for more information on 07939 047865.

School Meals

The school meals are supplied by Leeds Catering 'cook-freeze' Unit and are prepared in the school's own kitchen. The meals are nutritionally balanced, wholesome and attractively prepared. Dinner money is payable through the online system Parentpay. Children may bring packed lunches if they prefer.

During the lunch break, the Midday Supervisor and Lunchtime Assistants are in charge of the children in the dining room and afterwards in the playground.

The consumption of sweets and chocolate is not allowed during the school day. We encourage all children to eat fruit at morning break, which is provided free for KS1.

Illness and Absence

If your child is ill or has a medical appointment, please let school know as soon as possible, either by telephone or in writing.

Parents are asked to consider very carefully before making the decision to take a child on holiday during term time. Applications requesting holiday absence should be sent to the Headteacher. Only a maximum of 10 days can be authorised in any one academic year. Authorisation will be dependent on the child's attendance record and events that the child may miss. Otley Schools have agreed that holidays during September and during national school tests should not be authorised.

If a child is unable to participate in swimming or P.E., an explanatory letter must be sent to school.

Parents are asked to ensure that school has an up to date telephone number where they, or another member of the family, can be contacted in an emergency.

Any changes in family circumstances should be notified as soon as possible.

If a child has an accident at school, the appropriate medical attention will be given. If it is thought necessary, the child will be taken to Otley Hospital and the parents will be notified immediately.

If your child has a medical condition or suffers from allergies, please ensure that school is informed in writing.

Medicines

Children must never bring tablets or any medication apart from inhalers into school. Requests to administer medication should only be when absolutely necessary and prescribed by a doctor. This must be done by prior arrangement and must be brought to and then collected from the office. A Medicine Administration Form must be completed.

No member of staff is ever permitted to administer paracetamol in any form.

Trainee Teachers

St Joseph's school is committed to working with Trinity and All Saints College and St Mary's Teaching School to provide placements for trainee teachers. From time to time most classes will have a trainee – we regard them as a valuable resource and of course the teachers of the future. They may well attend an occasional parents evening or other meeting in the course of their training and are naturally fully aware of confidentiality issues.

Charities

Our school collects for various charities throughout the year. This encourages the children to help those who do not have their advantages.

The Friends of St Joseph's

This is an active and committed association that aims to raise funds for the school and provide social events for the children, parents, teachers and friends. The FOSJ meet approximately once a month and would welcome any parent attending.

Complaints Procedure

Current legislation requires formal arrangements and procedures to be in place to deal with complaints relating to the National Curriculum, collective worship, school admissions, pupil exclusion

and other functions of the Academy Council of St Joseph. Any concern that a parent may have regarding any of the above should be raised with the Headteacher who will seek to resolve the problem through discussion with the parent. In the event that an agreement cannot be reached, the Headteacher will advise on the appropriate procedure for the pursuit of the complaint.

From time to time, parents or members of the public may express concern or make a complaint about the conduct of the Headteacher or other members of staff. The school has adopted a complaints procedure to ensure that such complaints are dealt with effectively and with fairness to all parties.

All complaints or expressions of concern about members of staff should be referred to the Headteacher, whereas complaints about the Headteacher should be addressed to Mrs D Gaskin, Chair of the Academy Council of St Joseph. The procedure incorporates a timetable for dealing with complaints whether made orally or in writing.

A copy of the staff complaints procedure is available from the Headteacher or any member of the Academy Council of St Joseph.

Access to Information

A number of documents including Government Reports and Regulations relating to the Education Reform Act, the Academy Council of St Joseph's Annual Report to Parents and the procedures referred to in this prospectus – the Admissions Policy, the PSHCE policy, the charging policy for educational visits and the complaints procedure – are available for inspection in the school by arrangement with the Headteacher.

Changes in Arrangements

This prospectus has been prepared by the Academy Council of St Joseph. The information herein was correct at the time of publication, however it should not be assumed that there would be no changes affecting this information before or during the next school year (2015 – 2016).

Attendance

Attendance for the academic year (2015 - 2016) is as follows:

Overall attendance rate	96.1%
Authorised absence	3%
Unauthorised absence	0.5%