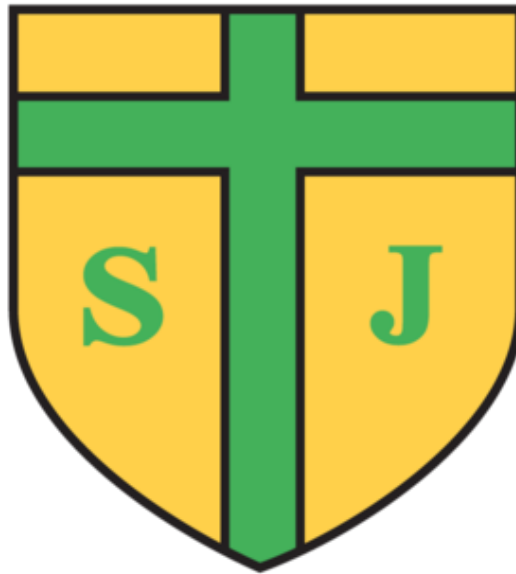




St Joseph's
Catholic Primary School Otley
a Voluntary Academy

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

ST JOSEPH'S



OTLEY

As a family with God in our hearts, we love, laugh and learn.

SCHOOL PROSPECTUS 2023 - 2024

A member of The Bishop Wheeler Catholic Academy Trust which is a charity and a company limited by guarantee, registered in England and Wales.

Company Number: 8399801

Registered Office: St. Mary's Catholic High School, Bradford Road, Menston, LS29 6AE



Introduction - A letter from our Parish Priest

On behalf of everyone at St Joseph's Catholic Primary School, I would like to offer you a very warm welcome. St Joseph's is a one-form entry primary school, educating children from 4 years old to 11 years old.

St. Joseph's is a Catholic School, which promotes the teachings and practices of the Catholic Church. It radiates a kind, vibrant 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 Academy Council, who take a great pride and an enthusiastic interest in the school. There is also a strong bond between the school family and the parish family, which benefits the children enormously.

Please explore the rest of the prospectus and our website:
www.stjosephsotley.org

I hope that they convey something of the warm, friendly and dynamic atmosphere that exists at St Joseph's and all we have to offer your child.

Fr Lawrence Hulme

Mission Statement

St Joseph is our patron saint and he inspires and guides us in our school mission:

Each one of us is part of God's family and we are all special.

As God's children and family we love one another, pray together, play together and walk hand in hand with God.

God is our teacher and we are his gifts. He helps us learn together, work hard and do our best to make our world a better place.

With fun, laughter and friendship we celebrate God's love.

We respect and care for everyone and for God's wonderful world.

Leadership and Management of the School

St Joseph's Otley Academy Council

Chairperson	Dr P Younts (Foundation Gov)
Vice Chairperson	Mr Tom Banks (Parent Gov)
Foundation Governors	Fr L Hulme
	Miss E Nicholson
	Mr M Jowett
	Mrs R Vaughan
Staff Governor	Miss L Dowd
Parent Governor	Mrs R Keinhorst
Headteacher	Miss K Choma
Clerk	Miss V Wilkinson

Safeguarding Information

This school is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

Mr Gilhooly is the Designated Safeguarding Lead in school responsible for ensuring that the Child Protection procedures are followed correctly. Mrs Harvey, Miss Earley and Miss Wilkinson are also Designated Child Protection Officers. All staff and volunteer posts are subject to an enhanced DBS check.

Our Designated Safeguarding Officers are:



All external gates are locked after registration time and entry is restricted to the front entrance of the school. All visitors to school are required to sign in and wear a visitor's badge.

Arrangements for Visits by Parents

Prospective Parents/Carers

Parents/carers considering enrolling their child in the school should email or telephone the School Office to arrange a mutually convenient appointment and are very welcome to look round the school. Open Days are held in October and November and again parents/carers are most welcome to visit. Children commencing Reception class in September will be invited with their parents to make a number of induction visits during the summer term.

Existing Parents/Carers

Parents'/Carer's Evenings are held twice a year, Autumn and Spring by appointment. Parents/carers can, of course, meet with teachers at other times during the year. Parents who wish to speak the Headteacher or their child's teacher should contact Miss Wilkinson in the office to arrange a convenient appointment.

Awards

St Joseph's is proud of its many awards – they reflect the school's ambition to ensure a rich and balanced curriculum and sustain best practice in every aspect of its provision.





School Attendance

School Attendance Government legislation states that schools must distinguish between authorised and unauthorised absence from school. In view of this, it is essential the school knows the reason why a pupil is absent from any session(s).

Registration is at 08.45 and any pupil arriving between 08.50 and 09.30 will receive a 'Late' mark in the register. If a pupil arrives at school after the registration period has finished (after 09.30) they will be marked as present but regarded as 'legally absent' unless their late arrival is due to one of the categories of authorised absence listed below.

The law provides that in the following circumstances a pupil's absence from school can be authorised:

- ◆ Sick - the school should always be notified of this, by telephone on the morning and subsequent days
- ◆ Medical and Dental appointments when prior notification is given to the school.
- ◆ Religious observance on a day set aside by the religious body to which the child's parent belongs
- ◆ Exceptional leave granted at the Headteacher's discretion in line with school policy.

If your child is unwell, please telephone school on first day of absence. The school will attempt to contact parents/carers if no call has been received by 09.30 to explain an absence

Absence during Term Time

Parents/carers do not have the right to remove their children from school in term-time. The Headteacher will decide whether or not an absence should be authorised. Headteachers will only authorise absence in term time when there are exceptional reasons for a child to miss school; holidays are not considered exceptional. Absence in term-time will only be authorised if parents/carers make a request to the school in advance on the appropriate form and can show that there are exceptional reasons why the absence has to be in term-time.

Attendance figures for 22/23 (01.09.22 – 18/07/2023):

Overall percentage attendance: 95.22

Authorised Absence: 3.32%

Unauthorised Absence: 1.45%

Rewards

Each week we celebrate the achievements of our children during our Friday morning assembly. The Sunshine Award is for children who demonstrate St Joseph's values, and Jesus' teachings in and around school. We also have the RE, English, Maths and Virtues award, which is given to children for showing progress or excellence in these subjects. If your child is receiving an award, you will be alerted via our text service.

We also have a merit point system, where children earn points for a variety of rewards such as certificates. 'dip boxes', and additional playtime. Finally, our Good to be Green policy allows children who always demonstrate good behaviour to be acknowledged and rewarded.

The School Day

The school day is as follows:

8.40am	Doors are open to children.
8.45am	Start of school
8.50am – 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

The total time this amounts to in a typical week is 32.5 hours. This is as per the white paper released by the DfE.

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) – please contact the school office if you are running late. We will of course do our best to help in an emergency.

We request that parents/carers 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/carers 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.

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 child minders 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.

Positive Behaviour Policy

At St Joseph's, 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 and rewarding positive behaviour. Please find a copy of our complete Behaviour Policy on our school website.

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

School Meals

The school meals are supplied by Catering Leeds and are prepared in the school's own kitchen. The meals are nutritionally balanced, wholesome and attractively prepared. Please have a look on our school website at recent menus on the 'Lunch Menu' section. However, children may bring packed lunches if they prefer. Please have a look at Catering Leeds website for more information about creating a nutritionally balanced packed lunch.

The cost of a cooked meal is currently **FREE** for ALL children in Foundation and Key Stage 1 (Reception, Year 1 and Year 2 classes) under the government's Universal Free School Meals Scheme and £2.50 per day for children in KS2 (Years 3 to 6). If you are in receipt of any benefits or on a low income, please contact Leeds City Council Benefits Agency to check if your child is entitled to Free School Meals. Dinner money is payable through the online system Parentpay.

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.



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

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. 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.



General Curriculum

At St Joseph's, we believe in the education of the child as a whole. We aim to provide a Catholic ethos where children can learn about their immediate environment and the wider world. We have adopted the National Curriculum 2014 combined with our own local curriculum. A well-planned curriculum means our children are able to apply the basic skills of Maths and English across all areas, as the basis for wider study of science, technology and other core subjects. In addition, the school places great emphasis on PHSE – 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. See <https://www.stjosephsotley.org/curriculum-subjects> for more information.

We are committed to providing our children with a broad and balanced curriculum. There are many opportunities to develop children's artistic abilities through dance, drama, art and music. Weekly music lessons, led by music specialist teachers from Artforms, develop the children's skills in composition, accompaniment and appreciation of a wide variety of musical styles. Children may learn to play a musical instrument through externally provided Artforms and Roundhay music services. In particular, our provision for P.E. both within the curriculum and after school, has grown tremendously due to support from Prince Henry's Grammar School.



Extra-curricular Activity

St Joseph's is proud to offer a number of extra-curricular activities. In the past few years, teaching and support staff have led a number of clubs such as football, arts and crafts, cooking, film club and choir. We also host externally provided clubs such as Inspiration Tree's Dodgeball and Multi-Sports. This is subject to change.

Religious Education

The practice of our Catholic 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. Assemblies for the whole school are on Friday. Sometimes they are themed around the Church's Liturgical calendar and at other times they display class or school work. Additionally, each KS2 class will host a Class Mass each term and KS1 have Mass together 3 times a year.



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

Education in Sex and Relationships

In line with Diocesan recommendations and the policy of the Academy Council of St Joseph, children 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 R to Year 6 use Ten:Ten Resources, our whole school scheme, 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 any concerns with the Headteacher.

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.

Swimming

Children in Year 4 receive swimming lessons. Our aim is to teach all pupils to become competent swimmers in this year. If a child is unable to participate in swimming or P.E., an explanatory letter must be sent to school.

Educational Visits

Educational visits are arranged during the year and are considered an important part of the child's work and development. At the point of joining St Joseph's, parents will be asked to sign a permission slip for local visits involving no transport. 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 the voluntary contributions from parents.



Other Information

Charity Work

Our school collects for various charities throughout the year. St Joseph's are proud to be part of the Mini Vinnie's programme. Our Year 5 and Year 6 Mini Vinnie ambassadors are encouraged to follow in the footsteps of Saint Vincent de Paul in creating opportunities to help people who are less fortunate than ourselves.

The Friends of St Joseph's

The Friends of St Joseph's is a body of parents and carers of children who attend school. The object of the FOSJ is to advance the education of pupils in the school by engaging in activities or providing facilities or equipment which support the school. 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 is administered by a committee which comprises of the Chair, Vice-Chair, Secretary and Treasurer. In the past, they have raised funds for IT equipment, a folding stage for the children's performances and some wonderful playground apparatus.



Trainee Teachers

St Joseph's school is committed to working with Trinity University and Leeds Beckett University 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

Volunteers

Many parents and grandparents offer to help in school with various activities. All adults in school are subject to police vetting (Disclosure & Barring Service – DBS Check). Parents also help support the education of their children by supporting the activities of the Parents Association and the spirit of the Home-School Agreement.

Information to Parents

Parents are kept informed of events in school by the weekly school 'Newsletter' and the texting service, and by visiting the school website. Please make sure school have an up-to-date phone number and, where possible, an email address.

School Uniform

Uniform is available at JR Sports shop, Otley and other retailers.

	WINTER (October Half Term to Easter)	SUMMER (Easter to October Half Term)
Girls' Uniform	<p>White shirt or blouse</p> <p>Grey skirt or pinafore dress or mid grey trousers (not fashion)</p> <p>Green v-neck sweatshirt or cardigan</p> <p>School tie</p> <p>Green or grey tights</p> <p>Black School Shoes</p>	<p>A gold polo shirt</p> <p>Mid grey trousers or skirt or a green check dress may be worn if desired</p> <p>Green v-neck sweatshirt/cardigan</p> <p>School tie</p> <p>White knee length or ankle socks</p> <p>Black School Shoes</p>
Boys' Uniform	<p>White shirt</p> <p>Mid grey trousers, short or full length</p> <p>Green v-neck sweatshirt</p> <p>School tie</p> <p>Grey socks</p> <p>Black School Shoes</p>	<p>A gold polo shirt</p> <p>Mid grey trousers, short or full length</p> <p>Green v-neck sweatshirt</p> <p>School tie</p> <p>Grey socks</p> <p>Black School Shoes</p>
PE Kit for Girls and Boys	<p>Bottle green hooded top (for KS2)</p> <p>Bottle Green Jogging Bottoms (for KS2)</p> <p>Trainers</p>	<p>Yellow t-shirt</p> <p>Green shadow stripe shorts</p> <p>Trainers</p>
General Uniform Items	<p>Coat, hats, gloves and scarves (when necessary)</p> <p>Bags: all children need green book bags with school logo – available from JR Sports, Otley. Due to health and safety concerns, please refrain from bringing rucksacks as we have limited cloakroom space available.</p> <p>Pencil Cases: All stationery will be provided by school. Please do not bring pencil cases or equipment from home.</p>	



Health and safety and well-being information:

- Uniform items must be clearly marked with name.
- Children are not allowed to wear jewellery other than a wristwatch.
- If children have pierced ears, they are allowed to wear only sleepers, but these must be removed during P.E. lessons.
- Children are not allowed to take part in P.E. lessons wearing earrings for health and safety reasons. Newly pierced ears must be covered for the first six-weeks and then ear-rings must be removed for PE.
- Make up / nail varnish must be removed before attending school.
- Hair styles should be within the normal range.
- Long hair must be worn tied back for health and safety reasons.

Second Hand Uniform is available via FOSJ second-hand uniform sales. Please contact school for more information.

What other people say about St Joseph's School:

SECTION 48 REPORT – OUTSTANDING (October 2019)

- The school's Mission Statement, '*As a family with God in our hearts, we love, laugh and learn*' is lived out in the daily life of the school.
- The quality of provision for the Catholic Life of the school is outstanding. All areas of the school reflect the Catholic mission it projects to all members of its community and visitors.
- Pupils' engagement, response to and participation in the school's acts of Collective Worship is outstanding. Acts of Collective Worship engage all pupils' interest and inspire in them deep thought.
- All teachers have excellent Religious Education (RE) subject knowledge and are confident in teaching and sharing their faith. All teaching observed employed creative approaches and the acquisition of the skills required in RE.
- The behaviour of almost all pupils is exemplary at all times. Almost all pupils show a deep respect for themselves and others as made in the image and likeness of God.
- Pupils have a deep sense of respect for those of other faiths and cultures.
- School leaders and governors regard the promotion of the Catholic Life of the school as their leading responsibility. As a governor commented, 'Christ is at the centre of everything that we do'.

OFSTED REPORT – GOOD (November 2018)

- The good achievement and secure well-being of pupils are at the heart of the school.
- The senior leaders, managers and governors lead and manage their team with enthusiasm, passion and integrity
- The diligent monitoring of teaching ensures its good quality. At times, it is outstanding. Teachers are particularly effective in devising activities that engage and capture pupils' interests.
- Standards by the end of Year 6 are above average particularly in reading and writing.
- Disabled pupils and those with special educational needs, and disadvantaged pupils make good progress and achieve well.
- Behaviour across the school is consistently good. They show kindness towards each other and are friendly and confident with visitors.
- The school provides extremely well for pupils' spiritual, moral, social and cultural development. Pupils are well prepared for life in modern Britain.
- The early years gives children a good start to their education. They achieve well and play an active part in the life of the school.
- Parents are pleased with the work of the school, especially the way that their children are cared for.

Feedback from Parents

"St Joseph's plays a vital role in the all-round development of each child - be it academic, sport, fine arts, discipline, faith, everything. I am very pleased to say that the school has exceeded all expectations"

"My children are very happy and love coming to school everyday. I know that they are well cared for here."

"Can I also take this opportunity to thank the staff at St Joseph's for the amazing work they are doing. It is so lovely to have such a caring and supportive school. They really have gone above and beyond."

"We were invited by our daughter to watch this morning's assembly because our granddaughter was getting the Sunshine award. We felt we wanted to let you know it was a beautiful occasion, it was inclusive, inspirational and extremely poignant for everyone involved. Thank you for your continued hard work and dedication."

"I notice every effort thought and kindness that all of you have put into my boy's education. He is so incredibly lucky to have had that experience, memories and made to feel so special so thank you all from the bottom of our hearts."

St Joseph's 2022-2023 Results

2022/23 Key Stage 1 School Level Data

<u>KS1</u>	<u>Reading</u>	<u>Writing</u>	<u>Maths</u>
St Josephs Expected + (100 scaled score)	83%	69%	83%
National Expected	67%	58%	68%
St Joseph's Exceeding (110-120 scaled score)	28%	23%	28%
WRM Combined (65% National)	66%		

2022/23 Key Stage 2 School Level Data

<u>KS2</u>	<u>Reading</u>	<u>Writing</u>	<u>Maths</u>
St Josephs Expected + (100 scaled score)	90%	83%	90%
National Expected	73%	71%	73%
St Joseph's Exceeding (110-120 scaled score)	41%	20%	33%
WRM Combined (59% National)	83%		



Complaints Procedure

Any concern that a parent may have 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. Incidents such as bullying or racial harassment are always treated very seriously and dealt with promptly

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 Dr Pauline Younts, 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 statutory policies are available for inspection on the school website and other policies are available for inspection in the school by arrangement with the Headteacher

Changes in Arrangements

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.

Approved July 2023





An Intercession to St Joseph

Dear St Joseph

Help us to love and care

To be gentle and fair

Help us to work and play together

Help us to live and grow together

To be always glad to help each other

Happy in your loving care

Amen

