

# St Joseph's Catholic Primary School



'Live, love and learn in a caring  
Christian community'

Thank you for your kind interest in St Joseph's Catholic Primary School.

We are very proud of our happy and successful school, made possible only with the support of our dedicated team of hardworking staff and wonderful Governing Body and School Association.

The family of St Joseph's School share together a commitment to our School Mission Statement, that we may all 'Live, love and learn in a caring Christian community'.

St Joseph's School has grown significantly in recent years, expanding from seven to 11 classrooms with the establishment of our outstanding Nursery. We admit children to the Nursery and Reception once a year and are often oversubscribed. However, there is an increasing mobility of families moving to and from the area, which provides opportunities for in-year admissions too.

It is always a great pleasure to welcome prospective parents to our school; you are warmly invited to visit us during the day to enable you to gain an insight into our school.

There is so much to share with you. I do hope you will enjoy reading our prospectus and be encouraged to visit us soon.

With all good wishes

Peter Coldwell  
Headteacher



# Our School

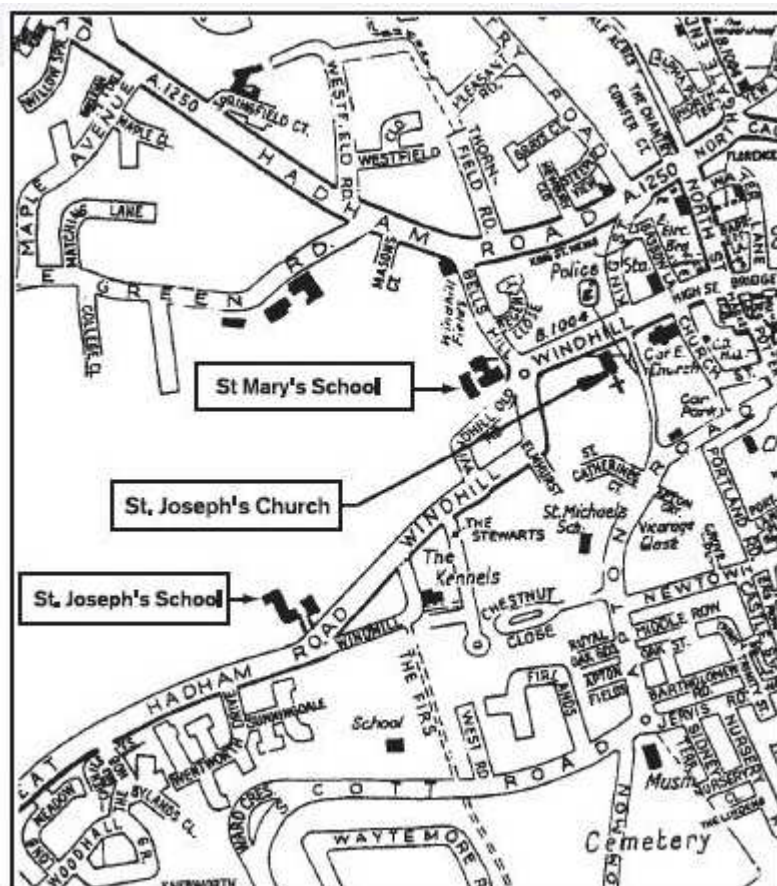
St Joseph's is a voluntary-aided, all-ability, Roman Catholic school for children aged 4-11 years.

The building is spaciouly designed with Early Years, Infant and Junior departments consisting of 11 classrooms and various group activity areas.

The school has an outstanding Nursery class which provides the perfect introduction for younger children. At the centre of the school building is a large assembly hall which is also equipped for Physical Education.

St Joseph's School has strong links to St Joseph's Pre-School as well as to St Mary's Catholic Secondary School. The school is surrounded by two playgrounds, a spacious field area and an adventure playground. Situated on the west side of Bishop's Stortford the school is bordered by our neighbours, St Mary's Catholic Secondary School and the Bishop's Stortford College playing fields.

## How to find us



## **Our School Ethos**

St Joseph's Catholic Primary School is a caring school which values each member of the community. This is encompassed in our School Mission Statement. Expectations of care and concern for the well being of all children, staff and families are central to our ethos.

## **Our Mission Statement**

### **To Live, Love and Learn in a Caring Christian Community**

Our School Mission Statement gives meaning and direction to the daily life of St Joseph's. Our primary aim is to encourage children to know, love and serve God. We can best achieve this by providing the children with a caring Christian environment advocating the beliefs, values and attitudes in the Catholic traditions.

### **To Live in a Caring Christian Community**

Our school is a community of faith whose life is inspired by God. In living out our Mission Statement we follow the teachings of Jesus and his Church to give meaning and direction to the daily life of St Joseph's.

### **Valuing each other**

We learn to value each other and recognise the place of each individual in the school community by acknowledging their efforts and achievements, enabling everyone to attain their full potential.

### **Our Catholic Faith**

We celebrate our beliefs in daily acts of class and school worship in keeping with the liturgical calendar and in the celebration of school Masses, especially marking important events and feast days. We encourage our children to grow in understanding, love and respect for the Sacraments through our Religious Education programme. We have strong links with the parish; our parish priest is a frequent and welcome visitor and a member of the Governing Body. The children in KS2 attend mass at the church on a termly basis. Our links with St Mary's Catholic School are well established with the majority of year 6 children transferring there each year. Staff from St Mary's visit the school and liaise on matters relating to secondary transfer.

### **To Love in a Caring Christian Community**

Our love of God and our desire to follow the example and teaching of His Son, Jesus, is central to our Mission. It encompasses love of oneself, love for others and the understanding of the need for loving behaviour.

### **Self-esteem**

We develop our children's self-esteem by rewarding good behaviour and achievement through recognition at assemblies and in class. We use language which positively encourages individual development and we create a caring environment where children can grow in confidence. Our School Council was set up to enable children to have a say in the running of their school and helps children become more confident when putting forward ideas. School Council representatives from each class are elected by their peers.

## Loving others

We encourage children to help others, to care for those less fortunate than themselves and to be aware of the problems they face. We teach them to understand and respect different races, cultures and those with social or educational needs. Children live this out in daily school life, older children are given the opportunity to look after younger ones in the school, they are also involved in decision-making about behaviour such as devising Codes of Conduct for classrooms and playgrounds. Representatives from all years are elected to the School Council where they can influence school life.

The School's lively programme of fund-raising initiatives also emphasises the need for children to think of others and help those who are less fortunate.

The programme of Personal, Social and Health Education that we follow helps children to realise that love and acceptable behaviour, in the wider context, are vital to a law-abiding and orderly society.

## To Learn in a Caring Christian Community

Each child is unique and comes with their own gifts of the Holy Spirit. We seek to develop each child's individual talents by nurturing them academically, emotionally, physically, socially and spiritually. The delivery of a wide and thorough curriculum helps inspire and excite enthusiasm to learn and prepares the children for the responsibilities and experiences of life.

## Admissions Policy

St Joseph's is a Catholic Foundation School intended for the education of Catholic children. Application is made via Hertfordshire County Council but the school's supplementary information form must also be completed. Responsibility for the admission of children for whom application is made rests with the Governing Body. When there are spaces in the school we are happy to welcome children of all faiths.

As a Catholic School, we aim to provide a Catholic Education for all our pupils. Catholic doctrine and practice permeate every aspect of the school's activity. It is important therefore that the Catholic character of the school's education is fully understood and appreciated by all families making an application. Demand for places at St Joseph's usually exceeds the number of places available. Offers of places will be made to eligible pupils in accordance with the admission criteria and order of priority.



# The School Curriculum

Our school curriculum comprises Religious Education and the National Curriculum.

## Religious Education

The school naturally places great emphasis on the religious aspects of our teaching leading to the greater development of the whole person and 10% of our total teaching time is given to R.E. We follow a programme of study, as provided by the Diocese of Westminster, which explores the beliefs, values and way of life in the Catholic tradition. Through this programme we familiarise the children with the Gospel message. We also consider wider Christian issues and learn about other religious traditions.

## What is the National Curriculum?

The National Curriculum is a framework used by all maintained schools to ensure that teaching and learning is balanced and consistent.

It sets out:

- The subjects taught
- The knowledge, skills and understanding required in each subject
- Standards or attainment targets in each subject – teachers can use these to measure your child's progress and plan the next steps in their learning.
- How your child is assessed and reported

Within the framework of the National Curriculum, schools are free to plan and organise teaching and learning in the way that best meets the needs of their pupils.

## The National Curriculum Key Stages

The National Curriculum is organised into blocks of years called 'Key Stages'. There are three stages at primary level: Foundation, Key Stage 1 and Key Stage 2.

	Pupils' Ages	Year Groups
Foundation Stage	3, 4 and 5	Nursery and Reception
Key Stage 1	5, 6 and 7	1 and 2
Key Stage 2	7 to 11	3 to 6

## What is taught in the National Curriculum

### Foundation Stage

In the Foundation Stage the emphasis is on learning through play and seven curriculum areas are broken down into two sub areas, Prime and Specific:

#### Prime

- Personal, Social and Emotional Development,
- Communication and Language
- Physical Development

#### Specific

- Literacy
- Mathematics
- Expressive Arts and Design
- Understanding of the world

## **Key Stage 1 and 2**

### **The International Primary Curriculum**

At St Joseph's the National Curriculum for Key Stage 1 and Key Stage 2 is planned in accordance with the International Primary Curriculum (IPC) scheme of work. This is primarily a skills based curriculum designed to promote and develop the acquisition of 'life long' skills necessary for children facing a modern world. The knowledge, skills and understanding required for each subject is delivered in a cross curricular, thematic way incorporating whole-class work, group work and individual work.

The subjects included in the topics are:

- Design and Technology (D&T)
- Science
- History
- Geography
- Art
- Music
- Physical Education
- Global awareness

While the International Primary Curriculum continually reinforces learning throughout all subjects core areas of the curriculum are still taught explicitly.

These include:

- English
- Mathematics
- R.E.
- Science
- ICT

### **Sport**

The school expects and encourages all children to participate in PE, games and swimming lessons. The main hall is very well equipped for PE and gymnastics lessons. The two playgrounds are marked for netball coaching and the playing field accommodates football and rounders pitches. We support competitive games and offer a range of extra-curricular sports. We arrange netball and football fixtures with other schools and our children participate in tournaments and competitions whenever possible. This is made possible by the dedication and commitment of a group of parents and teachers (offers of help are gratefully received). Each year a sports day is held at the end of the Summer Term for whole school participation.

### **Music**

Music is highly valued as a curriculum area and, importantly, plays a necessary role in supporting the spiritual life of the school and its pupils. We believe that the enthusiasm of our staff helps the children to develop confidence in their musical abilities while careful planning ensures the attainment of high standards. With the support of peripatetic music staff we are fortunate to be able to offer instrumental lessons to pupils and many of our pupils have passed exams under their guidance. During the year pupils take part in Christmas plays and Summer Concerts thus consistently giving the school a sense of pride in their performance.

## Information and Communication Technology (ICT)

All of our pupils have access to a range of modern technology, including net books laptops and i pads, which can operate wirelessly in all of our Key Stage 1 and 2 classrooms. In the Foundation Stage pupils have access to a wide variety of devices, including a classroom computer. Alongside this teaching staff make use of interactive whiteboards and a variety of ICT equipment within the classroom to deliver lessons.

## Pupil Assessment

The performance of each pupil is regularly assessed by their class teacher to make sure that they are progressing well. The Early Years Foundation Stage Profile (EYFS) is carried out in Nursery and Reception classes. Throughout the EYFS assessment is conducted using the 'Development Matters Statements' with the EYFS Profile carried out at the end of the Reception year.

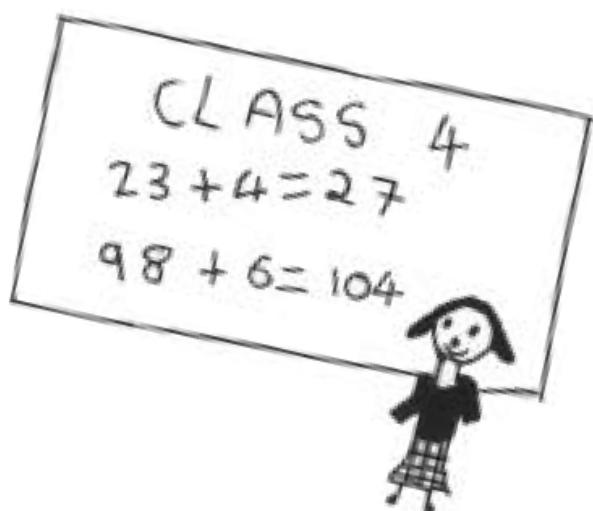
At the end of each Key Stage, your child's teacher will formally assess their performance. This assessment is used along with the national tests to measure your child's progress. Key stage 1 SATs (Standard Attainment Tests) are undertaken by Year 2 pupils in summer every year. Key stage 2 SATs are undertaken by Year 6 pupils in the summer every year and results are published nationally. Parents are informed of individual results.

In the Autumn and Spring terms parents can make individual appointments with class teachers at our parent/teacher consultation evenings to discuss their child's progress. An 'Open Afternoon' takes place towards the end of the Summer term when parents can come into school to view it "at work" and look at their child's work for that year. Children's individual reports are compiled and sent out to parents at the end of the summer term.

If you have any concerns at other times, please speak to your child's teacher preferably at the end of the day rather than at the beginning, when a teacher needs to supervise their class.

## Homework

Homework is set by individual teachers and the expectations depend on the age of the child. It is important that parents support the school to ensure the homework tasks are completed and therefore enhance the education of the child.



### **School Awards**

Our children thrive on encouragement and recognition of achievement. Various strategies are used within the school to celebrate progress. Merit systems are widely used for effort or progress and display boards throughout the school demonstrate hard work, as well as achievement. Every half term the Head Teacher Mission Award Certificate is presented to two children from each class who have been nominated by their class teachers for actively living out our School Mission Statement.



Mrs Centa  
our Secretary



# Welfare of Pupils

## Special Educational Needs and Disability

St Joseph's follows the Special Educational Needs and Disability (SEND) Code of Practice and our policy is reviewed and updated accordingly.

At St Joseph's we aim:

- To create an environment that meets the special educational needs/disability of each child
- To ensure that the special educational needs of children are identified, assessed and provided for as early as possible in their school career
- To make clear the expectations of all partners in the process
- To identify the roles and responsibilities of staff in providing for children's special educational needs
- To enable children to have full access to all elements of the school curriculum
- To ensure that parents are able to play their part in supporting their child's education and are kept fully informed of their child's progress and attainment
- To ensure that our children have a voice in this process.

The day-to-day operation of the schools' SEN provision is the responsibility of the InCo (Inclusion Coordinator) who is appointed from within the teaching staff. The InCo also receives the support of the Head Teacher and the Governing Body. In addition, the Governing Body appoints a Governor to take a particular interest in and closely monitor the school's work on behalf of children with SEND.

## Equality

Under the provisions of the Equality Act 2010 the school is required to ensure that any application for admission should be treated fairly on grounds of gender, race or disability. At St Joseph's, we ensure that pupils and parents or carers with disabilities have equal access to the school's premises and curriculum by adapting our practice in line with the 2010 Equality Act. Further details are available in the school's Equality Plan (available from the school's website).

## Safeguarding

All schools have a clear responsibility placed upon them by the Children Act 1989 and guidance from the Department of Education to safeguard the welfare of all their pupils. In doing so, schools are expected to consult with Hertfordshire Safeguarding Children Board if they believe there is a possibility that a child may be suffering from abuse or neglect. Each school has a Designated Senior Person with responsibility for Safeguarding – at St Joseph's it is the Head teacher. All staff receive regular safeguarding training and updates. Our Child Protection and other safeguarding policies can be found on the school website.

## **Health**

The school nurse visits the school to carry out health screening of children's height, weight, eyesight and hearing in accordance with the Local Health Authority care policy. Parents are informed of the results. If your child has a serious or recurring medical problem please inform the school so that the Welfare Officer can ensure that any medication is safely stored and can be administered when it is required. If a child becomes ill at school parents (or an emergency contact that we have been informed of) will be telephoned to collect them.

## **Education for Personal Relationships**

Year 6 children are taught a unit of work concerning puberty, changes and relationships. Carefully chosen videos are used to facilitate discussion groups with their teachers and Head teacher. Parents are involved from the outset so that they can support the teaching at home and be prepared to answer any questions the children may have out of school.

## **Healthy Schools Award**

Following a Healthy Schools launch and whole school audit, St Joseph's has been working on four key themes within the Hertfordshire Healthy Schools Programme (HHSP). These were PSHE and Citizenship, Healthy Eating, Emotional Health and Well Being and Safety. We have been working towards achieving high standards in these areas and have now been officially awarded with HHSP Accreditation.



**Healthy Schools**

# School Uniform

Wearing school uniform gives the children a sense of belonging and an identity within the school. We encourage the children to take pride in their appearance and wear the correct uniform at all times.

## Infants: Nursery

### Boys

Light blue polo shirt (with or without school badge)  
Navy blue jogging bottoms/trousers  
Navy blue sweatshirts/jumpers (with or without school badge)

### Girls

Light blue polo shirt (with or without school badge)  
Navy blue jogging bottoms  
Navy blue sweatshirts/jumpers/cardigans (with or without school badge)  
Blue and white summer dresses striped or gingham (Summer term & Autumn till ½ term only)

### Both

Practical and comfy shoes suitable for inside and outdoor activities (does not have to be school shoes)

## Infants: Reception to Year 2

### Boys

Navy blue sweatshirt with school logo or navy blue V-neck jumper  
Grey trousers or shorts

### Girls

Navy blue sweatshirt with school logo or navy blue V-neck jumper/cardigan  
Grey skirt/pinafore dress  
Girl's tights - plain navy blue or plain grey - no patterns or designs  
Girls summer dress - blue and white striped or gingham (Summer term & Autumn till ½ term only)

### Both

Light blue polo top with or without school logo (a short sleeved top, not a polo neck top)  
Outdoor shoes - Black or navy blue shoes  
Indoor Shoes - Black or navy blue indoor shoes, ideally Velcro or buckles (Non-marking soles only)  
Indoor shoes do not have to be exclusively plimsolls

## Juniors: Year 3 to Year 6

### Boys

Blue shirt  
School tie  
Navy blue jumper with or without school logo  
Grey trousers or shorts

## **Girls**

Blue blouse

School tie

Navy blue V-neck jumper/cardigan with or without school logo

Grey skirt

Girl's tights - plain navy blue or plain grey - no patterns or designs

Girl's summer dress - blue and white striped or gingham (Summer term & Autumn till half term only)

## **Both**

Outdoor shoes - Black or navy blue shoes

Indoor Shoes - Black or navy blue indoor shoes (non- marking soles only)

## **PE and Games Kit**

### **For Infant and Junior Departments**

White cotton T shirts and navy blue PE shorts

Navy blue tracksuit/sweatshirt and jogging bottoms

Outdoor footwear for outdoor games - trainers are suitable for this activity

PE bag - named

Shoe bag – named

## **School Uniform**

The school does not nominate particular shops to parents buying school uniform, but provides an independent "School Uniform Shop" on the first Thursday of each school month in the Dining Hall. School ties and book bags are available to purchase from the school office. Slim school bags have been designed for nursery and infant children and we have wider school bags for juniors. The bags are designed to look smart and to fit into the storage space in the class rooms. Children are encouraged to use only these bags.

## **Additional Activities**

### **Extra-Curricular Activities**

The school offers a variety of extra-curricular activities. At present these include: recorder club; school choir; craft club; netball club; football club; chess club; multi-sports club; rugby club; Italian club; Irish dancing and a gardening club. Children may use the school's library and parents are invited to purchase books from our regular book fairs. In addition, a peripatetic music (violin) teacher visits the school weekly. Drum lessons are also offered to our Key Stage 2 pupils.

### **Early Bird and Night Owl Clubs**

Fun and Learning out of school care for three to eleven's based at St Joseph's School. Children can arrive at the club at 7.30am each morning; they are given a nutritious breakfast and take part in supervised activities before school starts. The Night Owl 'After School' Club begins at 3.45 until 6.30pm.

## **School Trips**

From time to time children will be taken on trips and visits to support classroom learning. Recent visits have been made to the Houses of Parliament, Wimpole Farm, the Science Museum, The British Museum and Stansted airport. Towards the end of each summer term our Year 6 students take part in a residential trip. Recent trips have taken place at Windmill Hill PGL centre in East Sussex and have included a day trip to France.

## **Charging and remission of fees**

Under the terms of the Education Reform Act (1988), the school cannot charge for any activities that take place within school hours. However parents are asked to make a voluntary contribution to the cost of visits and events. In the event of financial difficulty parents are invited to discuss the matter with the Head teacher.

## **Fund-raising**

We have a lively programme of fund-raising initiatives supporting charities at home and abroad. Our children launch themselves wholeheartedly into each event and pride themselves on the amounts raised.

Our fundraising efforts include:

- An annual sponsored bounce to raise money for a nominated charity
- Love in a box – children fill shoe boxes with Christmas gifts for needy children around the world
- Children in Need
- Harvest Festival – gifts for CAFOD
- Westminster Catholic Children's Society

We are very proud of our school's achievements with approximately £4,000 raised for charity each year.

## **School Association**

All parents are automatically members of our lively School Association while their children are at the school. It is led by an outstanding committee which organises a variety of functions and events throughout the school year such as a Christmas Shopping Evening, Bonfire Night Fireworks, Family Discos and the May Fayre. These events not only provide valuable income for the school but also the opportunity to socialise.



## Travel Plan

St Joseph's school is committed to ensuring that everyone travelling to and from the school can do so as safely as possible. In order to achieve this we have developed a Travel Plan - a full copy of which can be found on the School's Website.

In accordance with the Travel Plan, we encourage those travelling to the site to use environmentally friendly modes of transport and to be aware of the needs of those living in the immediate vicinity of the school. We believe this contributes to the health, safety and developing independence of pupils and good relationships with our neighbours. This supports our school's mission statement, "To live, love and learn in a caring Christian community"

The Travel Plan is presented to and reviewed by the Governors annually. Safe travel in accordance with the Travel Plan is also included as part of the remit of the Schools Eco Council.



## Eco Plan

St. Joseph's is committed to ensuring that our school will become a more stimulating place in which to learn, whilst reducing the environmental impact of the whole school on the community. The School Council adopted an Eco Plan to support these aims. The Eco Plan is now reviewed, monitored and developed by the School Eco Committee, established in 2012. The aim of the Eco Plan is to seek to promote environmentally responsible consumption of goods and services by the School and the school community. The School undertakes numerous Eco initiatives and provides varied recycling opportunities for the school community. We have an Eco Council notice board in school, Eco notices are also regularly displayed on the School notice boards, on the School website and by regular parent mails/Eco newsletters.