



St. Joseph's Catholic Primary School,  
Withnell

Welcome to our school prospectus. Hopefully it will give you an insight into the life of our school – our aims, curriculum and activities.

We provide a happy, caring, family environment where, we believe, children experience real learning, developing their talents for use in later life.

Confidence in a school comes from knowing and understanding what we will do for your child and how we will do it. We hope to extend your knowledge, through regular contact and discussion and so develop a mutual understanding and responsibility for the education of your child.

May I, on behalf of the Staff, the Children and the Governors, offer to all a warm invitation to visit us at work and see our school in action.

*Martin Braithwaite*  
Headteacher

### The School Staff

The Staff, both teaching and non-teaching, are the most important resource in our school. They work closely as a team in the daily organisation of the school and in providing a happy, secure learning environment.

The staff works in close partnership with parents, governors, the parish and the wider community. They have a high expectation of what can be achieved by each individual and strive to move the school forward to achieve the best for each child.

### Teaching Staff

Mr. Martin Braithwaite	Headteacher
Mrs. Johann Muldoon	Infant Teacher
Miss Gail Webster	Junior Teacher

### Non Teaching Staff

Miss Sam Walsh	Nursery Nurse
Mrs. Pauline Catterall	Site Supervisor Welfare Assistant

Situation Vacant Officer	Administrative Officer
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Mrs. Julie Sledge	Teaching Assistant Welfare Assistant
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Mrs. Angie Woodcock Cook

### The School Governing Body

The Governing Body are the employers of the school. They work in partnership with the Headteacher to make decisions about how the school is run in order to improve the quality of education and to improve pupil progress.

The Governor's are responsible for a large range of issues including:

- ✧ Setting School Improvement Targets and ensuring that the National Curriculum is taught
- ✧ Deciding how the school budget should be spent
- ✧ Ensuring that the buildings and furnishing are kept in good order
- ✧ Interviewing and selecting staff
- ✧ Health and Safety

The full Governing Body meet once each term to ratify committee decisions, to review progress and to discuss other matters including the headteacher's report. The Governors meet several times a term as committees to discuss matters relevant to their brief.

Governors endeavour to visit the school regularly to discuss matters with the staff and parents and to meet with the children.

### The Governing Body

Mr. David Southworth	Chair
Mrs. Cath Jones	Vice Chair
Mr. Martin Braithwaite	Headteacher
Dr. Margaret France	Foundation
Rev. Simon Gilbertson	Foundation
Mrs. Pat Godfrey	LEA Rep
Mrs. Johann Muldoon	Staff Rep
Mrs. Brenda Rutter	Parent
Mrs. Pauline White	Foundation

### The School Aims

Our overriding aim is to provide an environment, which enables the individual child to develop lively and enquiring minds to reach their full potential; academically, socially, physically, emotionally and always encourage everyone to try their best.

We believe that all children should gain enjoyment and satisfaction from their achievements within the learning process, and this will encourage them to regard education as a life-long development.

### Discipline

The school expects all children to behave in a responsible and acceptable manner and hopes for parental co-operation and support in such matters. The school prefers to emphasise the positive values and the child will be rewarded accordingly, from a word of praise from the class teacher, to the awarding of House Points, to count towards weekly and termly competitions.

The school Behaviour Policy is available in the office should a parent wish to read it or to have a copy.

### Pastoral Care

The headteacher of the school and all the appropriate staff are responsible for the well being of the children in the school. In the normal course of the day the main responsibility falls on the individual class teacher.

At breaktime there is always a member of staff on duty on the playground to oversee the children at play.

At lunchtime one of the teachers is always on duty and the welfare assistants look after the children's immediate needs.

Parents who have any concerns in this area are asked to contact the headteacher and speak either to him or to the teacher in charge of their child's class.

### Parents' Evenings

We usually hold three parents' evenings each year.

Our first in October is to discuss with the parents how their child is settling into the new school year.

In the Spring Term there is a mid-year parents' night for all pupils. At this you will receive a brief assessment of your child's progress in the first half of the year and get an opportunity to look at the work they have been doing.

End of year reports come out in July and following this there is an opportunity to discuss your child's report with the class teacher if you should so wish.

What if you're worried?

If you have any worries or concerns about your child's work or a pastoral issue, please come and see us. Problems only get worse if they are left, don't wait until parents' evening. We can often help and we are always pleased to see you.

It is better if you phone the school first and make an appointment but this is not essential. If we are worried about your child we will get in touch and arrange an appointment.

### Child Protection

All our children are very precious to us and we aim to work closely with parents to ensure all our children remain happy and safe. In matters of Child Protection we are obliged to adhere to the Children's Act. Mr Braithwaite is the named person for Child Protection.

Because of the day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required as part, as part of the Child Protection Procedures, to report their concerns to the Social Services department immediately.

### School Uniform



We are proud of our school uniform. Sweatshirt, polo shirts and jackets embroidered with our logo are available from school. Blue gingham dresses can be worn in the summer months.

Each child also needs a drawstring bag containing blue shorts, plain white tee shirt and pumps for P.E.

Please clearly label all items of clothing with your child's name.

A detailed uniform list can be obtained from the school office.

### Curriculum

Our view of education is child centred. We are concerned with providing a rich environment in which children's experiences and interactions can help them to develop individually.

At St. Joseph's we want to educate children who have learnt how to learn and in planning the curriculum we stress the importance of being able to acquire information. We introduce children to knowledge and ideas, as set out in the National Curriculum, through topics that interest and excite them.

We ensure that creativity is nurtured and that children are given the opportunity to digress from expected pathways. Children are never put down because they say something unusual; they are encouraged to think "outside of the box". We value originality and tenacity.

We encourage the belief that adults do not know all the answers but that learning is for life. Children's answers and solutions are as valid as adults and worthy of consideration.

At St. Joseph's we are constantly examining the learning opportunities provided for the children and the teaching styles we employ. We seek the active involvement in the learning process from children and their families and use a variety of learning methods to allow all to participate and grow.

We aim to provide a wide range of educational activities and opportunities. In addition to the basic work in English, Mathematics, Information Technology and Science, the core subjects of the National Curriculum, we, as a Catholic school, add Religious Education as an equal partner with these at the centre of our curriculum.

### “The Hidden Curriculum”

We are very aware of “the hidden curriculum”; how we talk to children, how we encourage them to talk, how we foster respect for the opinions of others by discouraging interruptions. Everyone has the right to speak and be heard. We are very aware that the relationships between members of staff send signals to children about accepted behaviour and respect in St. Joseph's and we are careful to always foster considerate and supportive relationships.

### Additional Needs

Children with additional needs are supported by their teacher and teaching assistant with back up from education authority specialist staff if required.

### Personal, Social and Health Education

Personal and Social development is central to the education of our children and permeates the whole of the curriculum. It is concerned with acquiring attitudes and values, knowledge and understanding, abilities and skills necessary for the development of self, the self in relation to others social responsibility and morality.

### Extra-Curricula Activities

The extra-curricula activities of the school are an important, less formal, part of the learning that goes on in school.

The school seeks to provide a full and varied programme of activities, particularly for the older pupils, consistent with the interests of

the staff and the amount of time they can give to these voluntary pursuits. Many of these activities are sporting, including Football, Netball, Aerobics and Dance. We also have a French Club, Chess Club and an after school Computer Club.

We also offer Violin, Flute and Clarinet tuition from the Lancashire Music Service. We compete against other schools at football and swimming and have in recent years played in a National Chess Competition.

### The School Day

Morning school is from 08.55 until 12.00

Afternoon school is from 13.10 until 15.15

### Lunchtime

Excellent lunches are cooked and served in school each day. Children can bring a healthy packed lunch from home or may return home for lunch.

Lunch is seen as social time for the children to enjoy. Welfare staff are employed to look after the children, both in the dining room and also at play in the yard or on the field. Play activities are organised for the children to participate in during lunch break.

### Medicine in School

It is always preferable for parents to administer medicine to their child. In exceptional circumstances it may be necessary to ask the school staff to administer prescribed medication. Every effort will be made to do this if we have clear written instructions. A form is available from the office and must be completed before medicine can be given.

### First Aid

The majority of our staff are qualified First Aiders. If your child has an accident at school, simple first aid will be applied. If the injury were of a more serious nature we would contact you or your emergency contact.

## Absence and Health

We record absences in the registers as authorised and unauthorised. If your child is absent, it is important that you contact the school by letter, telephone or email to let us know the reason.

Please inform school if your child has a medical or other appointment during school time, so that arrangements can be made.

No entitlement for absence due to holidays exists and we ask that parents do not plan holidays in term time, unless really necessary.

## Friends of St. Joseph's

The school is well supported by an inclusive parents group known as the Friends of St Joseph's. Although the group raise large amounts of money to support the work of the school, equally important is the social function they perform. The Ladies Nights Out are legendary and the annual end of term BBQ is eagerly anticipated by parents, staff and pupils.

Every parent is automatically a member of the 'Friends'; everyone's involvement can only add to the benefit your child and your family can gain from the school.

## Extended School Provision St. Joseph's Fun4Kids

St. Josephs Fun4Kids, is run to provide child-minding facilities before and after school for parents who need this facility. For a very reasonable cost, children can be supervised, by qualified staff, in a fun environment.

Breakfast Club runs from 8.00 – 8.45 am. As well as Breakfast the children are involved in a range of fun, educational activities until it's time to go to class at 8.45 am.

The after School Club runs from 3.15 – 5.45 pm. The children enjoy a variety of light snacks to keep them going until teatime.

Activities can range from art to football; computers to make-up demonstrations!

## Inclusion - Accessibility

The school has carried out an Accessibility Audit and is confident of meeting the needs of all pupils here at St. Joseph's. We have access to all classrooms and outdoor facilities and a disabled access toilet.