

ST.JOSEPH'S ROMAN CATHOLIC INFANT SCHOOL



School Prospectus

2019-20



C O N T E N T S

Mission Statement
Admissions
Admissions Policy
Home School Agreement (see Appendix III)
School Organisation
Safeguarding
Curriculum
Use of Welsh Language
Curriculum Statement and A.L.N.
Arrangements for Religious Education
Prayer and Worship
Sport
Targets
Pastoral Care Arrangements
Authority's Support Services
Safety in School
School Discipline
Educational Visit
Charges and Remissions Policy
Homework Policy (see Appendix I)
Equal Opportunity Policy
Sex Education
Attendance (see Appendix II)
Rates of Unauthorised Absences 2018/19
Extra-Curricular Activities and Parent Liaison
School Uniform
School Hours
School Holidays and Half Terms 2019/20
Foundation Phase Outcomes 2019
Complaints

DIOCESE OF MENEVIA

ST. JOSEPH'S CATHOLIC INFANT SCHOOL

Address:	Water Street, Port Talbot SA12 6LF
Telephone No:	01639 882579
Email:	stjosinf@npt.school
Name of Headteacher:	Ms. Julie Beaumont
County/Voluntary/Welsh:	Voluntary Aided
Co-educational/Boys/Girls:	Co-educational
Language of the School:	English Medium
Number on Roll:	135
Age Range:	3 to 7
Chairperson of Governing Body:	Miss Teresa Welsh
Clerk to Governors:	Mrs. C. Jones

Hedteacher's Message

Croeso, Welcome!

Our school aims

- ❖ To foster Christian values in an environment which encourages the understanding of the needs of everyone, in line with our Mission Statement.**
- ❖ To form and develop the whole person – spiritually, morally and academically.**

We are a very friendly, happy and hardworking school, who in close partnership with parents and parish strive to provide an education of the highest standards. Our Catholic Mission permeates all that we do.

The last academic year has been filled with fun and learning. Wellbeing Literacy Numeracy, e-learning and the development of Thinking Skills have remained key areas of development. As a Pioneer School children have trialled new approaches to learning maths. This will be further developed 2019-20 as we embed the new Curriculum for Wales focusing on the four core purposes. Children have been supported to become more reciprocal, resourceful, resilient and reflective independent learners

Pupils are encouraged to become capable learners, to be creative and ethical witnesses of Christ's values in Wales and the World, embedding Jesuit Virtues and eagerly rising to the challenge of using a wider range of ICT and HWB resources to enhance their learning.

Our Mission Ambassadors have led assemblies sharing key messages of Pope Frances encouraging all to look after our World, reduce waste and work towards reducing poverty.

Pupils and Eco Committee were thrilled to achieve Healthy Schools Phase 5 Accreditation and have worked on new targets set. The School Council have introduced many changes, including the installation of a new outdoor wigwam and softpour play area. Playground Buddies have played a very important role in helping each other at breaktime. Criw Cymraeg have led school in the

development of Welsh in school. Parish and community links underpin all that we do and have been central to making school life a rich tapestry of learning.

Rooted in Christ

I hope that you enjoy reading about life in St. Joseph's Catholic Infant School and that you decide to send your children to us. If you have any queries after reading this prospectus, please do not hesitate to contact me at the school.

In the meantime, here are some quotes from our latest ESTYN and R.E. Reports.

"St. Joseph's Catholic Infant School is a caring and effective learning community. Pupils enjoy interesting and positive learning experiences with staff who understand them well. Leaders understand the needs of pupils well. Leaders work well with parents and foster effective partnerships with other schools and the local community. This contributes beneficially to pupils' wellbeing.

Teachers plan engaging activities, using the schools indoor and outdoor environments purposefully. Staff ensure that pupils have worthwhile opportunities to learn through adult-led and independent play activities. As a result, pupils are happy and polite, and they enjoy school."

Pupils in the St. Joseph's School make a good contribution to the Catholic life of the school. This is reflected in the links with their Parish community. Children are involved in the life of the Parish and have many opportunities for developing their spirituality, praying and receiving the Sacraments."

"The school has a warm welcoming and inclusive ethos that promotes equal opportunities for all pupils. There is a strong emphasis on kindness, caring for others and showing respect towards both adults and children. The school values and celebrates the diversity of pupils' backgrounds."

"The Catholic ethos permeates all areas of school life."

MISSION STATEMENT:

St. Joseph's Infant School is a Catholic School of the Diocese of Menevia. Our mission is to provide a Christian community where the Catholic Faith is taught and nurtured and where all may live and work together to achieve the highest academic standards.

Specifically we aim to:-

1. Provide an education that develops both the spiritual and the academic aspects of each individual.
2. Celebrate through prayer, liturgy and worship allowing pupils and staff to develop and grow in their love of God.
3. To foster Christian values in an environment which encourages the understanding of the needs of everyone.
4. To be witnesses of Christ's values to the wider world.
5. Continue to develop close relationships between, home, school and parish.

ADMISSIONS:

Parents considering applying to the school for a place for their child are asked to make an appointment with the Headteacher prior to visiting the school.

ADMISSIONS POLICY

St Joseph's Catholic Infant School

Admission Policy 2019-20

1. St. Josephs' Infant School is a Catholic Infant School situated in the Diocese of Menevia and is maintained by Neath Port Talbot Local Education Authority.
2. The Governing Body is responsible for determining and administering the policy relating to admission of pupils to the school. It is guided in that responsibility by:
 - a) the requirement of the law.
 - b) the advice of the Diocesan Trustees on the nature and purpose of its duties and in fulfillment of its Trust Deed and Instrument of Government.
 - c) its duty towards the school and Catholic community it serves.
 - d) the Catholic character of the school and its Mission Statement.

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's Admission Number for the school year beginning in September 2020 is 60

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by the shortest distance (see Note 4).

3. The school serves in the first instance Baptised Catholic children living in the parishes of St. Joseph's Port Talbot, Our Lady of Margam, Our Lady of the Assumption, Briton Ferry.

4. Applications for a place in the school must be made on the enclosed form and returned to the school no later than 30th November, 2019.
5. The Governing Body has delegated responsibility for determining admissions to its Admissions Committee, which will consider all applications at the same time and after the closing date for admissions, made in accordance with the criteria set out over.
6. Pupils who are admitted to the school will enter the Reception class in September 2020.
7. If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. This appeal must be sent in writing to the clerk to the Governors at the school within 14 days (10 working days) of refusal. Parents must give reasons for appealing in writing and the decision of the appeals panel is binding on the Governors.

If the school is named in a statement of Special Educational Needs, the Governing Body has a duty to admit the child to the school.

As required by law the Governing Body will not admit more than 30 pupils to any one Reception or Infant class.

St. Joseph's Catholic Infant School

Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over - subscription criteria in priority order.

1. Baptised Catholic 'Looked After' and 'Previously Looked After' children, who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents), or who have a Special Needs Statement naming the school, within the parishes served by the school.
2. 'Looked After' Children' and 'Previously Looked After' who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) or who have a Special Needs Statement naming the school.
3. Baptised Catholic children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or a sister at the school at the time of likely admission.
6. Children of other Christian Denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

In event of any over-subscription in the number of applications made under any of the categories above then the Admissions Committee will offer places first to children living nearest to the school by the shortest walking distance using public highways.

All Christian applicants will be required to produce baptismal certificates.

NOTES (these notes form part of the over-subscription criteria)

Note 1.

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. This includes the Eastern Catholic Churches.

Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 2.

Looked After Children from Catholic Families has a dual meaning. It could mean the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised catholic normal rules apply. If the child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a baptism certificate of either parent carer.

Note 3.

Children with a Statement of Special Educational Needs who name the school must be admitted. This will reduce the number of places available to applicants.

Note 4.

For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 5.

Where a family of twins, or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

In all categories "live" means the child's permanent address. A child is normally regarded as living with a parent or guardian and the address of the parent or guardian will be used for admission purposes. When a child lives with more than one parent/guardian, at different addresses, we will use the preference expressed by the parent/guardian at the address where the child lives the majority of the time during the school week as the main place of residence.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school, usually the front gate. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly

the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

NOTE 6.

a) Admissions to the Nursery classes does not necessarily secure admissions to the Infant School.

b) The Governing Body reserve the right to admit children with proven and exceptional medical and social needs where admission to the Nursery class may best satisfy those exceptional needs, providing that such an application is submitted with appropriate evidence or report from the doctor or social worker. If the school is named in a statement of special educational needs the Governing Body has a duty to admit the child to the school. All Catholic/Christian applicants will be required to produce baptismal certificates.

HOME SCHOOL AGREEMENT:

The Home School Agreement adopted by the Governing Body is a model provided by the Catholic Education Service. (Please refer to Appendix III).

SCHOOL ORGANISATION:

The Nursery class is in the main Infant School complex at Water Street. Children are admitted after their third birthday whenever a place is available.

Currently the Infant Department consists of three classes where the children are streamed by age. Members of the teaching staff have responsibility for specific areas of the curriculum throughout the school.

The current staffing for 2019-20 is:

Nursery am	-	Mrs. J. James
Year 2	-	Miss A. Wellington
Reception	-	Mrs. Mapp/Mrs. Sidley-Torrance
Year 1	-	Mrs. S. Turner
Non-Teaching Support	-	Mrs. D. Coughlin
Non-Teaching Support	-	Mrs. C. Lloyd
Non-Teaching Support	-	Miss K. Bowen (1:1)
Non-Teaching Support	-	Mrs. C. Hines
Non-Teaching Support	-	Mrs. C. O'Leary
Non-Teaching Support	-	Mrs. M. Ejimofor (1:1)
Non-Teaching Support	-	Mrs. C. Brock
Secretary	-	Mrs. C. Jones
Caretaker	-	Mr. P. John
Cleaners	-	Mrs. P. Andrews/Mrs. B. O'Callagan
Mid-day Supervisor	-	Mrs. J. Egan
Mid-day Supervisor	-	Mrs. L. Eddolls
Mid-Day Supervisor	-	Mrs. B. O'Callaghan

SAFEGUARDING:

All members of staff are trained in Safeguarding procedures and Ms. Beaumont is the Designated Protection Teacher, Mrs. Turner is the Deputy Designated Protection Teacher, Mr. Julian Hussell is the Link Governor for Child Protection.

Protecting children from harm is the shared responsibility of all school staff. The Designated Safeguarding Officers for Neath Port Talbot are Sam Jones and John Burge.

CURRICULUM:

The Nursery and Reception classes, are known as the 'Early Years' and follow the Foundation Phase Framework for children's learning for 3 to 7 year olds in Wales. The School is now using the 6 curriculum areas

1. Expressive Arts.
2. Health and well-being.
3. RE Humanities
4. Languages literacy and communication including Welsh
5. Mathematics and numeracy.
6. Science and technology.

Numeracy and Literacy Framework:

The new National Literacy and Numeracy Framework is built into the curriculum, lesson planning and delivery.

Lessons are taught through a thematic approach where possible. In addition, a Music teacher visits weekly and teaches in all classes. Class teachers ensure that the needs of every child, including the very able, are met through differentiation.

As far as possible, children with physical disabilities are fully integrated in the life of the school. Pupils requiring a significant level of support are considered under the process as laid down by 2002 SEN Code of Practice, Wales.

Policies and Schemes of Work are in place for all subjects. Should parents wish to view them, please contact the Headteacher.

USE OF WELSH LANGUAGE

The School is embedding Cymraeg Campus across the Foundation Phase. The school is following a scheme devised by the Authority, which places a great deal of emphasis on the spoken word, using colourful charts, books and computer programmes to help hold the child's attention, to help concentration and to aid vocabulary development.

All of the teaching staff have attended Welsh courses. KS1 children take turns daily as Helpwyr Heddiw. The use of incidental Welsh is encouraged throughout the school day.

CURRICULUM STATEMENT AND A.L.N.

At St. Joseph's Catholic Infant School we aim to maximise the entitlement of all ALN pupils, whose parents wish them to be in a mainstream school. Admission arrangements of St. Joseph's School ensures that there is no discrimination against pupils with ALN. In accordance with the School's Admission Policy, we would accommodate any child whose parents expressed a preference towards the school provided all his/her special needs can be met by the school.

ALN pupils have a right to access the whole curriculum. Through the curriculum and school environment, children can be encouraged to value diversity and understand the affect of injustice and inequality in peoples' lives. The school has a disabled toilet and access ramps. A Code of Practice is in existence at St. Joseph's Infant School.

The purpose of the Code is to help the school and the L.E.A. obtain the best value from financial resources and expertise for children with A.L.N., from those needing a little extra help to those with more serious learning difficulties.

This Code has been effective from September 2002 and from that date the school and the L.E.A. have had regard to the Code. All those to whom the Code applies (School, L.E.A., Health Service, Social Services) have a statutory duty to have regard to it.

Children can now be identified as needing help much earlier i.e. Nursery age. During the year a number of pupils are identified as having special educational needs and support is given, both in class and by withdrawal from class in small groups whenever appropriate.

St. Joseph's Infant School Policy on A.L.N. is as follows:-

Ms. J. Beaumont is designated A.L.N. teacher, supported by Mrs. James (Shadow SENCO) and Mrs. Lloyd (ALN Suppor). This team co-ordinates with the staff to decide on any action to be taken. The school has adopted a 3

stage plan - Early Years or School Action, Early Years Plus or School Action Plus and Statement. The School keeps an ALN register which is regularly updated.

LOOKED AFTER CHILDREN

The Headteacher/ALNCO is responsible for promoting the educational achievement of Looked After Children.

ARRANGEMENTS FOR RELIGIOUS EDUCATION:

As a Catholic school the basic religious ethos is to be found across the whole curriculum. In addition, religious education is given daily conforming with the Doctrines and Teachings of the Roman Catholic Church, in co-operation with the Archdiocesan Catechetical Commission. The programme used is 'Come and See',

PRAYER AND WORSHIP:

Teachers take every opportunity to pray with the children at appropriate times of the day embedding the Virtues of the Jesuit Pupil Profile. Assemblies are conducted daily with the exception of Wednesday or Friday when the pupils attend 9.30 a.m. Mass in St. Joseph's Church, taking an active part throughout the year a range of services are provided to celebrate the major feasts and seasons of the Church's Calendar.

SPORT:

In the Infant School we aim to lay good foundations and engender an enthusiasm for participation in various sports. This is done by teaching the relevant basic skills necessary for ball games such as soccer and rugby, racket games such as tennis and cricket.

When children have achieved trophies in sporting activities outside the school these are acknowledged and applauded in School Achievement Assemblies.

TARGETS:

The school aims to achieve high standards in education. Comparisons are made locally and nationally with Foundation Phase Outcomes and National

Testing. The school then uses these results as a basis when determining their own targets for improved achievement each year.

Pupils have individual targets set in the core subjects of Language and Communication and Numeracy. A tracking system (INCERTS) is embedded which tracks individual pupil progress.

PASTORAL CARE ARRANGEMENTS:

As a School in the Diocese of Menevia, St. Joseph's Infants has adopted the Relationship and Sex Education Policy. Pastoral care of the pupils is the concern of all class teachers with the Headteacher having overall responsibility. Parents are asked to provide the school with a telephone number where contact can be made in the event of illness. In the event of a child becoming ill, parents are contacted immediately. Minor accidents are attended to in school. Most of the teaching and non-teaching staff have attended a First Aid course. Parents are contacted in the event of a major accident, and the appropriate steps taken. Regular visits to the school are made by the Medical Services. Pupils have a hearing test during the second year. Children no longer have a full medical on entering school.

School meals are cooked on the premises at a cost of £11.75 per week payable on a Monday morning. Three lunchtime supervisors look after the pupils at mid-day under the supervision of the Headteacher.

INFANT AND JUNIOR SCHOOL LINKS:

The pupils and staff of the Junior and Infant School work closely together in the weekly celebration of Mass and the monthly celebration of Family Mass (2nd Sunday). A clear transition plan is in place to ensure pupils are well equipped to move on to the next Key Stage in their academic and spiritual development.

AUTHORITY'S SUPPORT SERVICES:

The school doctor will conduct medical examinations on request. We also have links with the Education Welfare Service, Schools Psychological Service,

Special Education Needs Service and the Integrated Support Service and when necessary, Community Health Service and School Health Service.

SAFETY IN SCHOOL:

Teaching staff carry out supervisory duties before and after the morning and afternoon sessions and during breaktimes. At lunch-time, four assistants, under the direction of the Headteacher carry out supervisory duties.

Children travelling on school transport are escorted from and to the buses by members of staff at the start and each end of the school day. Procedures for emergency drill in case of fire are known to all staff and pupils.

The fire drill is practised regularly. P.E. equipment is only used with teacher supervision. A controlled entry system is used in the main school building and in the Nursery Unit which makes for a secure environment for pupils, staff and equipment. There are security locks on other main access doors.

SECURITY:

The entrance doors of the school have self closing mechanisms and the main entrance has an intercom system and camera which is displayed in the main office and Headteacher's office. Visitors to the school are required to come to the office to register their arrival on the premises, sign the 'Visitors Book' and then issue with a Visitors Pass, before approaching staff and pupils. The Nursery block has a coded door entry system in operation. The main school gates are locked daily from 11.40 to 12.45.

SCHOOL DISCIPLINE:

The overall discipline and enforcing of school rules is the responsibility of the Headteacher, with the assistance of her staff. The aim of the school is to develop a sense of self-discipline among the pupils and punishment is normally through loss of privileges. If misdemeanours continue, parents are called to the school. Corporal punishment is not administered.

Children are expected to be punctual and parents are expected to provide notes when children are absent. Jewellery is not allowed to be worn in the

school. **Earrings should not be worn as they are dangerous.** Hair should be of a natural colour. Sweets, crisps etc., are not allowed during break time.

ATTENDANCE POLICY AND YEARLY ATTENDANCE FIGURES FOR 2018/19

The school and NPT LEA aim to achieve good attendance. An Attendance Action Plan is in place. In line with NPT Policy “with effect from September 2013, Neath Port Talbot Schools will no longer authorise pupil absence for holidays taken during term time. Requests for leave of absence for a family holiday during term-time will not be approved by schools” and from 1st January 2015, Penalty Notices may be issued.

Attendance percentage of possible sessions for pupils on roll and leavers of compulsory school age only 2018/19

Neath Port Talbot
St Joseph's Catholic Infant School

Attendance actuals of possible sessions for pupils on roll and leavers of compulsory school age only

Age	DOB	Sessions Possible			Attended			Authorised absences			Unauthorised absences			Not required to attend		
		B	G	Total	B	G	Total	B	G	Total	B	G	Total	B	G	Total
6	01/09/2010 - 31/08/2011	4076	7896	11972	3777	7550	11327	219	194	413	80	152	232	44	84	128
5	01/09/2011 - 31/08/2012	6990	4190	11180	6369	3957	10326	359	171	530	262	62	324	76	44	120
All ages		110666	12086	23152	10146	11507	21653	578	365	943	342	214	556	120	128	248

EDUCATIONAL VISITS:

Educational visits are arranged regularly in order to stimulate and enrich the pupils' learning.

CHARGES AND REMISSIONS POLICY:

There is a Charging Policy in operation at the school whereby parents are invited to contribute towards organised school trips, and if sufficient voluntary contributions are not received, the trip may be cancelled, but if the trip does go ahead, which includes children whose parents have not paid any contribution, we do not treat these children differently from any others.

HOMEWORK POLICY:

(Please refer to Appendix I).

EQUAL OPPORTUNITIES POLICY:

There is an Equal Opportunities Policy in existence in the Infant School.

SEX EDUCATION:

Relationship and Sex Education Policy pending adoption by Full Governing Body.

EXTRA-CURRICULAR ACTIVITIES AND PARENT LIAISON:

Extra-curricular activities provided at the school, Yoga, Spanish and Film Club regular book fairs and a C.A.P.E.R. (Children And Parents Enjoy Reading) book lending organised by the parents.

The school has a good Parent Teacher Association – ‘The Friends of Saint Joseph’ which parents are encouraged to support. The Friends meet a fortnightly basis. Parents are invited to the children's Mass in St. Joseph's Church each Wednesday or Friday at 9.30 a.m. and monthly Family Mass at 10.00a.m. at St. Joseph's Parish Church.

Parents are encouraged to come into school and work alongside the teacher with various activities, e.g. art, craft, cookery, story-telling etc. computer, library.

There are regular occasions when parents are invited to school to discuss their children's progress with staff. Parents usually attend a meeting in the Autumn Term for an update on their child's progress. A Spring Term meeting is sometimes arranged. Parents also have the opportunity to discuss the annual written report in the Summer Term. Parents may make an appointment to discuss a pupil's performance at other times, should the need arise.

SCHOOL UNIFORM:

The school colours are dark blue and light blue.

Sweatshirts, Sweatshirt Cardigans, Jogging bottoms, Polo-shirts and T-shirts are available from Image Shop, Aberafan Shopping Centre and Top Dog Embroidery, Workshop 11, Young Business Centre, Endeavour Close, Port Talbot SA12 7PQ.

SCHOOL HOURS:

Nursery (am)	09.00am	11.30am
(pm)	12.45pm	3.15pm
Infants	8.50am	11.50am
	12.45pm	3.15pm

Assembly Time: 10.15am Daily

School Mass is on Wednesday or Friday mornings at 9.30am

School Terms and Holiday Dates 2019/20

2019/20 Academic Year					
Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2019	Monday 2nd September	Monday 28th October	Friday 1st November	Friday 20th December	75
Spring 2020	Monday 6th January	Monday 17th February	Friday 21 st February	Friday 3rd April	60
Summer 2020	Monday 20th April	Monday 25 th May	Friday 29 th May	Monday 20th July	60
Total:					195

1. Schools will close to pupils for INSET/Staff Preparation on five days between Monday 2nd September 2019 and Monday 20th July 2020. The dates to be determined by schools.
2. Good Friday, 10th April 2020
3. Easter Monday, 13th April 2020
1. May Day, 8th May 2020 (**All schools will close to mark the 75th anniversary of VE Day**)
2. Spring Bank Holiday, 25th May 2020

school validation 2019 (End of Foundation Phase Outcomes – Pupils)

(Table 1 of 2 - PERCENTAGES)

Neath Port Talbot

St Joseph's Catholic Infant School

		N	D	W	Z	S	G	1	2	3	4	5	6	A
Personal and social development, well-being and cultural diversity	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.7	51.6	38.7	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.1	3.1	0.0	3.1	18.8	71.9	0.0
Language, literacy and communication skills (in Welsh)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Language, literacy and communication skills (in English)	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.2	16.1	61.3	19.4	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	6.3	6.3	0.0	3.1	50.0	34.4	0.0
Mathematical development	2019	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.2	9.7	74.2	12.9	0.0
	2018	0.0	0.0	0.0	0.0	0.0	0.0	3.1	6.3	3.1	0.0	59.4	28.1	0.0

FPI **

2019	77.4
2018	81.3

Notes

N: Not awarded a level for reasons other than disapplication.

D: Disapplied under section 364 or 365 of the Education Act 1996, now effected through sections 113-116 of the Education Act 2002.

W: Working towards Foundation Phase Outcomes.

A: Performance Above Foundation Phase Outcome 6.

- : Not exactly zero, but less than 0.05

** : Achieved the expected outcome in each of "Language, literacy and communication skills (in Welsh)" or "Language, literacy and communication skills (in English)", "Mathematical development" and "Personal and social development, well-being and cultural diversity" in combination.

COMPLAINTS:

If you are not satisfied with your child's education or have a complaint under Section 23 of the Act.

1. If you have a concern about the curriculum or religious education first try and resolve the matter by making an appointment to discuss your concern with the Headteacher.
2. If this is unresolved you may refer the matter to the Governing Body. The Chairman of the Governors is : Miss Teresa Welsh.
3. If you then feel that your complaint has not been resolved you may wish to telephone the Awards Officer, Civic Centre, Port Talbot 01639-763580
4. If the problem is still unresolved you should inform the Director of Education in writing and again an attempt will be made to resolve the problem, if at all possible, before recourse to the official Complaints Procedures.
5. Details of the Authority's Complaints Procedure are available at any school by appointment with the Headteacher, the Education Department or Public Library.

St. Joseph's Catholic Infant School - Homework Policy

The homework policy was formulated by staff discussions & consideration of parental opinion.

The main purposes of homework are:-

- a) to develop further links with parents
- b) to help parents/carers to understand more clearly what their children are learning in school
- c) to give children the opportunity to practise & consolidate their learning particularly in literacy, numeracy, ICT and Thinking Skills
- d) to develop confidence & self discipline
- e) to develop 'the homework habit'
- f) to have children realise that their achievements are regarded as important at home and in school
- g) to extend school learning

Through the implementation of the policy we aim to:-

- a) ensure a consistent approach throughout the school
- b) encourage children to develop increasing independence
- c) meet the needs of Additional Needs Pupils, more Able and Talented
- d) make expectations of homework clear to children, parents & carers
- e) extend opportunities for learning
- f) improve understanding and partnership between home & school
- g) provide activities which encourage parents to work with their children

Type of time spent on homework

For the pupils of the Infant School at Foundation Phase short activities which may involve

- * word games
- * learning spellings
- * enjoying reading together

would be the form that homework would take. Children need regular opportunities to practise reading and to listen to others reading, therefore it is recommended that parents/carers **read with** their child for between 10 & 20 minutes daily (not necessarily a school reading book). For those who are ready for more challenging work, literacy and numeracy tasks, designed to take 15 - 20 minutes, may be sent home once per week.

Whenever possible homework will be set regularly so that parents & children can organise their routine at home.

Reception - 10 minutes to include reading daily.

Year 1/Year2 - In addition to the time spent on the practice of reading, approx. 1 hour to be spent on spelling, other literacy work and/or number work per week.

Additional Learning Needs

Throughout the school, the planning of homework tasks will take into account the needs of children with Additional Learning Needs. Careful planning hopefully will ensure that the level of demand is appropriate and guidance to parents is clear.

Each class teacher is responsible for ensuring that the demands of homework are manageable for pupils, parents/carers. When necessary, teachers allow more than one evening for homework to be completed. This would take into account the pupils who are involved in out of school activities on certain evenings such as Brownies, Cubs etc.

Parental Support

Parents can best support their child by:-

- * supporting their children in the completion of homework - but not completing it for them!
- * making it clear to the children that they value homework
- * joining in with the homework of younger children (e.g. 'taking turns' to read a book.

St. Joseph's Catholic Infant School - Attendance Policy

The Governing Body of St. Joseph's Catholic Infant School firmly believes that regular attendance is a major factor in pupils attaining high achievement. As such, governors and staff are committed to actively encouraging a high rate of attendance.

Legal Requirements

The responsibility of ensuring that children attend school regularly, rests with parents.

It is the responsibility of the school to keep a register in which pupils' attendance is recorded each day.

The Local Education Authority has a legal duty to ensure that parents are fulfilling their statutory obligations, and this can in certain circumstances, lead to action through the courts.

The school is obliged to publish information, on unauthorised absences, in the school prospectus and the annual report to parents.

Registration

Registration in St. Joseph's Catholic Infant School is kept by means of SIMs. The teachers of the Infant School register pupils at the beginning of each morning and afternoon session via SIMs.

Absences are recorded using a number of codes, identifying unauthorised and authorised absence. An unauthorised absence is given for any family holiday etc. and may be subject to a 'Penalty Notice'.

Parents should inform the school as soon as possible if their child will not be attending on a particular day.

There is a dedicated absence telephone line for reporting pupil absence. Weekly and termly totals are recorded on SIMs.

The School operates a 'First Day Response', and parents are contacted and asked why their child is absent from school (if a prior message has not been left).

The Headteacher ensures that poor attendance is dealt with by communication with parents and /or referring the pupil to the Education Welfare Officer (EWO).

Promoting Good Attendance

St. Joseph's Catholic Infant School endeavours to promote good attendance, above 95%. Attendance is tracked regularly and systematically. Prizes, certificates and medals to those pupils achieving a high percentage rate per term and per year are distributed and this takes place at the end of term Achievement Assembly. The awards are presented by Attendance Link Governor. 'Golden Time' is awarded to classes on a weekly basis. Pupils who attend for the full week are entered into a termly prize draw.

First and Third day responses is followed on pupil absence. When instances of poor attendance or punctuality occur, these are brought to the attention of parents as soon as they are noticeable. The Headteacher also comments on the written Report to Parents and the percentage of latecoming/attendance is highlighted.

Parents will be reminded regularly of the need to confine holidays to the official school holiday time. A form for 'request for Holidays during Term Time' is available on request. Summary attendance sheets for each pupil for each term will be sent home with comments where appropriate.

Where the amount of a pupil's absence causes concern, the School follows the ERW Attendance Policy Procedures. In the instance of a pupil's persistent latecoming, the Headteacher will speak personally with the parents.

The Headteacher will continue to comment on the annual written progress reports and the percentage of latecoming/absence highlighted if significant.



HOME-SCHOOL AGREEMENT

OUR SCHOOL MISSION STATEMENT:

The Community of St. Joseph's Catholic Infant School at all times and in all that it does, attempts to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally and academically in a happy, secure Christian environment.

We will always do our best to provide the best possible education for every child.

Signed *L. Webb*
(For and on behalf of the Governing Body)

PARENTAL RESPONSIBILITIES:-

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

THEREFORE I/WE WILL TRY TO:-

- ☐ ensure that my child attends school regularly, on time and suitably equipped;
- ☐ inform the school of any concerns or problems that might affect my child's work or behaviour
- ☐ support the Christian values of the school community;
- ☐ give my child opportunities for home learning and support homework from school;
- ☐ support the school's policies and guidelines for behaviour;
- ☐ attend parents evenings and discussions about my child's progress;
- ☐ encourage my child to be enthusiastic about learning and to enjoy school;
- ☐ encourage my child to show kindness and consideration to others;
- ☐ talk to my child about their experiences in school and encourage them to do their best;
- ☐ attempt to support the Catholic community and the school Governors in their responsibilities for maintaining the school buildings in good repair.

Signed.....
(Parent/Guardian)

SCHOOL'S EDUCATIONAL RESPONSIBILITIES:-

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

THEREFORE WE WILL:-

- ☐ provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn;
- ☐ ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development;
- ☐ treat your child with the dignity and respect they require, encouraging them to full human wholeness;
- ☐ demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school;
- ☐ do our utmost to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills;
- ☐ provide you with information about your child's progress and provide you with opportunities to talk to teachers;
- ☐ keep you well informed about school policies and activities through regular letters and newsletters;
- ☐ set, mark and monitor homework suitable to your child's needs;
- ☐ send home an annual report of your child's progress;
- ☐ contact you if there is a problem with your child's attendance or punctuality;
- ☐ inform you of any concerns regarding your child's behaviour, work or health;
- ☐ challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

Signed.....
(For and on behalf of the Governing Body)