

Archdiocese of Nottingham

# St. Joseph's Catholic Voluntary Academy

Part of the Corpus Christ Catholic Academy Trust

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**“Believe, Achieve, Succeed”**



**Headteacher: Mrs Karen McVea**

Chair of Governors: Mr Mike McGowan

# Welcome to St. Joseph's Catholic Voluntary Academy

*St. Joseph's Academy is at the heart of its community. It is situated in the centre of the bustling rural town of Market Harborough on the border of South Leicestershire. The school has a long and distinguished history, educating the surrounding parishes since 1877. The building is a combination of modern and original Victorian buildings skilfully adapted to its present purpose.*

*In April 2012 St Joseph's converted to academy status and is now part of the Corpus Christ Multi Academy Trust along with St John Fisher, Sacred Heart, St Joseph's (Leicester) and St Thomas More.*

*St. Joseph's is a Catholic Academy for all children built upon the solid foundations of Christian values. We believe that each individual should be given the opportunity to flourish and develop to their full potential. Here they can acquire the skills to become confident and articulate, well-equipped to meet the challenges of a fast -changing world.*

*At St. Joseph's we are committed to the development of the individual, to enabling every pupil to fulfill their potential, not only in their academic studies but also in sports, drama, music or wherever their talents may lie. We meet together regularly as a community to celebrate success and reflect upon the values of tolerance and mutual respect, honesty and integrity that underpin our philosophy here at St Joseph's.*

*The pupils are encouraged at St. Joseph's to have a say in their school and we have an active School Council which meets regularly after discussing current themes/issues with their class. The representatives are elected by the pupils themselves. In addition there are also Librarians, Sports Ambassadors and Road Safety Officers who all make a positive contribution to the pupils here.*

*We believe that our school is a warm, caring and happy environment as witnessed by many visitors to the school. We take pride in our traditional school uniform. We adapt our curriculum to the learning needs of the pupils. We are an inclusive community and have outstanding behaviour.*

*St. Joseph's Academy has close links with the parish of 'Our Lady of Victories', and we are proud of the committed and active PTFA who raise staggering amounts of money to support school ventures and equipment. The Governing body is proactive in their role and makes a good contribution to school life.*

*Many thanks for expressing an interest in St. Joseph's. We are delighted to welcome visitors and if you wish to visit the school, please do not hesitate to contact the school office to arrange an appointment.*

Karen McVea (Mrs)  
Headteacher

## **Mission Statement**

*"Believe, Achieve, Succeed"*

*Under Saint Joseph's guardianship and protection, we will be supported to achieve and succeed in the things the Lord wants us to do.*

## What makes St. Joseph's Academy successful?

- A dedicated team of staff who take pride in the achievements of the school and its pupils
- Staff who reflect continuously on their teaching and the learning of the children
- Pupils who are part of the decision making process and are regularly consulted
- A strong leadership team working to raise performance and maintain good standards
- A rich diversity of extra-curricular activities for different age groups
- Creating an atmosphere in which children are nurtured and have pride in their school community
- High expectations of behaviour from pupils and adults
- Treating one another as made in the image and likeness of God
- A committed and conscientious network of parents, governors and parish members
- Working and communicating with parents on a regular basis
- Networking with other schools and coaches

## What are parents offered?

- A full involvement in school activities
- A thriving PTFA
- Regular communication and consultation
- Open door policy
- Opportunities for joining school and parish worship
- Before and after-school club facilities
- A wide variety of musical and sport opportunities
- A school in which the child's voice can be heard



## What are the pupils offered?

- A caring and nurturing environment in which their voice is heard.
- To be treated as they wish themselves to be treated
- To be praised and challenged
- To have a community sense of belonging
- To know they are special, made in the image and likeness of God
- To have the opportunity to explore a wide curriculum, which is interesting and creative
- To become more confident, self disciplined and well motivated



## Quality Assurance

St. Joseph's is committed to providing a broad and balanced curriculum, one which is suitable for the age and development of its pupils, following the requirements of the national curriculum. We endeavour to provide a rich learning environment within a family and Christian setting. The school has a variety of strategies to ensure this happens:

- Quality of teaching is monitored through a regular system of lesson observations either by the Headteacher or other senior staff on the senior leadership team.
- Lesson plans and schemes of work are monitored by subject leaders.
- The school develops a strategic school development plan annually, in which they identify priorities for the school and identify what needs to be worked on.

## Discipline

Behaviour at St. Joseph's is outstanding, which is often commented on by external visitors to the school and was highlighted by Ofsted. Therefore we try to keep school rules to a minimum and instill in the children a sense of responsibility and well being. However the school has various discipline measures ranging from the informal to the more formal. We believe that praise and reward systems can be extremely effective, which the children enjoy being a part of.



## Admissions

The Governing Body is the admissions authority, and all decisions about admissions are made by a committee of the Governing Body. The admissions process is co-ordinated by the Local Authority on behalf of the Governing Body. Whilst St. Joseph's is a Catholic Academy giving priority to children baptised in the Catholic faith, the school openly welcomes all children from the community. As an inclusive school, it recognises and respects people from all walks of life and faiths. Parents are required to complete an application form and supplementary form by a given date, in order to process their application. Parents are invited to visit the school during normal school hours by appointment with the Head.

## Religious Education and Collective Worship



St. Joseph's is a Catholic Academy and therefore the RE curriculum is taught in accordance with the Nottingham Diocesan requirements and scheme of work. The school participates in whole school worship regularly, including class prayer. Regular school and parish masses and other religious celebrations also take place. The school recognises that we are part of a much wider Christian approach and therefore children of other denominations and faith integrate well into the school, sharing a common ethos. The only requirement the school places on families who are not of a Catholic background is that they are sympathetic and respectful to the faith community in the school.

## Special Education Needs

St. Joseph's values each pupil as someone special and therefore it is our responsibility to meet their needs, within the limitations of budget allocations. This is acknowledged in the school budget, where monies are set-aside specifically for Special Educational Needs (SEN). Special Needs within the context of this policy refers to children who:

- Have a significantly greater difficulty in learning than the majority of children of a similar age.
- Have a disability or marked ability, which cannot be catered for within the normal facilities provided by the School.

A senior member of staff has particular responsibility for overseeing all children on the Special Needs Register and acts as a link with external agencies. When the school requires additional help then this is purchased from a variety of providers. Pupils with physical disabilities will not be treated less favourably than those without and the school has an accessibility plan covering measures the school could take to increase access to the school by pupils who are admitted with disabilities. Parents are welcome to have a full copy of the Special Needs Policy of the school.

## Child Protection

St. Joseph's Academy supports families in creating a Christian community in school and at home, leading to the formation of a well rounded member of society. The school is also responsible for the safety and protection of children from harm or danger by other children or adults, within school and at home. It is a statutory obligation for schools to work with other agencies ie police, social services, Education Social Services amongst others to protect the interests of the child. In the majority of cases the parents will have been notified if contact with these agencies has been sought however at times this may not be appropriate. Furthermore although the school is keen to work with parents in whatever form, the school can not guarantee confidentiality if it poses a risk to the child. It is paramount that we act in the interests of the child first. More detail can be found in our Safeguarding Policy.



## A Copy of St. Joseph's Uniform Policy

### Principles

The wearing of uniform is an acknowledged and accepted part of life at St. Joseph's and it is assumed when applying for admission to the school that the parents endorse our uniform policy. It is our policy that all children should wear clothing that is in keeping with a purposeful learning ethos. We also believe it is important that certain activities are facilitated by specialised and appropriate clothing when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for children's school uniform in this prospectus and in our uniform policy. It is suggested that all items are clearly labelled.

### Aims

Our policy for children's school uniform is based on the belief that a school uniform:

- Promotes a sense of pride in the school
- Engenders a feeling of community and belonging
- Is practical and smart
- Identifies the children with the school
- Is not distracting in class (as fashion clothes might be)
- Makes children feel equal to their peers in terms of appearance
- Is regarded as suitable, and good value for money, by most parents
- Has been designed with health and safety in mind.

**Our colours are royal blue, grey and white and the uniform is as follows:**

### Boys

Item	Colour
Trousers	Grey
Shirt ( <i>no polo shirts</i> )	White ( <i>to be worn with school tie</i> )
Pullover	Royal Blue with school logo
Socks	Grey/Black
Tie	Blue and gold
Shoes	Black ( <i>not open-toed</i> )
Foundation Stage only	White polo shirt (with logo preferably)

Boots, trainers or shoes with large heels are not allowed for either boys or girls

### Girls

Item	Colour
Skirt/Culottes or Pinafore	Grey
<b>Or</b> Straight legged trousers	Grey
Shirt ( <i>no polo shirts</i> )	White ( <i>to be worn with school tie</i> )
Cardigan or Pullover	Royal Blue with school logo
Tights or	Navy/Black or Grey
Socks	White ( <i>not to be worn with tights</i> )
Tie	Blue and gold
Shoes	Black
Foundation Stage only	No high heels or open toed sandals
	White polo shirt (with logo preferably)

An alternative during the summer term for the girls is a royal blue/white check school dress.

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## Boys' and Girls' P.E.

Item	Colour
T-shirt	White or Royal Blue
Shorts	Black
Plimsolls	Black

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## Boys' and Girls' Games

Item	Colour
T-shirt	White or Royal Blue
Shorts	Black
Trainers	
Track-suit top ( <i>optional</i> )	Navy Blue with school logo
Track-suit bottoms ( <i>optional</i> )	Navy Blue

## Optional items

- Baseball cap with school logo
- Knitted hat with school logo
- *Knitted scarf with school logo (light reflective)*
- Outdoor royal blue reversible fleece jacket with school logo (***Please note that these are not an alternative to a Jumper/cardigan.***)

## Jewellery

On health and safety grounds we prefer children do not wear jewellery in our school. The only ear rings to be worn are small studs, which the child will have to remove during PE lessons. Watches are also permissible.

## Make up and Cosmetics

Make up and cosmetics are not considered appropriate or consistent with our school uniform. The school does not permit such products to be worn by any children, unless there is a specific event for which the Head has given permission.

**All clothing and footwear should be clearly labelled with your child's name**

## SATS RESULTS FOR KS2 2014/2015

These tables show detailed results for Year 6 pupils (on the roll at the end of the last national curriculum assessments) achieving each level at the school, at the end of key stage 2. Figures may not total 100% because of rounding.

	Key Stage Two			
	Cohort			26
	4+ (National)	4b+	5+	6
Reading	100% (89)	92% (80)	62% (48%)	0% (0%)
Writing	100% (87)	100%	69% (36)	
Maths	100% (87)	92% (77)	46% (42%)	
Reading, Maths & Writing TA	100%	88%	31%	
GPS	85% (80%)	81%	58% (56)	

Note: At KS2 Level 4 is the level expected of most 11 year old. The percentages are based on all eligible pupils, including those who were absent at the time of the tests or working at the level of the tests but unable to access them and, therefore, did not achieve a result. The way of measuring attainment will change in the year 15 -16.



### Safety

Like most schools, we have limited parking facilities. All parents making a visit to any part of the school during the school day should first report to reception and sign the visitors' book. The children's entrance to the school is via the rear of the building, off Nelson Street. All parents and visitors enter the building via the school reception.

### Homework

Homework is regarded as important because it:

- Reinforces work done in school.
- Gives an opportunity to complete work started in school.
- Encourages independent study habits.
- Allows preparation for forthcoming lessons.
- Broadens the work experience in class.

When homework is set it will be relevant to each pupil's experience and ability and will be monitored by the teacher. If there are any difficulties with understanding or time constraints, please notify the class teacher. The school will provide homework diaries as appropriate.

The homework pattern and expectations will vary during a child's school career, but will largely be as follows:



### Foundation

From the time of entering the school at the age of 4, children and parents are encouraged to share books and recite nursery rhymes together. They are advised to talk about the book together. They are encouraged to recite counting rhymes and to count out objects together.



### Years 1/2

In Years 1 & 2 homework includes regular reading together. Pupils will take home sounds and spellings to learn. They may have number tasks or RE work to do. Year 2 have just begun to introduce Learning Los.



### Year 3/4

In Years 3 & 4 the range of homework extends. Pupils will be introduced to learning logs. These provide them with an opportunity to demonstrate what they have been learning in school. They may also have spellings to learn and times tables. From time to time children may be required to carry out RE tasks involving the family.



### Year 5/6

At Years 5 & 6 the amount of homework again increases. Learning logs are continued but homework may include additional subjects. At Year 6, pupils, with the support of parents, are expected to revise from planned sheets or books for SATs.



### School Day

The school day is split into two sessions starting at 8:50 am and afternoon starting at 1:00 pm.

The electronic bell is sounded at 8:50am, when the children line up awaiting collection by their teacher. There is a teacher on duty outside on the playground from 8:40am; children are not to be left unaccompanied on the playground before 8:40am. At St. Joseph's the registers are completed at 8:55 am and lessons start promptly.

Every class has a morning break of 15 minutes.



Afternoon break is for Key Stage 1 only.

### **Lateness**

If children are late they must be escorted to the school entrance by their parent or guardian and inform the office that they have arrived. Lateness can be more of a problem than non-attendance. If a child is persistently late then the parents will be invited in to discuss the situation to see if there can be a resolution of the problem.

### **Attendance**

Great stress is placed upon continuity of attendance and the Government has therefore issued some comprehensive guidelines on the matter. Regular attendance is seen as essential to learning and parents should therefore co-operate with the school to achieve it.

### **Authorised Absence**

An absence is "authorised" either when the school has given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. Authorised absences would include illness and medical or dental appointments.

The school has forms to be completed for foreseen absences before the commencement of an absence. If a child is ill the school should be notified no later than 11:00am by phone or visiting the school, to explain the reason for their child's absence.

### **Unauthorised absences**

These are any absences that are not defined as authorised.



## **Out of School Club**

If you are looking for a safe, caring environment where your children can play, relax and learn after school is finished, as well as allowing your children to access the school's existing after-school activities, then try '*St. Joseph's Out of School Club*'.



The '*Out of School Club*' is run by a committee which includes the headteacher and governors. The club is situated in the '*De Trafford*' room in the Parish rooms of the church. The club is exclusively for children who attend St Joseph's Academy.

The afternoon club session is split into two parts to give parents flexibility, and to allow children the opportunity to attend after school-activities.

- Afternoon Session One (3:15 pm to 4:30pm)
- Afternoon Session Two (4:30pm to 6:00pm)
- Full Afternoon Session (3:15pm to 6:00pm)

For further details please contact Mrs Sparks, Club Manager, via the school office.

### The Staff

Mrs K McVea	Headteacher
Mrs W Hill	Foundation Manager/SENCO
Mrs L Lewis	Foundation Teacher
Mrs H Auckland	Year 1 Teacher
Mrs A Amphlett	Year 1 Teacher
Miss D Smith	Year 2 Teacher
Mr S Burgess	Year 3 Teacher
Mr M Sparkes	Year 4 Teacher
Mr T Hooley	Year 5 Teacher
Mrs C Dedman	Year 6 Teacher/Assistant Headteacher
Ms V Charlton	Office Manager
Mrs L Webb	Admin SENCO/ Teaching Assistant
Mrs S Davies	Teaching Assistant
Mrs J Johnson	Teaching Assistant
Mrs S Lander	Teaching Assistant
Mrs M Thompson	Teaching Assistant
Mrs L De Gallier	Teaching Assistant
Mrs P Pelos	Teaching Assistant/HLTA
Mrs C Geddes	Teaching Assistant/HLTA
Mrs M Williamson	Teaching Assistant
Mrs D Harrison	Teaching Assistant
Mrs K Braham	Teaching Assistant
Mrs E Coker	Teaching Assistant
Mrs J Lovell	Midday Supervisor
Mrs G Burman	Midday Supervisor
Mrs J Prangnell	Midday Supervisor

We are also supported by many parents who help in classrooms and hear the children read.  
All staff and volunteers are CRB/DBS checked

### Members of the Governing Body

Names of Governors	Type of Governor
Mr M Hall	Foundation
Fr. O O'Neill	Foundation
Mrs M Clearkin	Vice chair, Foundation
Mr M McGowan	Chairperson, Foundation
Mrs A Whelan	Foundation
Mr J Cooper	Foundation
Mr J Liddle	Co-opted
Mrs K McVea	Headteacher
Mrs L Webb	Non teaching Staff
Mrs C Dedman	Teaching Staff

## Enrichment Activities

At St. Joseph's we pride ourselves on the range of enrichment activities for a small school. With our own sports field we can support and train in many sporting activities.

### **Arts**

The school is regularly visited by Theatre Companies and artists to enrich the curriculum and enable the children to explore the arts more fully. Authors are invited into the school to work with the children providing great stimulus for writing. There is a dancing school on a Saturday with which many of our children participate. Reception and key stage 1 take part in a Christmas production, years 3 and 4 in an Easter performance with years 5 and 6 in the Summer Term. During the year children regularly take part in liturgies and celebrations. Each class during the year will have a class assembly performed to the parents.



### **Judo**

The school is visited by coaches from The British Judo Association who coach children in all year groups. Children have the opportunity to be assessed and have gradings which leading to the award of different coloured belts

### **Sport**

Thriving sports clubs run regularly after school during the week, taking part in various competitions. When possible the opportunity to take part in cross-country is offered to key stage 2 pupils during the Autumn term. At other times of the year tag rugby, football, netball and cricket are also offered.

### **Music**

All of the children have the opportunity to learn to play the ocarina in year 3. There are also opportunities to learn to play the recorder, flute and guitar.



### **Choir**

The school choir, which is open to all pupils, meets regularly. In addition to singing being part of the curriculum, the Menphys choir often performs at mass, Church and also at community events such as Harborough Late night shopping. The Menphys choir also performs at the De Montfort Hall on a yearly basis.

## Our Academy Curriculum

We believe that primary aged children are passionately eager to learn, to explore, to invent and to discover, therefore at St. Joseph's we also ensure the curriculum is matched to the needs of individual pupils.



We run a connected curriculum at St Joseph's where we try and make links between the different subjects. This gives the children a context to their learning and provides them with exciting learning opportunities.

The school's academic goals and activities are designed to develop mathematical and reading skills and to promote understanding of the child's world through scientific investigation, exploration and study. Pupils are encouraged through art, music, dance, drama and literature to develop self-expression.

Reading tests are standardised i.e. they have been constructed to assess children across the whole country and take into account the difference in ages even within one year group. All children take these from Year 1 upwards. Ruth Miskin is a programme adopted by the school for the younger children, it is a synthetic phonics approach and the children are placed in groups three days a week at the appropriate level. We also have 'Big Write' which has led to writing improving considerably across the school.

ICT and design technology are an increasingly important part of the curriculum and we pride ourselves on the use of ICT across the curriculum and the effective use of the ICT suite. Every child from year 2 upwards is taught French in a fun and lively way by an external provider with the school meeting the financial costs.

National tests are carried out at the end of Year 1, Year 2, and Year 6. The results are given to parents in the Annual School Report at the end of the Summer Term. However the teachers are continually assessing the children throughout the year, ensuring that teaching is matched to the level of learning.

All children are taught in single age mixed ability classes. Lessons are planned to meet these differing ability resulting in carefully planned and executed lessons. As a school we strive for academic excellence and enjoyment of the learning environment.

A variety of educational visits, some residential (Alton Castle and Kingswood), will be offered to children during their time at St. Joseph's. We encourage the use of external coaches, particularly for PE, to come into school and share their expertise with the children and staff.

Parents' evenings are held twice a year, in the Autumn and Spring terms, in order to review children's progress and a yearly report is completed each summer term. Teachers are keen to discuss any concerns a parent may have at an early stage, so that they can work together in a productive manner. St. Joseph's prides itself on its good relationships with its parents.

### Parent Teacher & Friends Association (PTFA)

We are extremely proud of the PTFA and the support it offers our school and their families. Thanks to its fundraising efforts we have been able to take part in numerous events, pay towards visitors to perform for the children (eg Pantomimes etc) and enrich the curriculum. In addition we have been able to purchase necessary equipment, eg gymnastic equipment for the hall, staging for performances, bike and scooter racks etc. Individual members of the Association have also been active in developing links with the wider, local community and hence raising the profile of our school. Our recent improvements have been the school hall and the library.

This is a sample of events run by the PTA:

- Stars in their eyes
- Bonfire and Fireworks Display (The most spectacular in Market Harborough)
- Fancy Dress Discos
- Quiz Night
- School discos
- Summer Fete
- Swimathon

