

# Prospectus 2025-2026



God wants me to be the best me I can be.



St Joseph's is a Roman Catholic Voluntary Aided primary school in the Diocese of Salford.

### Our Vision

God wants me to be the best me I can be.

### Mission Statement

Jesus is the centre of our Lives

Through his teaching we aim to value ourselves and each other as unique and precious individuals created by God;

We encourage and develop love and respect for each other and for our world;

We strive to promote and deepen our Catholic faith through prayer, work and play;

We aim to foster a loving caring environment in which each child can freely learn and develop to their full potential.



**We aim to provide a school:**

Where a secure, caring supportive Christian atmosphere fosters exciting learning opportunities within a moral and spiritual framework, based on the teaching of the Catholic Church.

That encourages and supports equal and challenging opportunities for all.

That has a positive and ordered environment where individuals develop self-esteem and independence and learn to respect and cooperate with others.

Where achievement is celebrated.

That is committed to the highest possible achievement in all areas.

Where the code of behaviour encourages individuals to take responsibility for their own actions, exercise, self-discipline and consider and consider the needs of others.

That recognises and preserves the rights of all individuals.

Where advice and guidance are important elements of the care system.

Where all pupils have equal access to all areas of the curriculum.



## Staff

Mrs M Scott	Headteacher
Mrs V Sanderson	Deputy Head/Robins Class Teacher
Mrs K Pitchford	Ducklings Class Teacher
Mrs G Howarth	Flamingoes Class Teacher (Monday to Wednesday)
Miss J Makin	Flamingoes Class Teacher (Thursday and Friday)
Miss M Park	Penguins Class Teacher
Mrs R Birtwistle	Eagles Class Teacher
Miss L Perkins	HLTA
Miss C Barry	Pupil & Family Support Worker/Breakfast and After School Club
Miss C Alston	Teaching Assistant
Miss M Clawson	Teaching Assistant
Mrs C Colak	Teaching Assistant
Mrs D Thorpe	Teaching Assistant
Miss L Settle	Teaching Assistant
Miss K Boys	Welfare Assistant
Mrs T Gibbons	Welfare Assistant
Mr D McGough	Site Supervisor
Miss L Cank	Kitchen/Breakfast Club
Mrs S Hall	Kitchen
Ms H Lockley	School Cook
Mrs S Green	School Business Manager
Mrs S Barry	School Business Support Officer
Ms S Toomey	SENDCo
Miss L Thomson	After School Club



## Governors

### Foundation Governors

Mrs J Williams (Chair)

Mr A Sidlow

Fr S Stamp

### Local Authority

Mrs J Ennis

### Parent

Mrs AM Goodwin

Mrs C Kershaw

### Staff

Mrs V Sanderson

### Ex-Officio

Mrs M Scott



## The School Day

### Breakfast Club (sponsored by Greggs) 8.00am – 8.40am

School opens	8.40am
Registration	8.40am – 8.50am
Lesson 1	8.50am – 10.45am
Break	10.45am – 11.00am
Lesson 2	11.00am – 11.45am
Lunch	11.45am – 1.00pm
Lesson 3	1.00pm – 3.20pm

The school is open for 32.5 hours a week, including teaching, registration and break times.

### Nursery

Morning session	8.50am – 12.00 noon
Afternoon session	12.20pm – 3.20pm

### Star Kids After School Club 3.20pm – 5.30pm



## Admissions

St Joseph's caters for children from the age of 3 to 11

The agreed admission number is 20.

Admission to the school will be made by the Governing Body in priority order following criteria laid out in their Admissions Policy.

## Admissions Criteria

1. Looked After Children and previously Looked After Children. This includes those children adopted from care outside of England.
2. Baptised Roman Catholic children who have a sibling attending the school at the time of admission.
3. Baptised Roman Catholic children who are resident in the parish of St Joseph's, Stacksteads.
4. Other children who have a sibling attending the school at the time of admission.
5. Other Baptised Roman Catholic children.
6. All remaining applicants.

## Before Your Child Starts School

Prospective parents wishing to view school should make an appointment with the Headteacher. Any parent who has applied and accepted an offer of a place in Reception class at St Joseph's will be invited to attend at least two settling in sessions in the summer term before their child starts school with us in September. After joining Reception class, a carefully planned induction programme is in place to ensure that starting school is a happy and positive experience for all children.



## Safeguarding

All schools are expected to play their part in keeping children safe. At St Joseph's RC Primary School we fully recognise the contribution we can make to protect children and support pupils in school. The child's needs are paramount and all professionals will put those needs at the heart of the safeguarding system so that the right solutions can be found for every child. At St Joseph's RC Primary School Mrs Scott, supported by Miss Barry, takes lead responsibility for safeguarding and child protection. Our training in this role is updated every two years. We are expected to refer all cases of suspected abuse to Lancashire Children's Social Care. Where appropriate, parents will be contacted before this referral but this will depend on the circumstances. Where there are radicalisation concerns, these will be referred to the Channel programme.

**All staff** receive safeguarding training annually.

There are three main elements to our Safeguarding and Child Protection Policy, which can be accessed on the website or if you would like a paper copy please contact school.

**Prevention:** creating a positive school atmosphere, teaching and pastoral support to pupils where children have opportunities to have a voice and their wishes and feelings are listened to and taken into account.

**Protection:** by following agreed procedures, ensuring staff are trained to recognise possible signs and symptoms of abuse and are trained and supported to respond appropriately and sensitively to child protection concerns.

**Support:** to pupils and school staff and to children who may have been abused.

## School Commitment

We recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of, or suffering abuse.

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. That they have opportunities to talk and their wishes and feelings are listened to and taken into account.
- Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe and/or communicate their fears or concerns about abuse.

## Our School participates in Operation Encompass

Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child's school is informed, prior to the start of the next school day, that there has been an incident of Domestic Abuse to which the child or young person has been exposed, and which might then have an impact on them in school the following day.

A nominated member of staff, known as a Key Adult, has been trained to liaise with the police. Our Key Adult is Mrs Scott. They will be able to use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adults will keep this information confidential, and will only share it on a need to know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students.

## Are you worried that a child is being abused?

Please call:

Lancashire Children's Social Care - 0300 123 6720

NSPCC helpline – 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)



## Arriving and Leaving School

Children arrive at school from 8.40am and before 8.50am. The doors will close at 8.50am and after this time children should enter school through the main entrance and report to the school office.

EYFS and Key Stage 1 children are to be dropped off and collected from their classrooms. Key Stage 2 children will enter school and be collected from allocated doors, and if permission is granted by parents/carers, Year 5 and 6 children will be allowed to make their own way home.

**Please note parents are not allowed to bring vehicles onto the driveway at any time during the day, including after school.**

## Assessment

Our school will take part in optional Key Stage 1 assessments at the end of Year 2, and at the end of Key Stage 2 (Year 6), children are given the formal Standard Assessment Tests (SATs) to verify the teacher's assessment. The children are also assessed at the end of the Reception Year. At the end of Year 1 children are assessed on their phonics skills, and at the end of Year 4 on their times tables.

The results of these assessments are used to outline a programme of study and set targets for the year ahead. A tracking system is in place to plot a child's progress throughout their years at St Joseph's. This will be shared with parents at regular intervals.

## Attendance

We expect all children on roll to attend every day (when the school is in session) as long as they are fit and healthy to do so. Regular attendance is vitally important to your child. We do all we can to promote regular attendance and believe in praising and rewarding children for good attendance. Holiday lists will be distributed at the start of the school year; they can also be found on our website and are available from the school office.

If your child has a minor illness that can be treated with medicine such as Calpol, we can administer this in school. Please bring the medicine to the school office and complete a Medication Consent Form.

## Absence

When a child is absent from school, it is the parent's responsibility to contact school by phone by 8.50am each day to inform us of the absence and the reason for this. School must then decide whether or not to authorise the absence.

## Authorised Absences

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

## Unauthorised Absences

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. An absence may also be unauthorised if a child is away from school without good reason, even with the support of a parent. Unauthorised absence can also occur if a child is late after the register closes at 9.20am.



School is not allowed to authorise any holidays during term time unless in exceptional circumstances. Please contact school **before** booking a holiday, as parents are at risk of receiving a Penalty Notice if a holiday is booked during term time. Penalty Notices are issued by the Local Authority and are charged at £80 per parent, per child, rising to £160 per parent, per child if not paid within 21 days.

## Behaviour

As members of a Catholic school we are all involved in developing a caring and supportive atmosphere where good behaviour is encouraged and the safety and welfare of each child is of fundamental importance. It is our intention to maintain a happy, ordered environment where effective learning can take place. We will, therefore, expect the highest possible standard of behaviour from each individual child. We expect good manners and politeness at all times and will not tolerate bad language, fighting and especially bullying. More information can be found in our Behaviour Policy.

## Rewards

We believe in a positive approach and seek to reward rather than punish children. We want all children to feel that their efforts are appreciated and their achievements are valued. We encourage children in a number of ways:

- ✓ SHINE approach
- ✓ Afternoon Tea with the Headteacher
- ✓ Constant praise – oral and written
- ✓ Displays of work
- ✓ Stars, stickers, certificates
- ✓ Team points
- ✓ Extra privileges
- ✓ Achievement Assembly

## Sanctions

A number of sanctions exist to promote good habits of learning or behaviour:

- Deprivation of free time
- Temporary 'time out', ie removal from troublesome situation
- Inform and consult with parents

Persistent indiscipline will be dealt with in a more severe manner:

- Letter home to parents
- Report Books
- Exclusion from playground or classroom
- Exclusion at lunchtime
- Supervised learning
- Permanent exclusion

## Breakfast Club and After School Club

Our Breakfast Club is sponsored by Greggs and there is no charge to attend. Breakfast Club is open daily from 8.00am to 8.40am. A variety of breakfasts will be provided and there's plenty of fun and games for the children to enjoy before school commences.

Star Kids After School Club runs daily from 3.20pm to 5.30pm. Children will be provided with a light snack and a range of activities will be provided. The cost is £4.50 for a short session (up to 4.20pm or after a club) or £7.00 for a full session. Late collection charges will also apply. Fees must be paid weekly.

## Charging and Remissions

There is no charge for education in school which is necessary to fulfil the National Curriculum. When educational activities are organised as extra, for the benefit of the children, parents may be asked to make financial contributions towards the cost of such provision. The school will charge for the travel and admission fees for activities outside school, which are organised to enhance the curriculum.



Children whose parents are unwilling or unable to make a contribution will not be excluded from such activities. If, however, there is insufficient money collected to cover the overall cost, then the activity may have to be cancelled.

The Governors reserve the right to charge parents for the cost of repair or replacement of school property, which is broken, damaged or defaced by wilful or negligent behaviour.

## Classes

All classes are mixed ability and most classes have more than one year group, dependent on the number of children in each year. The children are arranged in teaching groups based on their age, but curriculum is differentiated according to pupil need.

## Contacting Parents by Text and Email

We regularly contact parents by text message or email. Your mobile phone number and email address will be stored in our database to enable us to generate texts or emails when the need arises. This is particularly useful in times of inclement weather (eg snow), or school emergencies. We also use this service to keep in touch with all our parents on school matters and events. Please ensure you inform school if you change your contact number or email address.

## Complaints

Many complaints are best resolved in discussion with the Headteacher or staff of the school. This should be the first stage in the process.

Formal complaints should be made in writing for presentation to the Governing Body and arrangements will be made to consider the complaint according to the formal procedure, which is in place.

This procedure is available in school upon request or on our website <http://stjosephsbacup.co.uk>

## Curriculum

The whole curriculum and way of life at St Joseph's aims to enable our pupils to grow in every way to Christian maturity. The Catholicity of the school is more than its religious programme, its whole curriculum must be rooted in a religious understanding of life and its life should be based on the Gospel.

The curriculum is based on the Mission Statement of the school and is the instrument by which it is put into practice.

The curriculum consists of everything planned, implemented and encouraged by the school to:

- promote the development of the pupils' journey in faith
- prepare children for the opportunities, experiences and responsibilities of life.

*Through the curriculum, we try to nurture the spiritual, moral, academic, pastoral, social, physical and aesthetic development of every child, so that each may reach his / her potential.*

The National Curriculum provides areas of experience, which develop skills, knowledge, understanding and attitudes. A variety of teaching methods and approaches will be used to ensure the effective delivery of the curriculum to all children.

## Early Years Foundations Stage (EYFS)

At St Joseph's we follow the EYFS Statutory Guidance and Framework. Early years learning concentrates on seven areas, split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development



The specific areas of learning are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

In the mixed class of nursery and reception we ensure pupils have opportunities to learn through play, adult modelling, quality interactions and observations.

At the beginning of the reception year, pupils will be expected to take the Department for Education Reception Baseline Assessment.

At the end of the academic year when a child turns 5, the practitioner records each child's development using the Foundation Stage Profile. This is used to help the Year 1 teacher plan lessons for the children and inform parents whether their child is working on the early learning goals.

Curriculum content in **Key Stage 1** and **Key Stage 2** will be provided by the National Curriculum in the core subjects of:

English, Maths, Science

and the foundation subjects of:

History, Geography, Information & Communications Technology  
Design & Technology, Music, PE & Art

## Religious Education

As a Catholic School, Religious Education permeates every aspect of the Curriculum. Through our RE programme, the children are helped to grow in experience, knowledge and understanding of the Catholic Church, her life and teachings, her place in today's world and her concern for justice, peace, brotherhood and reconciliation.

The teaching of RE throughout the school is based on the Come and See Programme, which looks in depth at the Catholic faith, but also includes the study of other religious faiths and practices.

Our aim is to develop an awareness and respect for all religious faiths to equip our children for the multi faith society in which we live.

## Languages

All children from Year 3 to Year 6 learn Spanish.

Other curriculum areas, which are outside the National Curriculum and are taught in school, are: Personal, Social & Health Education (PSHE) and Relationships & Health Education (RHE).

## Documentation and Policies

The school's policies and records are available at the school and on the schools website [www.stjosephsbacup.co.uk](http://www.stjosephsbacup.co.uk). Parents wishing to inspect any documentation should make their requests to the Headteacher.

## Driveway

Parents and carers are not allowed to bring vehicles onto the school driveway at any time of the day. Access for visitors with a disability should be arranged in advance with the school office.

## Extra-Curricular Activities

A range of free clubs are also offered after school and during lunchtimes. These change termly and parents will be notified to parents.

## Food At School

### School meals

Cooked meals of a high quality are prepared in our School Kitchen each day. A dinner menu is sent home for information regularly to show the choices on offer.



All children in Reception, Year 1 and Year 2 are entitled to a Universal Infant Free School Meal. Children in these classes are also welcome to bring a packed lunch if they do not want a school meal. For other children, the current price per meal is £2.70 (£13.50 per week). Dinner money must be paid in advance on a Monday through ParentPay.

If you are entitled to certain benefits your child may qualify for Free School Meals in the nursery and junior classes. Considerable extra funds are also available to school for each child entitled to Free School Meals, so all parents are encouraged to apply. Please ask at the School Office for more details.

## Breakfast and morning break

Toast is served to each child when they arrive in school from 8.40–8.50am each day. Free milk is available to all children in nursery and reception. Fruit is available to all children daily. Children are encouraged to drink plenty of water throughout the school day, and we have a filtered water dispenser.

## Homework

Homework is a strong and important link between home and school. As the school values the role of 'parents as educators', we try to give as much support as we can to families who wish to actively share in the partnership of educating their children.

Homework does not take the place of class work, but in many instances it will build and reinforce the children's work. Reading is the first and most important homework given to all pupils throughout the school. All children should be encouraged to read and discuss the content of their books with an adult each evening, wherever possible.

Reading is the foundation of learning and is vital to all areas of the curriculum.

We ask parents to encourage and support their child with their homework and ensure the work they are asked to do at home is done neatly and returned on time to the class teacher.

## Medical Matters

Parents should inform the school of any relevant issues concerning a child's health or circumstances. Information given by parents will be treated as confidential.

It is important that parents provide an emergency telephone number. The school should be informed of any changes to this contact.

Medicines prescribed by a doctor can be administered by staff in school, as well as non-prescribed medicines such as paracetamol; a copy of the medicines policy is available from the office. A Medication Consent Form must be completed for each medicine your child is to be given.

Parents will be informed of accidents or injuries, which occur to their child in school and when necessary these will be recorded in the school's Accident Register.

## Parents Evening

Parents evenings are held twice a year in the autumn and spring terms when parents can discuss their child's progress with the class teacher. A written report on your child's progress will be sent home in the summer term but parents are encouraged to make an appointment with their child's class teacher outside of these times if you wish to discuss any issues or concerns.

## Parental Involvement

We place great emphasis on parents being involved in their children's education and we aim to develop open and friendly relationships with our parents in school. We welcome parents who wish to make a regular commitment in school. We also rely on parents to help with outings and out of school activities, but please note parents will be unable to volunteer in their child's class.



All parents and friends are invited to share in our Celebration Assembly and in our liturgical celebrations. Assembly starts at 9am every Friday in the school hall.

By working together and developing the partnership between home and school we can enrich the quality of experience offered to our children as they benefit from our combined efforts.

## School Closure - Weather

If school is forced to close due to bad weather, we will send text messages to parents as soon as we are able. There will also be an announcement on Radio Lancashire, the Lancashire County Council website [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and the school website [www.stjosephsbacup.co.uk](http://www.stjosephsbacup.co.uk)

## Relationships and Health Education

At St Joseph's RC School, Relationships & Health Education is an integral part of cross-curricular programmes of work involving Religious Education, Science, and Personal Social & Health Education. The programmes covered aim to ensure that all children:

- develop confidence in talking, listening and thinking about feelings and relationships
- are able to name the parts of the body and describe how their bodies work
- can protect themselves and ask for help
- are prepared for puberty

This reflects our school ethos and promotes the emotional, physical and moral development of our pupils.

At all times, the programme of Relationships & Health Education will provide information which is relevant, easy to understand and appropriate to the maturity of the children. The programme used by the school is called Life to the Full. Parents will be encouraged to view materials online.

## Special Educational Needs

We believe that every child is entitled to a curriculum, which enables them to reach the highest levels of achievement possible.

To this end the needs of all pupils who may have special educational needs, either throughout, or at any time during their school careers must be identified and addressed. We support the definition of inclusion proposed by the Qualifications and Curriculum Authority as:

*'Securing the appropriate opportunities for learning, assessment and qualifications, to enable the full and effective participation of all pupils, in the process of learning.'*

Our Special Educational Needs Coordinator (SENCo) is responsible for helping to identify needs the children may have and works with staff to arrange special provision. We follow the staged process of the Code of Practice in implementing our special educational needs (SEND) policy. The process of identifying, providing and monitoring of the education for children with SEND is called SEND support and has the following stages:

### Stage 1

Allows for class teachers and parents to identify a concern and inform the SENCo. The SENCo registers the concern in the SEN register and monitors the child's progress with class support.

The SENCo gathers information to help coordinate the child's special educational provision. A Pupil Passport is prepared with targets for the child to achieve progress with success. The passport is monitored and parents are informed and invited to come into school to discuss their child's progress.

### Stage 2

The class teacher, SENCo and parents are supported from outside school to prepare a passport monitored as above.



## Statutory Assessment

If a child's needs are still not met, the child is referred to the Local Education Authority (LEA) for consideration of a statutory assessment. If the LEA decides to assess the child's needs, they will consider whether an Education, Health & Care Plan (EHCP) is necessary. An EHCP is followed up by a formal review of the provisions made annually.

Children move up and down the stages as their needs are met with the SEND provision which is made. Children are also withdrawn from the SEN register when there is no longer a need for concern.

## Sport

The school aims to provide equal opportunities for all children to be involved in a range of sporting activities throughout their time at St Joseph's. Sport in curriculum time is compulsory, out of school it is voluntary but children will be encouraged to develop and use their talents positively and take pride in their sporting achievements.

Swimming is a compulsory part of the curriculum. Some children in Key Stage 2 classes attend weekly swimming lessons provided by a qualified teacher.

## Transfer to Secondary School

Catholic children attending St Joseph's are expected to transfer to a Catholic High School. Every effort is made to ensure that the transfer of our Year 6 pupils is as smooth as possible.

Taster days are organised throughout the year which gives Year 5 pupils the chance to spend the day at All Saints Catholic High School. These are designed by the Head of Transfer at All Saints, and involve your child sampling a variety of subjects and experiences throughout the day.

Every effort is made to ensure a smooth transfer of your child from Year 6 to Year 7, whichever high school they will attend.

## Worship

Collective worship takes place each day in school in the form of group or whole school assemblies, prayers and liturgies. By following the Church's liturgical year, we are able to develop the children's awareness of the main teachings and events of the Roman Catholic faith.

Mass is celebrated in school throughout the year and parents and friends are invited to join us on these occasions. St Joseph's is part of the wider parish community of Holy Apostles. As part of this parish community, we work closely with the other nearest parish primary school of St Peter's, Newchurch.

The Diocesan Sacramental Programme involves children from both schools and is organised by the parish and supported by both primary schools.

## Uniform

All children are expected to wear our school uniform, which we believe is both smart and affordable. A visual showing the uniform required is available on our website or from the school office.

Our school uniform is available to buy from Ann's Childrenswear in Bacup (with or without logo): 5a Union Street, Bacup, OL13 0AA, tel 01706 875127, [www.anns-schoolwear.co.uk](http://www.anns-schoolwear.co.uk) or from major supermarkets (without logo).

All clothing should be clearly marked with your child's name

Long hair must be tied back and black school shoes must be worn.

Jewellery is not allowed to be worn at any time with the exception of a watch and small round studs if ears are pierced. However, studs must always be removed for PE. This is a Lancashire County Council policy and a Health & Safety regulation.



## Home – School Agreement

For pupils to achieve success at school it is important that parents/carers, pupils and the school are able to work together, each party having an equally important part to play. In order that this partnership can be effective, each party must be supportive and

committed to work in the best interests of all concerned. We will ask all parents/carers and pupils to sign the St Joseph's Home-School Agreement to demonstrate our commitment to fulfilling this partnership.



## Our School Prayer

Jesus is the centre of our lives

We care and share

We forgive and forget

We live and learn

We love and respect



**God wants me to be the best me I can be.**

St Joseph's RC Primary School

Huttock End Lane

Stacksteads

Bacup

Lancashire OL13 8LR

01706 873177

[www.stjosephsbacup.co.uk](http://www.stjosephsbacup.co.uk)

