

Prospectus 2026-2027



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 J Cawtherley	Acting Headteacher
Mrs J Waterfield	Ducklings Class Teacher
Miss J Makin	Flamingos Class Teacher
Mrs M Lacey	Penguins Class Teacher
Mrs V Sanderson	Acting Assistant Head/SENDCo/ Robins Class Teacher
Mr B Timson	Robins Class Teacher
Mrs R Birtwistle	Acting Assistant Head/Eagles Class Teacher
Miss L Perkins	HLTA
Miss C Barry	Pupil & Family Support Worker
Miss E Barry	Teaching Assistant
Miss M Clawson	Teaching Assistant
Mrs C Colak	Teaching Assistant
Miss K Heaton	Teaching Assistant
Miss K McDonough	Teaching Assistant
Miss S Sandiford	Teaching Assistant
Miss L Settle	Teaching Assistant
Miss H Talbot	Teaching Assistant
Miss L Walker	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

Governors

Foundation Governors

Mrs J Williams (Chair)
Mr C Ainsworth
Mrs N Flitcroft
Mr A Sidlow
Fr S Stamp

Local Authority

Mrs J Ennis

Parent

Mrs AM Goodwin
Mr T Weekes

Staff

Mrs V Sanderson

Ex-Officio

Mrs J Cawtherley



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 to school is 20.

Admission to the school will be made by the Governing Board in priority order following criteria laid out in the Determined Admissions Policy. Applications for admission to Reception must be made through Lancashire County Council by 15th January of the year your child is due to start. Applications for admission to other year groups can be made directly to the school.

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.

There is a separate Admissions Policy for our nursery – please note that attendance at our nursery does not guarantee the offer of a place in Reception.



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.

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.

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).

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.

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 £2.80 (£14.00 per week). Dinner money must be paid in advance on a Monday through ParentPay.



If you are in receipt of Universal Credits, 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.

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.

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.

Relationships and Health Education

At St Joseph's, 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 (SENDCo) 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.

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.

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 Prayer

Jesus is the centre of our lives

We care and share

We forgive and forget

We live and learn

We love and respect



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