

ST. JOSEPH'S PARK HILL



SINE FINIBUS

St. Joseph's
PARK HILL SCHOOL

PARENT INFORMATION BOOKLET

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St Joseph's
PARK HILL

VALUES, AIMS and VISION

MISSION STATEMENT

We prepare our children for the challenges of the future in a nurturing and stimulating environment built on Catholic foundations.

VALUES

At St Joseph's Park Hill we value the unique individuality of every child and every child is valued and recognised as a child of God.

Following the example of our Foundress Catherine Mc Auley, we place great importance on the need for tolerance and understanding and concern for others.

We teach our children to follow the example of St Joseph whose values are humility and gentleness.

We value respect and we teach our pupils the importance of having respect for their parents, for their teachers, for each other, for God's creation and for themselves.

We have a strong belief in the traditional values of hard work, courtesy and good behaviour.

We value friendship and forgiveness and our children are taught to "LOVE ONE ANOTHER"

AIMS

We aim to provide the highest quality of teaching and learning for all our children.

We aim to provide an environment where children are respectful to each other, to the staff and to themselves.

We aim to provide opportunities for our children to develop spiritually, acquiring an appreciation of their own and others faiths, cultures and beliefs.

We aim to provide an environment where our children are happy and feel safe from bullying and discrimination.

We aim to provide a happy, caring environment where success is celebrated and hard work rewarded.

We aim to develop the knowledge, understanding and skills necessary for our children to enter the next phase of their education with confidence and motivation.

We aim to encourage our children to be aware of the needs of others in this country and around the world.

We aim to provide an environment where children are free to express themselves and to want to learn.

We aim to build an inclusive community where all are valued.

VISION

At St Joseph's Park Hill our vision is that each precious child that comes to us will be taught values which will ensure that when they leave us:

they are respectful of others, acknowledging that the world is a diverse place, created by God

they are motivated to learn and have the confidence to believe that they can achieve anything if they work hard and believe in themselves

they have the essential skills to take their place in an ever changing world

they are enthusiastic and hopeful about their future

they have the values that lead them to ask not "What do I want to be when I grow up?" but "What kind of person do I want to be when I grow up?"



I am delighted to welcome you and your precious child to our school.

We are a Roman Catholic School owned by the Sisters of Mercy and our Christian ethos is simple and tangible. We provide a safe, happy, caring and nurturing environment for your child. An environment where children are taught to “Love One Another.”

We acknowledge that your child is unique and your child will be loved and valued as a child of God. We promote academic success and believe wholeheartedly in the education of the whole child.

Our school motto is “SINE FINIBUS” (*without limits*) and we will teach your child that they can achieve anything if they work hard and want to succeed.

Our dedicated and enthusiastic staff will work with you to ensure that your child develops their individual talents to the best of their ability.

I hope your child will be very happy at Park Hill and if you have any concerns do not hesitate to speak to the class teacher or myself. We can only solve a problem if we know about it.

It may be helpful to explain that children progress at different rates. Please do not fall into the trap of comparing your child with others.

Choosing the “right” school is one of the most important decisions that you will make for your child. Choosing Park Hill means that you have chosen to give your child the best possible start in life.

I look forward to getting to know you and your child over the coming years.

Best wishes,
Maria Whitehead

Information for Parents

The information in this booklet will answer most of your questions, but if there is anything you are not clear about, please feel free to contact the office and hopefully we will be able to answer your queries.

UNIFORM

Children should be in full school uniform at all times.

Our uniform is only available from Gray's in Clitheroe apart from pre-school uniform, tracksuits and bags which are available from school. A full list is attached to this booklet. All uniform and belongings should be clearly marked with your child's name. Sew-in labels are the most suitable and can be purchased from Gray's.

THE SCHOOL DAY

Lessons begin at 8:40am.

Your child will be greeted at the front door from 8.30am. The door is closed at 8.40. If your child arrives after 8.40 their names will be put into a "Late Book" which is monitored by the Headteacher.

(NB: If your child is left on the playground before 8.25 then they will be taken to Morning Club and you will be charged – see below)

If your child is in Reception Class you may accompany them to their classroom in the Autumn Term. After that we encourage you to leave them at the front door to walk to their class independently.

If your child is in pre-school you must take your child in in the mornings and meet them in the afternoons at the pre-school door.

School ends at 3.30 pm.

If your child is in the Infants (Reception, Y1 or Y2) you should wait in the triangle area at 3.30 and your child's teacher will "pass" your child to you.

If your child is in the Juniors (Y3, Y4, Y5, Y6) you should wait for them on the front yard.

Extra-Curricular Clubs

If your child is attending an Extra-Curricular Club please wait on the front yard until the club is over. You should then come into school and sign your child out, so we are assured that your child has been collected.

Costs for morning Club and After School Club are detailed below.

Morning Club

Morning Club is available from 8.00am-8.30am. Your child will be offered breakfast.

After School Club

After School Club is available from 3.30pm – 6.00pm and is run by our own school staff. Your child will be able to attend ASC on a regular or ad-hoc basis. Collection for children in ASC is via the Triangle. Please ring the bell by the door.

Holidays

You are expected to take holidays during term time only. If this is not possible you must complete an absence request form in advance and hand it to the Headteacher.

Absences

Please inform the school before 9.15 am if your child is going to be absent for any reason. If we have not heard from you by 9.30 we will phone you to see where your child is.

Please inform school if your child has a hospital, doctor's or dentist's appointment.

Illness

Your child should **not** be in school if they have been vomiting or had diarrhoea in the last 48 hours.

If your child has a heavy cold or sore throat you should keep them at home to prevent the spread of germs.

If your child is not well enough to go out at playtimes or take part in Games (including swimming) and /or PE lessons then they should not be in school. (Broken limbs are the exception, and special cases must be discussed with the Headteacher.)

Please inform us if your child has headlice.

If your child feels unwell during the school day, they will be observed by the staff and we will inform you at the end of the school day.

If your child is sick, develops a rash, has diarrhoea or the staff feel it is appropriate for any other reason, you will be contacted and asked to make arrangements for your child to be collected.

If your child bangs his/her head during the day we will inform you by phone. If we agree that your child is well enough to stay in school, an accident form will be completed and your child will be given a 'bumped head' sticker to wear so that all staff are aware that your child has had a bump to the head and should be monitored. Otherwise you will be asked to make arrangements for your child to be collected.

Medicines

If your child needs to take prescribed medicine during school hours, please contact the school office. All medicine must be clearly labelled by the doctor/pharmacist with your child's name and correct dosage. The medication must be handed to the

office (*with the exception of inhalers – see below*) along with a completed administration request form (available from the website). We have qualified First Aiders in school who can administer prescribed medication.

Inhalers

If your child suffers from asthma you are required to fill in an Asthma Management Form. This form is usually sent out to you at the beginning of each school year and you should inform school if there are any changes during the year. On the form you should detail signs to look for and instructions for the administration of your child's inhaler.

Your child's inhaler is kept in your child's classroom and taken with them for PE, games and out of school activities. Staff record each time your child's inhaler has been administered.

Allergies

If your child suffers from allergies or food intolerances please inform us.

Accident and Emergencies

We send out Contact Forms at the start of each new academic year. Please ensure that these are returned swiftly. If you change contact numbers you **must** inform school so that you (or another relative) can be informed if your child is ill or involved in an accident at school. Please let us know of any change of address or personal circumstances.

Money

All monies should be clearly labelled with the child's name, amount, and purpose.

Travel

We will ask for and obtain your written permission before your child can take part in an out of school activity.

Lunches and snacks

We provide a hot healthy lunch each day. Halal and vegetarian options are available daily. Your child may opt out of school lunches but only with good reason. If your child brings a packed lunch please note that fizzy drinks and sweets are not allowed.

Children may bring fruit for morning break. A bottle of water, provided by school and labelled with your child's name should be in school at all times. The water fountain is available in school for them to fill up their bottle.

House System

Our school operates a House system. There are four houses: St George, St David, St Andrew and St Patrick. From year 1 each child is allocated a house. Children are rewarded House points for good work and behaviour. These are added up and a trophy is given to the winning house each week in assembly.

Headteachers Awards

A child from each class is awarded a Headteacher's Award each week for hard work in class. This is decided by the class teacher and presented at Friday's Family Assembly.

Star of the Week

A child from each class is awarded Star of the Week for showing our school values. These are nominated by their classmates and presented at Monday's Key Stage Assemblies.

Miscellaneous

Please do not approach a child in the school without a parent's and/or teacher's permission.

All visitors to the school, including parents, MUST report to the office.

Teachers see parents on a regular basis to discuss their child's progress. However, if parents would like to speak to the teachers at other times please contact the secretary to make a mutually convenient appointment.

Parents are requested not to enter classrooms during lessons.

The Headteacher will be pleased to see parents on any matter they wish to discuss. An appointment is usually advisable.

Dogs should not be brought onto the playground or field.

Fees and Extra Charges

September 2017 to July 2018

School fees

| | |
|--------------------|-----------|
| Annual fees | £6,380.00 |
| Quarterly payments | £1595.00 |
| Monthly payments | £531.66 |

Pre-school fees

| | | |
|----------------------------------|----------------------|----------|
| Day rate | 8:30 until 3:30pm | £40 /day |
| Morning rate | 8:30 until 12:30pm | £24 /day |
| Afternoon rate (no lunch option) | 12:30pm until 3:30pm | £18 /day |

The pre-school offer the Universal 15 hours and the Extended 15 hours for eligible children, please speak to the School Business Manager for further information.

Fees are paid by Standing Order. Quarterly payments are collected in September, November, February and April. Monthly payments commence in August and continue to July.

The fees are set by the Governors and advised in the Spring term of any changes for the following September. Invoices will be issued in June for the upcoming academic year.

Any alterations in arrangements for paying fees must be discussed with the School Business Manager in advance.

As the School is a charitable trust, any profits are invested in improving the resources and facilities offered by the School.

In light of recent advice under the Proceeds of Crime Act 2002 and the Terrorism Act 2000, Money Laundering Regulations, the School reserves the right to decline large sums of cash payments for school fees.

The charge for school dinners is £185 per term. This is added to the fees and paid either monthly by standing order, or termly in advance.

English Speaking Board / Vanguard examination fee
(Key Stage 2 only) £24 – £26

Swimming (year 3) £5.00 per week (invoiced annually)

| | |
|--|---------------------|
| <u>Optional musical tuition (juniors only)</u> | (invoiced annually) |
| Violin | £6.00 per week |
| Brass tuition | £6.00 per week |
| Guitar tuition | £6.00 per week |
| Drums tuition | £10.00 per week |

| | |
|---|--------------------|
| <u>Morning Club and After School Club</u> | (invoiced monthly) |
| Mornings (8 – 8.30 am) | £3.00 per session |
| Afternoons to 5.00 pm | £7.50 per session |
| Afternoons to 6.00 pm | £10.00 per session |

Parents who need to use the After School club every day may arrange to have this included in the school fees and paid monthly by standing order. A reduction of 15% is given, but no refund is available for sessions not attended. Please speak to the School Business Manager.

Religious Education

We are a Roman Catholic School founded by Catherine McAuley and the Sisters of Mercy and we are happy to welcome children of all faiths. We encourage and celebrate diversity and children explore different cultures and religions within the curriculum. All children are encouraged to speak about their beliefs and customs and children are taught to respect everyone.

As a Catholic School our worship is based on Catholic doctrine. We follow the Salford Diocese Scheme of Work: Come and See.

Prayers are said in class every day and all children attend weekly Key Stage and whole school assemblies which have a religious theme, a story from the Bible, prayers and a hymn. RE is taught in discreet timetabled lessons. Special Feast Days, Holy Days and Liturgical Seasons are celebrated.

All children are expected to join in prayers and acts of worship respectfully.

Sacramental Programme

Our Roman Catholic children are prepared for the Sacraments of Reconciliation, and Holy Eucharist when they are in Year 3.

Some preparation takes place in school and we follow the Salford Diocese Programme.

If your child is Roman Catholic and you wish them to receive the Sacraments, you must contact your Parish Priest and the Person responsible for the Programme in your Parish School. We will also contact your Parish Priest to ensure that the children are taking part in the programme within the Parish.

Parents are encouraged to support the programme by attending meetings within the Parish.

Morning Club and After School Club

Our Morning Club and our After School Club are open to all children of the school including nursery. The provision is provided by staff from the school.

Drinks and snacks are provided. Suitable activities are arranged for appropriate ages. Toys, books and games are on offer and in fine weather the playground is used for ball games. Children have the opportunity to do their homework if they wish.

Children may attend on a regular or occasional basis. Arrangements are made through the office. Invoices are sent out monthly for the sessions attended.

Morning Club

This begins at 8.00 a.m. and takes place in the pre-school room. If your child arrives at school before 8.25 am they will be taken to Morning Club where they will be supervised and you will be charged (see above)

Access to Morning Club is via the shutter doors into Nursery.

After School Club

This runs from 3.30 p.m. to 6.00 p.m. Any child who is not collected from school by 3.40 pm will be taken to the after school club. Children may be collected at any time, but no later than 6.00 p.m.

Access is via pre-school.

Please see "Fees and extra Charges" for prices.

Extra-Curricular Clubs

We run a number of Extra-Curricular Clubs. The clubs will change from year to year and sometimes from term to term. They may include:

- Games Club
- Book Club
- Walking club
- Art Club
- Performing Arts Club
- Football
- Tag Rugby
- Cricket
- Basketball

Clubs are usually age / year group specific.

Teachers run some of the clubs. Others are run by outside providers.

Clubs run by staff and parents are free. There is a nominal charge for other clubs.

Children are informed of the clubs on offer at the beginning of the Academic Year and forms are given out for parents to sign.

Clubs begin at 3.40 and end at 4.15 (Sports Clubs finish at 4.30)

Parents must sign the children out once they are collected. (see above)

Children may go to After School Club after Clubs.

Summer School

Summer School is available for two weeks during the summer holidays and is run by school staff. Summer School is available for children from Nursery to Year 6.

The day begins at 8.30am and finishes at 5.00pm.

Activities include sports, games, crafts, cookery, projects and days out. Themed days / weeks may be arranged.

Snacks are provided. Children bring their own packed lunch.

Pre-booking is essential and booking forms are sent out in the summer term.

£21.50 per day (£19.00 2nd / 3rd child)
£100.00 per week (£90.00 2nd / 3rd child)

(Prices correct Summer 2018)

Sports

Here at St Joseph's Park Hill, we recognise the importance of a healthy and active lifestyle for our children.

We are committed to a curriculum which places high importance on Games, PE and Sport.

Our school is part of the BSSP (Burnley Schools Sports Partnership) and your child will be given the opportunity to take part in a huge variety of sports, fixtures and competitions both internally, at regional level, county level and even nationally. Specialist coaches assist our sports staff in developing your child's skills whilst encouraging your child's enthusiasm and participation.

If your child is in pre-school, Reception, Y1, Y2, Y3, Y4 or Y5 they will have a weekly dance lesson with a specialist dance teacher.

When your child is in Y3 they will have a weekly swimming lesson (invoiced annually) at Padiham baths.

We take part in a number of ISA (Independent Schools Association) competitions and tournaments.

Our children compete in the Burnley Cross Country Competition and the Burnley Tag Rugby Tournament, (organised by the Lancashire Schools Sports Partnership).

Sports Day takes place in the Summer term. This gives the children the opportunity to experience competition as they compete to win first, second, third and fourth place for their House. The House with the most points wins the Sports Day Cup.

Parents are invited to Sports Day.

Each Year a pupil from Year 6 is awarded the Sports Trophy for attitude and commitment in sporting activities.

St. Joseph's PARK HILL School - Uniform List

**All school uniform must be obtained from Gray's,
31 Castle Street, Clitheroe, BB7 2BT.**

Tel: 01200 429078

Items in italics are obtainable from school only

Please note: All items must be clearly marked with your child's name.

Girls

Winter (November until Easter)

Tartan pleated skirt
White long sleeve blouse with Katie collar
Tartan bow
Navy V-neck cardigan trimmed with royal blue
Navy knee socks or tights
Navy blazer trimmed with royal blue braid
Navy outdoor coat (only available from Grays)
Black shoes, not boots

Summer (Easter until October half term)

Summer dress (only available from Grays)
Plain navy ankle socks

Optional Mac in a Sac (cagoule) is available as part of the Summer uniform

Boys

Winter (November until Easter)

White long sleeve shirt
Grey shorts (from Grays)
School tie
Navy V-neck jumper trimmed with royal blue
Grey knee socks with navy stripe
Navy blazer trimmed with royal blue braid
Navy outdoor coat (only available from Grays)

Black shoes

Summer (Easter until October half term)

As above – with white short sleeve shirt and navy ankle socks

Optional Mac in a Sac (cagoule) is available as part of the Summer uniform.

Reception children as above but wear the school polo shirt instead of a shirt and tie, summer dress for girls.

PE Uniform

School polo shirt

School navy shorts

School tracksuit (not Reception)

Games Top (Juniors Only)

Navy football socks with sky blue stripe (Juniors only)

Black pumps

White Trainers, white sports socks (not Reception)

Pre-School (Uniform available from school)

Pre-School cardigan (girls),

Pre-School jumper (boys),

Pre-School polo t-shirt,

School skirt (girls)

School shorts (boys)

Pre-School P E shorts (boys and girls different)

Navy plain socks or tights

Navy or black shoes,

Pumps,

Wellingtons

Own Coat can be worn.

Summer dress for girls

The following items are available in school and should be school issue only:

Hats, gloves and scarves

School scarf

Hat – Girls: royal blue, Boys: navy

Gloves –royal blue,

Sun hat

Rucksack (Juniors)

Reading folder (Infants)
P.E. bag



School Rules

1. Children who arrive at school before 8.25 am must attend Morning Club.
2. Children who are still on the premises after 3.40 pm must attend the After School Club.
3. In the morning, children can enter school after 8.30. They should settle into class quickly and quietly ready for an 8.40 start to lessons.
4. Children should walk quietly along corridors at all times, and in single file on the right when with their class.
5. Children may not remain in or re-enter classrooms before school, at break, lunchtimes or after school when there is no teacher present.
6. Children are not allowed to bring sweets or biscuits (including breakfast biscuits) to school. A **piece of fruit** is allowed at morning break.
7. Children are expected to adhere strictly to the school uniform.
8. Toys, collectable cards, radios and jewellery, i.e. necklaces, rings or bracelets, are not allowed in school.
9. Watches may be worn by junior children only, at their own risk, and these must be removed during P.E. lessons.
10. Long hair should be tied back. Hair ribbons and hair bands must be royal or navy, and beads must not be worn in hair. School hairbands and scrunchies are available. Boys' hair should be neatly groomed and should not be too long or too closely shaved.
11. Where girls' ears are pierced, only small stud ear rings may be worn and these must be removed for PE, Swimming and Games.
12. Mobile phones and other valuables are not allowed in school, but where this is unavoidable they must be handed into the office at the beginning of the school day, and collected when going home.

What can you Do If Something Goes Wrong?

Things sometimes go wrong for children in school. The following structure helps your child to feel confident that there is always an adult or trusted peer who will help with problems should they arise anywhere in school.

Who can help?

Your teacher
Any teacher
Mrs Whitehead – headteacher
Mrs Duncan – School Business Manager
Any member of staff
Prefect

If your child thinks they have been treated unjustly they can approach any of the above.

If your child is anxious about making the complaint they can ask a Prefect or a friend to accompany them for support.

All complaints will be treated seriously and confidentially.

If your child thinks that their complaint has not been dealt with satisfactorily, they should discuss the issue with you. You can then speak to your child's class teacher or the Headteacher.

ST JOSEPH'S PARK HILL SCHOOL

ST. JOSEPH'S PARK HILL



SINE FINIBUS

PROCEDURE FOR: CHILD NOT COLLECTED (INCLUDING EYFS)

If a child is not collected by 3.40pm the following procedure is to be carried out.

1. Staff must take the child to the After-School Club
2. If a child is not expecting to be at After-School Club and school has received no communication from parents / carers by 5.15pm, then staff will ring contact numbers in the contact file.
3. If a child is not collected by 6.15pm then emergency numbers will be contacted.
4. If the child has not been collected and the emergency numbers have not been answered by 6.30pm then advice will be sought from CSC (Children's Social Care) by ringing the number below:

Children's Social Care: **0300 1236720 (8.00am – 8.00pm)**

Out of hours Emergency Duty Team: **0300 1236722 (8.00pm – 8.00am)**

Burnley Social Services Office
Adults and Children's Services
Chaddesley House
Manchester Rd
Burnley
BB11 1HW
Tel: 01282 425961 (8,45am – 5.00pm)

List of Policies

The following policies may be found on the school website:

Safeguarding
Behaviour Management
Special Educational Needs and Accessibility Policy
Anti-Bullying
Complaints
Curriculum
Pupil and Parent Privacy Notice

Parents are welcome to see any of the following policies.
Please ask at the office.

Administration

Health, Welfare and
Safety
Healthy Eating
Admissions

Curriculum

R.E.
English
Mathematics
Science
History
Geography
P.E.
Computing
Art and DT
Music
PSHE
On-Line Safety

Staff
2018 - 2019

| | | |
|--|---|--|
| Headteacher Bursar/Manager Receptionist | Mrs. Maria Whitehead Mrs. Pauline Duncan Mrs. Elin Kendall | B Ed (Hons) PGCE MSci |
| <u>Teaching Staff</u> | | |
| Year 6 Teacher | Mrs. Susana Hannah | B.A. (Hons) PGCE |
| Year 5 Teacher | Mrs. Charlotte Whittaker Mrs. Maria Whitehead (Curriculum Leader) | B.A. (Hons) MA B.A. (Hons) PGCE |
| Year 4 Teacher | Mrs Rebecca Haasbroek | B.A.(Hons) PGCE |
| Year 3 Teacher | Mr Richard Bailey | B.A.(Hons) PGCE |
| Year 2 Teacher | Mrs. Sandra Barker | B.A.(Hons) |
| Year 1 Teacher | Miss. Charlotte Grillo | B.A. (Hons) PGCE |
| Reception Teacher | Miss. Charlotte Fidoe | B.A. EYTS |
| Music | Mrs. Andrea Goffee | Cert. Ed |
| Visiting Teachers | Mr. Michael Burns Mrs. Karen Hoyle Mr. Steven Webb Mrs. Jessica Porter Mr. Glenn Armitage | Brass Violin Guitar Dance Drums |
| EYFS | Mrs. Louise Taylor Miss. Emily Earnshaw Mrs. Karen Bleasdale Mrs Rina Teoli-Rush | NVQ Level III Early Years Care/Ed CACHE Level II BTEC Dip. HND in C'hood Studies CACHE Level III Nursery Nursing |
| Learning Support Assistants | Mrs. Janice Allott Mrs Joanne Maudsley | NVQ Level 2 Playwork NVQ Level 3 Supporting teaching |

Mrs Lindsey Forbes
Mrs. Elizabeth Watson

L3 Early Years
Childcare

**Out of School Club
Supervisors**

Mrs. Elizabeth Watson
Mrs Rachel Chesworth
Miss. Emily Earnshaw

**Catering Manager /
Cleaning Supervisor
Kitchen assistant**

Mrs Audrey Nuttall
Mrs Karen Conway

Caretaker

Mr. Matthew Barnsley

Groundsman

Mr. Ian Whittaker

Contact Details

Headteacher

Mrs. M. Whitehead
St. Joseph's School,
Park Hill,
Padiham Road,
Burnley,
BB12 6TG

Tel. 01282 455622

Fax. 01282 435375

Email

office@parkhillschool.co.uk

Web address

www.parkhillschool.co.uk

Chair of Governors

Mrs. C. McDermott
Contact at above address

Proprietor

Institute of Our Lady of Mercy
The Generalate,
Cemetery Road,
Yeadon,
Leeds LS19 7UR

Tel. 0113 2500253