

ST. JOSEPH'S PARK HILL



St. Joseph's

PARK HILL PRE-SCHOOL

PARENT INFORMATION BOOKLET

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ST. JOSEPH'S PARK HILL



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, gentleness and patience.

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?"



Headteacher's Welcome

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

St Joseph's Park Hill offers an outstanding education to children from the age of 3 to 11 years.

We are a Roman Catholic School owned by the Institute of Our Lady of Mercy, and our Christian ethos is simple and tangible. The school is a happy, vibrant and positive environment where children are safe, nurtured and loved. The children are taught to "Love One Another" and that each of them is unique and loved by God.

Learning opportunities at Park Hill are broad, balanced and exciting. We promote academic success and believe wholeheartedly in the education of the whole child. We encourage hard work and value effort. Our school motto is SINE FINIBUS (Without limits) and we teach your child that they can achieve anything if they work hard and want to succeed.

Your child will be nurtured and taught by a dedicated and enthusiastic team of staff who will inspire them to aim for excellence whilst developing a growth mindset. We seek, through our bespoke curriculum to allow our pupils to have opportunities to develop as all-rounders, and foster in them a lifelong love of learning.

Our pupils are our best ambassadors and they talk with joy and pride about our school. When you step through our doors, you will be met by the warmth, happiness, care and kindness that resonates in our school family.

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 very much hope that the experience you have with our Pre-school means you will consider keeping your child with us for their entire primary education.

Best wishes,

Maria Whitehead

The Early Years Foundation Stage

Every child deserves the best possible start and support in life to fulfil their potential. We believe that a child's experience in the early years has a major impact on their future life chances. The Early Years Foundation Stage document provides assurance that each individual child has a safe, secure and happy childhood. At our school the EYFS team work together to ensure that each child's individual needs are met. We consequently provide strong foundations for them to make the most of their abilities and talents as they grow up, informed through ongoing observational assessment.

Effective practice in the EYFS is built on four guiding themes; A Unique Child, Positive Relationships, Enabling Environments and Learning and Development. In the Foundation Stage we recognise the overarching aim of the EYFS and our children are supported to ensure that the seven areas of learning are achieved.

The EYFS Unit

The daily routine of the EYFS allows the children to have a good balance of self-initiated and adult-led activities throughout the day. Our practitioners are very enthusiastic and spend a large amount of their time getting to know the children, through playing, listening, communicating with them and observing how they self-initiate in the environment. These observations support our planning.

The planning in the Early Years Foundation Stage is carried out as a team and alongside following the child's individual needs and interests, we have long, medium and short term planning, in which we include predictable themes, such as the seasons. Reception and Pre-School follow similar themes long term, however the learning is differentiated through age appropriate tasks, which are documented in the medium and short term plans.

The EYFS has excellent, well planned provision, which enables cross-curricular activities and learning. Our setting provides continuous provision which is carefully planned on a weekly basis around a predictable interest / theme. Long term and short term plans are used to provide ideas and enhancements for continuous provision. Our setting also provides activities and learning opportunities planned for 'in the moment'. In the moment planning is an approach where a topic, activity, or learning opportunity is planned spontaneously based on what a child is interested in and requires no previous documented plan. This includes 'loose parts' play and resources which encourage open-ended play, where children use their imagination. Each child's learning is carefully documented and each child has

a key person who is responsible for monitoring and assessing their development. Learning Journeys for each child are recorded electronically. Parents can access their child's learning journey online, using their personal log-in details.

At St Joseph's, children may join their Pre-School year from the age of three and continue on to their Reception year. Parents who choose our school are encouraged to bring their child to Pre-School before their Reception year, to aid the settling in period and make the transition easier for the child. Following the child's Reception year, they will enter Year 1, where their Key Stage 1 journey begins.

The Early Years Education we offer our children is based on the following principles:

- A strong Catholic Ethos which underpins all our teaching
- Children learn and develop in different ways and at different rates
- No child is excluded or disadvantaged
- Every child is unique
- Every child has the right to a rich, stimulating, well-resourced environment to support and extend their learning experience.
- Children learn to be strong and independent from a base of loving and secure relationships with parents/and or Key Person.

The EYFS Curriculum

The statutory Early Learning Goals establish expectations for most children to reach by the end of the Early Years Foundation Stage. They provide a basis for planning and by the end of the EYFS, some children will have exceeded the goals. There are seven areas covered by the Early Learning Goals and educational programmes.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design development

There are three prime areas which are of high importance within the curriculum: Personal, Social and Emotional; Communication and Language; and Physical development. All of the areas of learning are important and depend on each other to support a holistic approach to child development. All the areas are delivered

through planned, purposeful play, with a balance of adult-led and child-initiated activities.

Our children follow the Red Rose Letters and Sounds phonics programme from the start of their Pre-School year. The children are assessed on entry to cater for individual needs and abilities.

The children have daily prayers, and a weekly RE lesson. The children attend a whole School assembly on Friday afternoon. Holy Days and Feast Days are also celebrated.

The children also have a weekly Physical Education, Spanish, Music, Drama (Reception only) and Dance session.

The timetable is flexible and allows for special events to be celebrated and achievements recognised.

Unforeseen and unplanned situations are often explored and developed in order to enrich children's learning.

The EYFS also has regular visitors coming into the school and the children participate in excursions outside school.

Teaching and Learning Style

Our policy on Teaching and Learning defines the features of effective learning in our school. These features apply to teaching and learning in the Pre-School, as they do in Key Stage 1 and 2.

Features of good practice in the Pre-School are:-

- An excellent understanding of child development and therefore effective methods of extending and tailoring the learning to their unique needs through well-planned, purposeful play and a good balance of child-initiated and adult-led activities.
- Staff are enthusiastic and spend a lot of time building relationships with the children, through playing, communicating and respecting one another.
- A strong relationship between Parents and Staff, to enable the children to feel secure and develop a sense of well-being and achievement.
- The Pre-School plays a key role in supporting and extending our children's development and learning, this includes, observation, assessment and planning, support for every child, the learning environment and the wider context.
- The carefully planned curriculum and assessment ensures that all children are supported in achieving the Early Learning Goals by the end of their Reception year.

- Staff encourage children to develop independence and confidence in their own abilities.
- Clear aims for our work and regular monitoring and evaluation to improve what we do.
- The regular training needs of all adults working within the Pre-School are met.
- Effective joint planning to ensure continuity and progression throughout.

Children with SEN or disabilities

Our Pre-School has a SENDCo. All staff are aware of every child's individual needs. We understand that parents/carers know their children best and it is important that all practitioners listen and understand when parents express concerns about their child's development. All staff within the Pre-School listen to and address any concerns raised by children themselves.

If staff have concerns about a child's learning and development, they will discuss these concerns with parents. We have Targeted Learning Plans to help support any child with special/specific needs or disabilities.

All staff within the Pre-School follow the guidance in the EYFS and SEND Code of Practice to ensure the requirements outlined are incorporated into all aspects of the provision. All staff are knowledgeable in relevant law and policy and know how to apply it in their practice. This ensures children's needs are identified early, appropriate support is given, and children are referred onto external agencies when necessary.

Key Person

- Your child's key person sees parents on a regular basis to discuss their child's progress. However, if parents would like to speak to their child's key person at other times, please contact the school office to make a mutually convenient appointment.
- The Headteacher will be pleased to see parents on any matter they wish to discuss. An appointment is usually advisable.

The Role of the Key Person

Children thrive from a base of loving and secure relationships. This is normally provided by a child's parents but it can also be provided by a key person.

A key person is a named member of staff with responsibility for a small group of children. They help those children in the group feel safe and cared for.

The role is an important one and it is an approach set out in the EYFS. It involves the key person responding sensitively to children's feelings and behaviours, and

meeting their emotional needs. They support each child's well-being and offer reassurance when it is required, such as when they are new to a setting or class.

The key person supports physical needs too, helping with nappy changing, toileting and dressing. That person is a familiar figure who is accessible and available as a point of contact for parents and one who builds relationships with the child and parents or carers.

Records of development and care are created and shared by the key person, parents and the child. Small groups foster close bonds between the child and the key person in a way that large groups cannot easily do. These groups allow the key person to better 'tune into' children's play and their conversations to really get to know the children in the group well. Children feel settled and happy and are more confident to explore, and as a result become more capable learners.

The Role of Parents

We never underestimate the importance of the child's home life in their education. Therefore, practitioners build strong relationships with parents, through good communication and a family atmosphere, which is welcoming and supportive of their needs.

We encourage the support of parents by:

- Finding out about the child and their family before the child starts Pre-school (an initial parent liaison form is sent home)
- Offering parents regular opportunities to discuss their child's progress.
- Encouraging parents to voice any concerns they may have through the use of regular questionnaires and discussions.
- Having secure settling in arrangements that enable parents and children to feel secure (please see EYFS Induction policy).
- Planning activities that encourage collaboration between the child, school and parents i.e. story sacks to loan to parents.
- Keeping parents informed through regular newsletters, notices and the website.
- Holding termly 'Stay and Play' sessions, where the parents have an opportunity to observe their child in the school environment and to build relationships with staff and other parents.

Resources

The environment is very well planned and monitored by all staff. Our environment is bright, stimulating and natural, and is regularly enhanced to keep the children interested and motivated to learn. We use a range of resources that reflect the community and the wider world. We have a good balance of resources to encourage imagination through both natural and set themed toys. We encourage children to use their imagination and use a variety of resources for different purposes. We encourage children to make their own selection of activities to encourage independent learning and the learning is then carefully planned according to their needs and interests.

Start and End of Child's Day

Pre-school day starts from 8:30am or 9am. A member of staff greets the parents/carer and child, and there is time to communicate anything necessary. The children are encouraged to self-register by moving their name onto the registration board.

Children are encouraged to find their pegs and hang up their coats and bags. They then sit on the carpet for Registration and prayers.

Collection times are 3pm or 3:30pm. The staff take the children onto the playground to greet their parents and inform them of their child's day or any incidents.

Children attending after school club remain in class until the practitioner takes them to the afterschool club.

Costs for morning Club and After School Club are detailed later. Both of these must be pre-booked by Friday the week before for your child to attend.

Morning Club

Morning Club is available from 7:30am-8.30am. Your child will be offered breakfast. It is located in the school dining room, accessed through the top playground.

After School Club

After School Club is available from 3.30pm – 5.30pm and is run by our own school staff. Your child will be able to attend ASC on a regular or ad-hoc basis. It is located in the school dining room and accessed through the top playground.

Holidays

You are expected to take holidays outside of 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 in advance of the 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 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 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 immediately.

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.

Travel

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

Food and Drink

- A choice of milk or water is provided at morning and afternoon snack time. Water bottles are provided for children.
- A variety of nutritious snacks are provided. These include a large variety of fruit, raw vegetables.
- The majority of children eat hot lunches provided by school, however parents can choose to provide a packed lunch for their child. Please include food that is low in sugar and salt. Sweets, chocolate, high sugar and fizzy drinks are **not** allowed. We are a nut free school, please do not include nuts or products containing nuts in your child's packed lunch.

- Water is available at all times.
- Children are encouraged to develop good eating skills and table manners and will be given enough time to eat. It is very important that the time is used to encourage discussion and social skills at the table. The children are involved in the preparation of the snack, whereby they can have the responsibility of washing and cutting the fruit and vegetables each morning.
- Parents are advised if their child is not eating well. Any empty food wrappings/containers, or food that is not eaten will be sent home in the child's lunch box.

Rewards and Celebrations

Good behaviour and table manners are rewarded with verbal praise.

We love to celebrate birthdays healthily in the Pre-School and sing Happy Birthday using a pretend cake with candles.

We do not encourage parents to bring in sweets/cakes for the children for celebrations. However, if parents insist, the sweets/cakes are given to the children at home time and they are encouraged to eat them with their evening meal.

Headteachers Awards

A child from each class is awarded a Headteacher's Award each week to recognise achievement 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 whole school Assembly.

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.

Dogs should not be brought onto the playground or field.

Parent queries

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.

Fees and Extra Charges

Pre-school fees

Day rate	8:30 until 3:30pm	£45 /day
Morning rate	8:30 until 12:30pm	£27 /day
Afternoon rate (no lunch option)	12:30pm until 3:30pm	£21 /day
Lunch		£2.75 /day
Dance (Wednesday afternoon's)		£3.00 / Wed pm

Our Pre-school offers 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 directly into the school's bank account, no cash payments for fees will be accepted.

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 into improving the resources and facilities offered by the School.

Morning Club and After School Club (invoiced monthly)

Mornings (7.30am – 8.30 am)	£5.35 per session
Mornings (8.00am – 8.30 am)	£4.25 per session
Afternoons to 4.30 pm	£5.35 per session
Afternoons to 5.30 pm	£10.70 per session
Afternoons 1 hour	£5.35 per hour

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.

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 Pre-school to Year 6.

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

Activities include sports, games, crafts, cookery, and projects. 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.

£30.00 per day (£25.00 2nd / 3rd child)
£140.00 per week (£125.00 2nd / 3rd child)

(Prices correct Summer 2024)

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. Pre-school have a timetabled PE lesson each week in which they are taught Fundamental Movement skills.

Pre-School children will have a weekly dance lesson with a specialist dance teacher. (For those attending Wednesday afternoon sessions – additional costs apply).

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.

St. Joseph's PARK HILL School - Uniform List

School uniform must be worn at all times. Pre-School uniform is available to purchase from the school office.

Uniform List

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 for girls

Grey school knee socks for boys

Navy or black shoes,

Pumps,

Wellingtons

All-in-one waterproof (to be left in school)

Own Coat can be worn.

Summer dress for girls which is optional for Pre-school.

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



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. Children are not allowed to bring sweets or biscuits (including breakfast biscuits) to school.
4. Children are expected to adhere strictly to the school uniform.
5. Toys, collectable cards, mobile phones and jewellery, i.e. necklaces, rings or bracelets, are not allowed in school.
6. Watches may be worn by junior children only, at their own risk, and these must be removed during P.E. lessons.
7. Long hair (shoulder length or longer) girls and boys 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 closely shaved.
8. Where girls' ears are pierced, only small stud earrings may be worn.

What can you Do If Something Goes Wrong?

Children sometimes encounter difficulties 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
- Miss Grillo – Pastoral Leader
- Mrs Duncan – School Business Manager
- Any member of staff
- Prefect

ST JOSEPH'S PARK HILL SCHOOL

ST. JOSEPH'S PARK HILL



PROCEDURE FOR: CHILD NOT COLLECTED

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 3.45pm, then staff will ring contact numbers in the contact file.
3. If a child is not collected by 5.30pm then emergency numbers will be contacted.
4. If the child has not been collected and the emergency numbers have not been answered by 6.00pm 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 and Child Protection
Behaviour Management
Special Educational Needs and Accessibility Policy
Anti-Bullying Policy
Complaints Policy
Curriculum Policy
Health and Safety Policy
Language Policy
Online Safety Policy
Data Privacy Policy
Remote learning Policy
Lockdown Policy
Pastoral Care Policy

Parents are welcome to see any of the following policies which are available from the school office:

Healthy Eating Policy
Admissions Policy
EYFS Policy
Equal Opportunities Policy
Homework Policy

Staff
2023 - 2024

Headteacher	Mrs Maria Whitehead
School Business Manager	Mrs Pauline Duncan
Receptionist	Mrs Elin Kendall

Teaching Staff

Year 6 Teachers	Miss Elizabeth Boardman / Mrs Susana Hannah
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Year 5 Teacher	Mrs Catherine Doney
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Year 4 Teacher	Miss Ellena Lomas
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Year 3 Teacher	Miss Charlotte Grillo
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Year 2 Teacher	Mrs Charlotte Whittaker / Mrs Sandra Barker
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Year 1 Teacher	Mr Richard Bailey
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Reception Teacher	Miss Charlotte Fidoe / Miss Nimrah Ashraf
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Music	Mrs Andrea Goffee
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Visiting Teachers	Miss Elizabeth Boardman	Brass
	Mr Melvyn Booth	Violin
	Mr Steven Webb	Guitar
	Miss Lauren Rosborough	Drums
	Miss Yasmin Roberts	Dance
	Miss Bethany Whittaker	Drama

EYFS Leader	Miss Charlotte Fidoe
Early Years Practitioners	Miss Nimrah Ashraf
	Mrs Karen Bleasdale
	Mrs Claire Taylor
	Mrs Rina Teoli-Rush
	Mrs Gayle Wilkinson

SENDCo	Mrs Joanne Maudsley
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**Learning Support
Assistants**

Mrs. Janice Allott
Mr Luke Davies
Miss Emily Earnshaw
Mrs Amanda Greenall
Miss Jade Hirst
Mrs. Elizabeth Watson
Mrs Joanne Windle

**Morning Club
After School Club**

Miss Emily Earnshaw
Mrs Elizabeth Watson / Mrs Claire Taylor

Catering Manager

Mrs Jacqueline Kostilek

Kitchen assistant

Mrs Karen Conway

Cleaners

Mrs Angela Lord
Miss Stephanie McGough
Mrs Georgette Wills

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

Miss L Oddie
Contact at above address

Proprietor

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

Tel. 0113 2500253