

MISSION STATEMENT

**St Joseph's is a voluntary aided school which aims to offer children;
All that is best of educational practice
in a Christian setting
which derives from the parish Eucharist in
St Joseph's Dinnington.**

1 All that is best of educational practice

- a) Working in partnership with the parents (as prime educators of their children), and in liaison with the local education authority, and the local community.
- b) The school strives for excellence in every area of the curriculum, in teaching content and methods, supporting the staff in developing their professional skills, and involving parents in the school in whatever ways are feasible.
- c) The school aims to create a caring and friendly environment with a discipline that is fair, consistent, and constructive. It is built upon a warm acceptance of other people and a respect for everything in our world. There is a particular concern for children with special needs.
- d) The overall aim is therefore to enable all the children to grow to their full individual potential – of mind, body, emotions, relationships – in all types and levels of experience, and so be prepared for taking their place in the work with a sense of self-esteem and responsibility.

2 In a Christian setting

- a) The school is a Christian school in the Roman Catholic tradition, working in partnership with the diocese of Hallam and its educational services and in liaison with the national Catholic Education Service
- b) The Religious Education programme is that of the Catholic Church and all subjects are presented in the context of Christian insights and values. The children, according to their capacity, are encouraged to think for themselves and to create together an understanding and respect for the views of others
- c) The ethos of the school is gospel-inspired, with a special emphasis on **“CARING AND SHARING”** – the school motto, and on forgiveness and encouragement

3 Derived from the parish Eucharist at St Joseph's

- a) As an integral part of the parish family which flows from the local Eucharist, the school reflects the tradition of the parish as;
“A warm, outgoing Christian community in the Roman Catholic tradition”
- b) It reflects the spiritual development of the parish community with a strong emphasis on scripture, liturgy and prayer
- c) It works with the parish wherever possible and shares the parish's mission in continuing Christ's work of promoting God's Kingdom in our local community and in our world.

ST JOSEPH'S VOLUNTARY AIDED PRIMARY SCHOOL, DINNINGTON

GOVERNORS

Chair;	Mr D Moore
Vice-chair;	Mr D Norris
Foundation;	Mr B Horrocks Mr M Thomas Mr G Bergomi Mrs P Phillips Miss C McKinney Mrs J Hawkins
Parent governor;	Mr D Norris
Teacher Governor;	Mrs J Fraser
N.T. Staff Governors;	Mrs S Norton, Mrs A Clarke
L.E.A. Rep;	Mr B Cottam

SCHOOL STAFF

Head	Mr J Greenwood
Deputy Heads	Mrs A Burke and Mrs S Green
Year R	Mrs J Gilardoni
Year 1	Mrs S Crookes
Year 2	Mrs S Green
Year 3	Mrs C Staten/Mrs R Towey
Year 4	Mr F Sprague
Year 5	Mrs J Fraser
Year 6	Mrs A Burke
Nursery;	Miss Louise Hilton
Nursery Assistants	Mrs D Wignell and Mrs A Abrahams
Secretary/Clerical;	Mrs A Clarke Mrs L Holden Mrs A Barton
Classroom assistants	Mrs C Schofield Mrs D Moore Miss D Winn Mrs M Ryzeck Mrs K Bayou Mrs A Brockbank Mrs L Duxbury Mrs V Thornton Mrs S Norton Mr B Bacon Miss K Wright
Caretaker;	TBA
Cleaner;	Mrs G Perkins
Cook in charge;	Mrs J Hobson
Kitchen Staff;	Mrs J Fielder Mrs J Delaney
Dining Room;	Mrs D Buckley Mrs H Fisher Mrs M Wilde Mrs T Hinchliffe Mrs G Perkins Mrs J Wilcox

The official address of the school is:

St. Joseph's Primary School, Lidgett Lane, Dinnington, Sheffield S25 2QD

Telephone: Dinnington (01909) 550123 Fax (01909) 560283

School classification: Day Aided Primary (Mixed)

Introduction

St Joseph's Catholic Primary School is a Church Aided school in the Diocese of Hallam and is maintained by Rotherham LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Joseph's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2010-2011 is 28.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Rotherham LA and who have expressed a preference for St Joseph's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Rotherham area, including St Joseph's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM, both of which are to be found in the LA ADMISSION BOOKLET.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2010-2011

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children into school at the beginning of the September term each year; ie children whose fifth birthday falls between 1st September and 31st August – admission at the beginning of the Autumn Term in September.

Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs which names St Joseph's School are required to be admitted. Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority: (Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by the LA (for a full definition see the Authority's Admission to Primary School booklet)

Category One

Catholic children (see footnote 2) who:-

- a) are in Public Care (Looked After Children)
- b) are siblings (footnote 3) of Catholic children currently attending St Joseph's Catholic School at the time of admission
- c) live and worship within the parish of St Joseph's, Dinnington
- d) live or worship within the neighbouring Catholic parishes

Category Two

Children in Public Care (Looked After Children) who are not baptised Catholics

Category Three

Children who have siblings (footnote 3) attending St Joseph's Catholic Primary School at the time of admission.

Category Four

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are worshipping members of other Christian Churches as recognised by Churches Together in England (footnote 4) whose parents have sought the written support of their minister and live within the parish of St Joseph's, Dinnington.

Category Six

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Joseph's School is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

Footnotes:**Footnote 1.**

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Rotherham LA

Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools’ Department (0114 2566440)

Footnote 3

Definition of Sibling; for the sibling criteria to be applicable, one of the following conditions must exist:

- a) a brother and / or sister is permanently resident at the same address
- b) a stepbrother and / or stepsister is permanently resident at the same address (to include half brothers / sisters)

Footnote 4

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader’s Reference on the additional information form.

Place of residence

The child’s ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Late Applications

Late applications will be dealt with in accordance with the LA scheme.

Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DCSF Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to the Rotherham LA Offices.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Documentation

- The school requests additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
- The Additional Information form, *obtainable in the LA admission booklet*, should be completed, securely attached to the Common Application form and returned to the LA.
- A copy of the child's baptism certificate if the applicant is a Roman Catholic/baptised Christian, unless the child was baptised at St Joseph's Dinnington, because the school can access the Church's baptismal records to check the date of baptism.
- Ministers Reference if the child is a member of another Christian Church or other World Faith.
- This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
- Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Organisation

For the school year 2010/11 the school will be organised on the basis of a Nursery and seven classes. Each class currently consists of single academic year groups, but this may vary from year to year according to the size of the year groups.

Nursery provision

Part-time entry into the nursery will be arranged with parents who wish this for their children usually starting the term in which they become four.

Prior to children moving from nursery to reception an Open Evening is held to give parents all the necessary information for their children to make a smooth transition to the infants.

Parents are free to visit school at any time, but we may need prior notice if they wish to see any particular member of staff.

The needs of the child

St Joseph's is committed to the importance of the child as an individual and this is reflected in the curriculum, which seeks to develop each child's potential in all areas. The curriculum is based on an integrated approach, with some subjects taught under the umbrella of a topic or theme, but there are also occasions when it is necessary to teach specific subjects quite separately.

Special Educational Needs

The school has a policy for special educational needs that aims always to ensure that all children have the greatest possible access to a broad and balanced curriculum including the National Curriculum. A designated teacher, Mrs Green, has the responsibility of coordinating all reviews of children with special needs and their individual education plans where appropriate. In conformity with Rotherham Authority and DFEE guidelines a register is kept of all children with special needs, a child is only placed on this after consultation with the parents of the child concerned.

A copy of the policy is available.

National Curriculum Implementation

The Education Act of 1988 established the National Curriculum with its Attainment Targets and Programmes of Study. The National Curriculum entitles every pupil to a curriculum which is balanced and broadly based promoting the spiritual, moral, cultural, mental and physical development of each child.

We are now required by law to implement the National Curriculum, within the framework offered by the Education Act, and with the help of Rotherham L.A. and the Hallam Catholic Diocese.

On entry into school the children enter the Early Years Foundation comprising of Nursery and Reception.

This is followed by Key Stage 1, ie. Years 1 and 2, whilst Key Stage 2 children are in Year 3 to Year 6.

External assessment must take place at or near the end of each Key Stage in primary schools at 7 years and 11 years of age (Year 2 and Year 6).

Last year's results (May 2009) for Year 2 gave us 95% achieving or exceeding the expected level 2 for reading, writing and mathematics. At Year 6, 82% of the children achieved or exceeded the expected level 4 for English, 75% in Mathematics and 96% in Science.

At St. Joseph's we deliver the National Curriculum in English, Mathematics, Science, Design and Technology, History, Geography, Art, Music and P.E. As a Catholic School we also follow our own Religious Education syllabus, based on the 'Here I Am' Scheme. The following is a brief guide to our approach in all of these subject areas.

R.E

This is an integral part of the life of the school and is evident in all areas, from the promotion of caring and sharing in the nursery to the discussions on justice and peace in Year 6.

We have a variety of celebrations including Masses, assemblies and other communal activities for special occasions. Father Brian and Father Andy, our parish priests, are in school most days, and spend a lot of time talking to our children at dinner times. They say Mass regularly in school, or for individual classes, and we occasionally take the children to Mass in Church for special Holy days. Everyone is always welcome to share in our Masses and other celebrations.

The 'Here I Am' religious programme is used in school as a support for teachers in their religious teaching.

We do welcome our non-catholic pupils and friends. As our Religious Education is integrated into all the work of school, parents who are considering withdrawing their children from Religious Education (as they have a right to do under the Education Act 1944) should first discuss the matter with the Headteacher.

English

Language development is the fundamental key to all work, and provision is made throughout the school to ensure that all children enjoy a rich variety of experiences.

We encourage our children to become confident and competent in speaking, listening, reading and writing. They are given opportunities to be narrators, actors, authors and readers, encouraged and supported by structured, sensitive teaching.

Throughout each stage of development the important skills are taught which lead children to read and write independently, with a growing awareness of accurate standard English, produced in clear legible handwriting. All of these skills are introduced and developed within the Literacy Hour which follows the guidelines set out in the National Literacy Strategy.

Mathematics

We aim to provide our children with a variety of stimulating mathematical experiences. These should facilitate the understanding of mathematical concepts, processes, techniques and skills.

The National Curriculum programmes of study and the Numeracy Strategy provide the basis upon which teachers plan their work. These are supported by published mathematics schemes and a variety of other resources provided in school. We are constantly updating and renewing our approaches to mathematics and in the light of the Numeracy Strategy will continue to do so.

Science

Our children are given a wide range of exciting activities which are drawn from the National Curriculum programmes of study. The children are encouraged to develop scientific skills in order to investigate all the different areas of science.

As their skills develop they are presented with activities which stretch their abilities and enhance their scientific knowledge. They are taught to communicate their findings in various ways, and to apply their experiences in other areas of the curriculum.

We aim to make science an enjoyable, rewarding experience for all our children.

Design and Technology

In delivering the D.T. curriculum we aim to provide opportunities for our children to

- identify needs to solve problems
- formulate plans for a solution
- make products using a variety of tools, equipment and materials
- evaluate the suitability of their creations

Design and Technology is an important part of the whole school curriculum and is incorporated within many other subject areas. A safe working practice is a foremost consideration.

Because of the wide range of materials required to give our children all these opportunities, we would welcome any donations of artefacts, materials and expertise.

Information technology

Children are encouraged to use computers as soon as they enter school and their skills are developed and enhanced throughout their years here at St. Joseph's. The school has 4 Apple MacIntosh computers, 20 laptops and 9 P.C.s most with printers. We have recently (May 08) opened a new computer suite in our school, equipped with the latest hardware. Additional hardware includes interactive whiteboards in all classes. We use the Internet through our participation in the National Grid for Learning initiative and have a policy to ensure it is used safely.

P.E.

In delivering the National Curriculum in P.E., we offer our children opportunities to develop their skills in games, movement, dance, athletic and gymnastic activities. Year 3 children are also given swimming lessons at Aston Swimming Baths.

We encourage our children to appreciate the need for a fit, healthy body, and expect them to take part in all physical activities unless strong medical reasons prevail. Our children are actively encouraged to play fairly, work in teams and be aware of good, safe practice at all times. After school activities are available for most children to take part.

Art

Art is a very important element of our curriculum in school. We give our children a wide variety of materials and tools to work with, whilst emphasising in each class the importance of pencil sketching, painting and clay work. Their skills and techniques are encouraged and developed throughout their years in school. The children are taught to draw from first hand observation, and are encouraged to work from memory and use their imagination creatively. Work of famous artists is presented to the children with a view to improving and extending their own skills. Like English, Art is incorporated in all other areas of the curriculum to illustrate and enhance the children's work.

Music

Our children are encouraged to make music by singing a wide variety of songs, and by using percussion, keyboards and other instruments to make their own compositions. They also make their own simple instruments in conjunction with Science work, exploring the different components and possibilities of sound. We try to create opportunities for our children to listen to a wide variety of musical styles, both for simple appreciation and for use in movement and drama.

Music also has a special role in our Masses and assemblies. We have good links between the school and the wider parish in our musical liturgies. We follow the QCA scheme of work supported by the Heinemann music scheme throughout the school which ensures continuity and progression. Peripatetic teachers, starting in year 4, give tuition in the violin and clarinet in school. One of our teaching assistants also provides guitar lessons. The school has a choir club each Wednesday 3.15- 4.15. This has built up an excellent reputation and performed in a number of concerts and competitions.

History and Geography

We aim to give our children stimulating experiences which will develop their knowledge of their locality and community, an awareness of the past and a lively curiosity in both natural world and the industrial and technological world of man.

Educational visits take place when relevant and possible to give the children first hand opportunities for observation. Residential visits are available in Year 5 and 6, providing invaluable experiences for the children. Year 6 visit Hawes Youth Hostel and Year 5 visit Robin Wood Outdoor Pursuits Centre. These visits are an important part of the school curriculum.

Parents are often asked to accompany children on school visits, particularly in the early years.

French

The children are taught French from Year 3 onwards with emphasis given to simple conversational French. We use a scheme called 'La Jolie Ronde'.

Sex Education

The school believes that children should receive a positive education in matters relating to sex, taking into account that the primary responsibility for providing this lies with the parents.

To this end the school offers a programme on parenting and sex education for our parents.

By the age of 11 it is the school's intention to ensure that all children understand that;

- ❖ The gift of self is God's greatest gift to us
- ❖ Sexual intercourse is the language of committed love
- ❖ Life has a meaning and value

How you can do your part as parents

Many of our teachers are parents themselves and understand your desire to participate and support your child's education. We also recognise that all parents are a child's first teachers.

We at St. Joseph's welcome your involvement. Many parents come into our classrooms to help with various activities, for example shared reading, baking, maths and different workshops. Please ask your child's teacher if you would like to help out in any way. We're always on the lookout for new skills and expertise! Another way in which you can help your child is to share books with them. This means not only listening to them, but also reading to them and talking about their books. Always be encouraging and make it a pleasant experience. We encourage Infant children to take home their shared reading book enabling them to read with you, their parents. With their book they will bring an exercise book where you can record what your child has read and any comments. Obviously, because many books cost upward to £5.00 these days, we do ask that families take care of these shared reading books. The key stage one (infant) classes have reading workshops one morning a week to which parents and grandparents are most welcome.

Legal responsibility

The school does not open its doors until 8.50 a.m. and the teachers cannot accept responsibility for the children until that time. However please remember, as previously mentioned, that the school day does not begin again until 9.00a.m. and the teachers need until that time to prepare their classroom and lessons.

Child protection

St Joseph's school has a duty to refer to social services and/or the police, any actual or suspected concerns of child abuse. Mr Greenwood is the teacher designated with the responsibility for child protection liaison. There is a policy which outlines the steps which must be taken should abuse be suspected or alleged. The policy follows the procedures approved by the Rotherham area Child Protection Committee, of which the Department of Educational Services is a member. A copy of the procedures is held at the school.

School rules

We have only a few school rules and these exist mainly for the safety of your child.

The law now stipulates that a school must publish figures for authorised and unauthorised absences each year. Therefore it is essential that notes are sent when a child is absent and any foreseen absence should always be notified by the parent – visits to the dentist, doctor, clinic, hospital – family visits or holidays. Two weeks leave of absence can be allowed to be taken out of term time at the discretion of the Governors, but this should only be when it is impossible to take holidays during school holiday times. A leave of absence form (available from school) must be filled in if this occurs.

Children needing to leave school for an acceptable reason, e.g. clinic attendance, must be collected from school by a parent or authorised adult. They cannot be sent out of school unaccompanied.

Children may not bring sweets into school and can only eat fruit at playtimes. Children may not run anywhere inside school.

No child is allowed on the car park. All children must use the playground gates and enter by the children's doors. Parents should keep this rule even with young children.

Earrings are not allowed to be worn. This is for health and safety reasons as there have been a number of cases reported where children's ears have been ripped off through wearing them during P.E., swimming, and games etc.

We have a simple **school uniform** which is available from Tops and Bottoms shop, Main Street, Bramley (01709 532152). We expect children to dress appropriately for school with sensible and safe attire. Children must have a pair of plimsolls or trainers and suitable clothing (white t-shirt and black PE shorts) for physical education and games.

We do expect support from parents if we reach a situation in school where a child's attitude is uncooperative and he/she does not respond to school attempts to discipline them. Parents will be expected to play their part in remedying the situation.

Car park

Parents' cars are not allowed into the school car park as this is reserved for staff cars and space is needed for delivery vehicles. Please park carefully and considerately in the streets nearby. We have a Crossing Patrol to see the children safely across Lidgett Lane.

Charges and remissions policy

The school's policy makes clear what charges may be made for educational activities and which areas can only be met by way of voluntary contributions. Information on this policy can be obtained from this school.

Maintenance fund

The school governors have established a "maintenance fund" responsible for building maintenance, as the school has to meet 10% of any repairs or improvements. Recently the classrooms have been refurbished and extended which we were only able to do with the help of this fund. It is hoped that each family will send in 80p minimum each Monday or £10 per term, and that the success of the fund will be a measure of the appreciation for the benefits the school offers.

Reports

A parents' evening is held in July, when the teachers will explain their classroom organisation and other relevant facts related to children coming into our Reception class the following September. Open nights are held close to each October and February half-term holidays. In July you will receive your child's report and staff will be available if you wish to discuss any issues.

Welfare

The education welfare officer calls frequently and requests for her help or advice will be taken into school. The Head is nearly always available to discuss problems with the parents. A telephone call can save the rare disappointment of not seeing anyone. Parents are welcome to visit the school at any time but any visitors who call should always see the Head or let him or the secretary know that they are in school. Free meals application forms are available in school and advice is always available. Our policy is one of welcome, friendliness, and co-operation with all parents.

Unauthorised absence figures

The school is required by law to publish the percentage of children who were absent and whose parents failed to inform the school of their reason of their absence.

The figures for 2008-9 showed that we had absence figures of 5.2%.

Curriculum complaints panel

The authority has established a code of practice for the consideration of complaints about the school curriculum or related matters. Information on this can be obtained either from the Head teacher or from Rotherham LEA, telephone (01709) 382121.

School times

Infants:	9.00 a.m. – 12.00 p.m.	1.15 p.m. – 3.15 p.m.
Juniors:	9.00 a.m. - 12.15 p.m.	1.15 p.m. – 3.15 p.m.
Nursery:	9.00 a.m. - 11.30 a.m. (morning children) 1.00 p.m. - 3.30 p.m. (afternoon children)	

Infant children work a 26.25 hour a week; which after deductions for registration, assemblies and breaks amounts to 22.5 hours of lesson time.

Junior children work a 27.5 hour week, which after deductions amounts to 23.5 hours of lesson time.

Public access to documents in school

Parents are allowed access to the following documents which are kept in school:

LEA statement of Curriculum Policy

DfES Matters which relate to the curriculum

Present schemes of work

The school's RE syllabus

Any published OFSTED Report which relates to this school

The Trust Deed of the school

All the information contained in this booklet is correct at the time of printing, September 2008, and therefore relates to the school year 2008-9.

Data Protection Act

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. The following tells you about the types of data held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to provide schools with analysis of performance data. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual

pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion, information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing:

- the school at St Joseph's Catholic Primary School, Dinnington, Sheffield, S25 2QD
- the LEA's Data Protection Officer, Civic building, Walker Place, Rotherham, S65 1UF
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON W1J 8QA;
- The DfES Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

Separately from the Data Protection Act, DfES regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Holiday dates 2010/2011

Term	School closes	School opens
Autumn		Thursday 2 nd September 2010
Autumn Half-term	Friday 22 nd October 2010	Monday 1 st November 2010
Christmas	Thursday 16 th December 2010	Tuesday 4 th January 2011
Spring Half-term	Friday 18 th February 2011	Tuesday 1 st March 2011
Easter	Wednesday 20 th April 2011	Tuesday 3 rd May 2011
May Day	Monday 2 nd May 2011	Tuesday 3 rd May 2011
Summer Half-term	Friday 27 th May 2011	Monday 13 th June 2011
Summer	Thursday 21 st July 2011	