

St Joseph's Catholic Primary School

Part of the St John Bosco Catholic Academy

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School Prospectus

Principal Mr M Hinton

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This prospectus has been designed to introduce you to our school and to describe briefly how we work together with you in the education of our children.

At St Joseph's we aim to provide a sound education in a caring Catholic environment. We are an active part of the parish of Our Lady and Saint Thomas of Canterbury, Dudley.

Good relationships between home and school are vital, and we depend very much on the trust, support, and active help which we receive from parents.

The Academy Committee and staff welcome you to St Joseph's School and look forward to a happy and successful association over the coming years.

You are very welcome to contact the school at any time to discuss any questions or concerns you may have regarding your child's education.

Mr M Hinton

(September 2016)

GENERAL INFORMATION

St. Joseph's Catholic Primary School, Dudley, is located in the St. Thomas' ward of Dudley Central and serves the parish of Our Lady and St. Thomas of Canterbury, Dudley.

Children also come to our school from many surrounding parishes and areas of Dudley and beyond.

We are a multicultural school with a very strong Catholic ethos.

We have a nursery for children aged three and above, and one class in each of the year groups from Reception through to Year 6.

In total we have approximately 260 children including our nursery pupils.

Our mission statement is:

***At St Joseph's we work, learn and grow together guided by
Jesus' teachings.***

SCHOOL STAFF

Name	Title/Responsibility
Mr Hinton	Principal
Mrs Chapman	Vice-Principal
Mrs Hancox	Senior Teacher, EYFS Leader, Reception Teacher
Miss Blanchette	Nursery Teacher
Miss Wisniewski	Year 1 Teacher
Miss Cresswell	Year 2 Teacher
Mr Lord	Year 3 Teacher
Miss McGuinness	Year 4 Teacher
Mrs Hickman	Year 5 Teacher
Mrs Cheema	Year 6 Teacher
Mrs MacDonald	Year 6 Teacher
Mrs Bunn	Teaching Assistant
Miss Carre	Teaching Assistant
Mrs Eaton	Teaching Assistant
Miss Giovenco	Teaching Assistant
Mrs Hill	Teaching Assistant
Miss Jukes	Teaching Assistant
Mrs Lester	Teaching Assistant
Miss Link	Teaching Assistant
Mrs Lowe	Teaching Assistant

Mrs Parker	Teaching Assistant
Mrs Philpott	Teaching Assistant
Miss Sibley	Teaching Assistant
Mrs Skelding	Teaching Assistant
Mrs Toddington	Teaching Assistant
Mrs Wroblewski	Teaching Assistant
Miss Dunn	Administrator
Mr Gilbert	Caretaker
Mrs Jones	Dinner Supervisor
Mrs Gordon	Dining Room Assistant
Mrs Portsmouth	Dining Room Assistant
Mrs Highfield	Lunchtime Cashier
Mrs Luhar	Lunchtime Supervisor
Mrs Prince	Lunchtime Supervisor and Cleaner
Miss Smith	Lunchtime Supervisor
Mrs Harris	Cleaner
Mrs Hinc	Lunchtime Supervisor and Cleaner

Admissions

The admissions process is part of the **Dudley LEA** co-ordinated scheme. The Admission Policy of the Governors of **St Joseph's Catholic Primary School** is as follows:

The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

- The School's Admission Number for the school year beginning September 2016 is **30**.
- If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority,

1. Baptised Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents), (Section 22 of the Children Act 1989).

2. Baptised Catholic children living within the Parish of **Our Lady & St Thomas of Canterbury, Dudley**, who have a brother or sister (see Note 3 below) in the school at the time of admission.

3. Baptised Catholic children living within the Parish of **Our Lady & St Thomas of Canterbury, Dudley**.

4. Baptised Catholic children living outside the Parish of **Our Lady & St Thomas of Canterbury, Dudley**, who have a brother or sister in the school at the time of admission.

5. Baptised Catholic children living outside the Parish of **Our Lady & St Thomas of Canterbury, Dudley**.

6. Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents). (Section 22 of the Children Act 1989).

7. Non-Catholic children who have a brother or sister in the school at the time of admission.

8. Non-Catholic children.

Over subscription

If there is over-subscription within a category, the Academy Committee will give priority to children living closest to the school determined by shortest straight line distance measured from the front door of the school to the home address

School Routines

School times are as follows:

8.45 am – 3.15pm

KS1 morning break from 10:15- 10:30 am

KS2 morning break from 11:00- 11:15 am

Nursery Lunchtime – 11.30-12.30pm

Whole School – 12.15 – 1.15pm

The school doors are not opened until the bell goes at the commencement of the school day. At this point children should proceed into school in an orderly fashion. Parents are expected to stay with their children until the school bell indicates the start of the school day.

School uniform

Boys - Winter or Summer

Blue shirt and school tie OR royal blue St. Joseph's pique polo shirt

Plain royal blue jumper OR royal blue St. Joseph's sweatshirt

Grey trousers

Sensible shoes

Girls - Winter

Blue shirt and school tie OR royal blue St. Joseph's pique polo shirt

Plain royal blue jumper OR royal blue St. Joseph's sweatshirt

Grey skirt OR grey uniform trousers

Sensible, flat-heel shoes

Girls - Summer

Pinafore dress OR blue gingham dress

Plain royal blue jumper/cardigan OR royal blue St. Joseph's sweatshirt

Sensible, flat-heel shoes

Note that the Winter uniform may also be worn.

Trainers, boots or fashion shoes are not allowed.

PE Uniform

To obtain maximum benefit from Physical Education and for health reasons it is compulsory for all children to wear black shorts, a white t-shirt and pumps.

Jewellery

As a safety precaution and to prevent accidents during PE and other activities, the wearing of any item of jewellery in Nursery or Main School is strictly forbidden without exception.

Hairstyles

The Academy Committee request that all children attending school must do so in a standard and acceptable hairstyle.

Labelling

All items of school uniform, PE clothing and footwear must be labelled with the child's name. This makes it easier to identify lost items. The school accumulates a lot of "Lost Property", which, if unlabelled, is very difficult to return to its owners.

Pupil records for emergencies

Please inform the school of any changes in circumstances such as a change of address, telephone, parents' works telephone, access/custody arrangements (if any), doctor, etc. A "**Pupil Records**" form must be filled in for School records, so that parents can be contacted quickly in an emergency. Please ask at the school office.

Illness

If your child becomes ill at school we will contact you and ask you to take your child home. If specialist help is needed you will be contacted and arrangements made to take your child to hospital.

Attendance Figures

The table below lists the figures which were reported to the Department of Education for 2015/16

Number of pupils of compulsory school age on the roll for at least one session: 180

Number of open sessions: 67810

Number of Authorised Absences: 1601

Number of Unauthorised Absences: 648

Attendance

If your child is away from school for any reason, please telephone the school as soon as the absence starts and send a letter to the class teacher explaining the reason for the absence when the child returns to school.

The school is required to account for all absences and where a child is absent without a valid reason, or where no explanation has been received, it is treated as **"unauthorised"**. Where children are absent from school without notification the school will contact home by telephone. The school works closely with the Education Welfare Service to encourage high attendance by all pupils. When attendance falls below a certain level, parents will be contacted by the school and/or by the Education Welfare Service. Non-attendance is regarded as **"unauthorised absence"** when the school is not notified of the reason for the absence. If your child is away from school for any reason, please let us know.

Family holidays during term time

If you are planning a Family Holiday during term time a **"Holiday Form"** has to be completed (available from the School Office) so that the absence may be registered. **However NO holiday in term time can be authorised by the Principal.** Parents or guardians are urged not to take family holidays in term time. Children who miss two weeks of school per year miss out on 5% of their education. A maximum of 10 school days may be authorised. Please note: taking children on Family Holiday during term time will inevitably lead to work being missed and is therefore generally not in the child's best educational interest.

Educational Visits

Such activities are actively encouraged to enhance the curriculum and give the children wider experiences. A voluntary contribution is sometimes requested from parents to subsidise educational visits or activities.

Sex and family life Education

At St Joseph's Catholic Primary School the sex education programme is that produced by the Birmingham Archdiocese Guidelines and is called: **"All that I am"**.

Complaints

At St Joseph's we aim to treat all pupils equally regardless of gender, race or religion. Every effort is made to ensure effective partnership between school and home. Most problems that arise are dealt with through discussion with the Principal and Staff. However, should this not be the case, there is a formal complaint procedure which can be initiated by parents.

Health Education

The School Nurse visits the school regularly to help promote and support health education within the school. Arrangements can be made for members of staff, parents or pupils to meet with the nurse to discuss particular issues or concerns. Other health screenings, i.e. general health, hearing, vision and teeth are held at regular intervals during the child's school life.

Swimming

Children from Years 3, 4 and 5 go to Dudley Leisure Centre on a rota basis for swimming lessons each Monday afternoon during term time. A voluntary contribution is requested towards the cost of transport, hiring the pool and the services of a qualified swimming instructor. At the beginning of each term, a letter is sent to give parents notice of which Year group is involved.

Medication

Following advice and careful consideration, we have updated our Procedures for administering medicines in school.

- Only a prescribed medicine by a doctor will be administered on your behalf if the dosage is **more than THREE** times per day. In cases such as these, please complete a special form available at the School Office. The pharmacy label must indicate clearly the dosage and number.
- If the dosage is three times a day or less, we ask that parents administer the medicines before school and then after school at home.
- Non-prescription medicines will no longer be administered and we ask parents to administer these yourselves during time at home.

- We will make special arrangements for any child with a long term medical condition. Please notify us to make the necessary arrangements.

Behaviour Management

Behaviour management is something which we pride ourselves on in school. We always give children the up most care and support in all situations.

Manners

Children should be encouraged to have good manners. Words and phrases such as "please", "thank you", "good morning", "good afternoon" and "excuse me" should be actively promoted.

Special Educational Needs

When a child is on the Special Educational Needs register for specific behavioural difficulties, the procedure for dealing with that child may differ to our traffic light system. The alternative procedure will be formed in agreement with the child, their parents and the relevant school staff. The procedure will be clearly explained to everyone who has contact with the child.

If a child's progress is not in line with his/her age and abilities the matter should be discussed with the Special Needs Co-ordinator and the parents will be informed. The Special Needs Co-ordinator may decide, after discussion with the child's parents and class teacher, to include the child on the school's register of Special Educational Needs.

If inclusion on the register is recommended by all parties termly target setting and review meetings will take place which must be formally documented through the use of Individual Education Plans and review notes.

Fire Drills

Fire drills are held regularly. **Fire exits should be kept clear at all times** and children should be familiar with the route to be taken to the assembly point in event of fire. When the fire alarm rings children should use the external doors in their corridors and walk quietly to the playground. The class teacher will call registers. These will be given out by a member of the office staff.

Health and Safety

To make our school safe the following security measures have been installed

- Access to buildings through locked or 'manned' entrances
- External classroom doors (access from the inside only)
- Visitor Book
- Health and Safety Policy

Health and Safety in the Classroom

Dangerous items are not stored in the classroom. Children are not allowed to use the laminator, hot glue gun, power tools, staple guns, Tippex or thinners. Any unsafe equipment eg faults concerning electrical wires or plugs, is reported to the Head or Site Manager. Dangerous furniture, carpet, floor area is brought to the attention of the Site Manager.

Health and Safety in Physical Education

Children who change into their P.E. kit in the classroom/community room walk to the hall in either their pumps or their shoes.

Children wear the appropriate PE kit for the lesson.

All jewellery is removed and long hair is tied back.

The hall floor is always checked before use. Apparatus is always checked before use. Any damage to apparatus is reported to the P.E. Co-ordinator.

Assemblies

Whole school assemblies take place on Mondays at 9.15am

Mass takes place on Tuesday at 9.15am – parents are welcome.

Praise assembly takes place on Friday at 2.30pm – parents are welcome.

Teachers are expected to stay with their children during assemblies. The children should enter and leave the hall in single file and quietly.

School Clubs

A variety of clubs are available for the children after school. Some of these are seasonal and some of them run throughout the year.

School Meals

Free School Meals are available to pupils whose parents receive Income Support or Job Seekers Allowance (Income Based) or Employment & Support Allowance along with all children in Reception, Year 1 and Year 2.

For further information or to make an application please contact:

Benefits Section, Council House, Dudley - Tel: 01384 814988

An application form and more information may be downloaded from www.dudley.gov.uk

After an application has been approved the Benefits Section will authorise the school to provide free school meals.

Entry into and egress from school

When entering school from the playgrounds children should use their own cloakroom entrances and come in single file in an orderly manner. The same procedure applies when classes are leaving cloakrooms to go onto the playground. Children should not use the main entrances on such occasions.

School Car Park

In the interest of the safety of all the children, parents are requested not to drive into the School Car Park to deliver or collect their child, or under any other circumstances.

This Safety Regulation should be especially observed by Nursery parents collecting their child at the beginning or end of Nursery sessions.

Also, the short access to the main gates off Hillcrest Road should not be blocked by visiting parents' cars in case access into the school is needed for any reason, for example, by an emergency vehicle or by any other vehicle making deliveries.

The main electronic front school gates are closed at 8.30 am to prevent access into the car park by any vehicle at this very busy time of the school day. Parking restrictions apply on Hillcrest Road immediately outside the school gates. The back gate is opened at 8.30am and is closed at 9.00am.

Please comply with these restrictions, which are imposed for the interest of safety.

When the front gates are closed, visitors should use the intercom at the front gate to communicate with staff in the School Office.

Food at playtime

In an effort to promote healthy eating the children are asked to bring fruit for snacks between meals.

Homework

Homework provides an opportunity for learning experiences to be further developed outside the school situation. It does not mean formal exercises carried out by children without help from adults. It is the involvement of parents and carers in joint activities, which can be very brief, which is most valuable in promoting children's learning. At St Joseph's all children from Reception class to Year 6 receive age appropriate Literacy / Phonics and Maths homework on Fridays which needs to be completed and returned to school to be mark by the following Thursday.

Assessment

All teachers keep records of the children's work to monitor progress and set appropriate targets. These records are available to be discussed at any time, and will form the basis for discussion at Parents Evenings or Open Days.

Statutory end of Reception Assessment is carried out in Reception class during the summer term.

Statutory Phonic Assessment is carried out in Year 1 during the summer term.

Statutory National Curriculum Assessment for Key Stage 1 will take place in Year 2 during the Spring and Summer terms.

Statutory National Curriculum Assessment for Key Stage 2 will take place in Year 6 during the Summer Term.

Also, there are non-statutory SATs for Years 3, 4, and 5, which will be carried out during the Summer Term.

2015/16 Test Results

EYFS

Progress	Result
Achieving good level of development	66%

Phonics Screening Checks

Year	Pass Rate
Year 1	87%
Year 2 (Re-sits)	75%

Key Stage 1 (End of Year 2)

Subject	Reaching Expected Standard*	Above Expected Standard
Reading	80%	27%
Writing	80%	13%
Mathematics	73%	17%

*Note: The figure for 'Reaching Expected Standard' includes those working 'At' and 'Above' Expected Standard (ie. at Greater Depth).

Key Stage 2 (End of Year 6)

Subject	Reaching Expected Standard	Above Expected Standard	Average Scaled Score
Reading	80% (66%)	10% (19%)	103 (103)
Writing	87% (74%)	20% (15%)	N/A
Grammar, Punctuation and Spelling	70% (72%)	17% (23%)	103 (104)
Mathematics	87% (70%)	10% (17%)	104 (103)
Reading, Writing and Mathematics Combined	60% (53%)	3% (5%)	N/A

*Note: The figure for 'Reaching Expected Standard' includes those working 'At' and 'Above' Expected Standard (ie. at Greater Depth).

National figures in brackets.

Progress Scores

Subject	School Progress Score	National Progress Score
Reading	2.3	0
Writing	3.9	0
Mathematics	2.7	0

Reporting to parents

Formal parent evenings are held termly, where parents are offered an appointment to come into school and discuss their child's progress. Teachers also complete a written report for every child at the end of each academic year.

CURRICULUM

Religious Education

Our Catholic faith is at the very heart of our school and is evident as soon as you step through our doors in what you will see, hear and feel inside St. Joseph's.

We work very hard to treat everyone in school with care and respect just as Jesus taught us to 'love one another as I have loved you'.

Our close link with our Parish is very important to us and our school chaplain is the Parish Priest, Father Emmanuel. All of our assemblies and prayer services throughout the week are rooted in the teachings of Jesus.

St. Joseph's serves a vibrant multicultural and multi-faith community and care and respect for individual differences is very much at the heart of our ethos. This is emphasised regularly throughout the day. As well as the daily acts of collective worship our children also pray regularly throughout the day in their classrooms.

Our entire curriculum and school culture is based on the teachings of Christ and children are taught to become kind, respectful, forgiving and caring young people. Great care is taken to make links between the Gospels and our day to day behaviour and treatment of others.

Jesus is at the heart of our school and as such we welcome and value equally all members of our school community, Catholics and non Catholics alike.

Collective Worship

At St. Joseph's we celebrate a weekly mass at 9.15am on Tuesdays, where the whole school comes together with our Parish Priest and Parishioners to share our faith. Our Masses are truly beautiful spiritual occasions where our children read and sing in thanksgiving to God.

Computing

The Acceptable Usage Policy must be followed by all ICT equipment users.

All staff and pupils agree to the school's Acceptable Use Policy in order to gain access to the school system.

Our Curriculum is detailed in the following pages

In EYFS and Key Stage One we follow the Letters and Sounds Phonics Scheme. In addition we use a wide range of books for Guided Reading throughout the school ranging from Oxford Reading Tree, Project X, Treetops and many others.

Below is a link to the National Curriculum 2014

<https://www.gov.uk/government/collections/national-curriculum>

2016 Curriculum Map – Year 3

English	We use Treasure House to deliver our English curriculum including Grammar and Punctuation, Nelson Handwriting to deliver handwriting and RML Spelling to deliver spelling.					
Maths	We use Busy Ants Maths to deliver our Maths Curriculum.					
History / Geography	What was new about the New Stone Age?	Where on Earth are we?	How unpleasant were the Bronze and Iron Ages?	Is climate cool?	How much did the Ancient Egyptians achieve?	Do you like to be beside the seaside?
Science	Our changing world	How does your garden grow?	Rock detectives	Can you see me?	The power of forces	Amazing bodies
Art / D.T	Mechanisms: Volcanoes (levers and linkages) make a pop up book Mediterranean cooking	Clay pots and masks Structures: shelters		Landscapes: Lowry		Food Technology 1 session per term
Computing	We are programmers	We are bug fixers	We are presenters	We are network engineers	We are communicators	We are opinion pollsters
R.E	Belonging Reconciliation	Advent Christmas	We listen to God's word at Mass Prayer	Lent Holy Week	Easter The Eucharist is a thanksgiving to God	Pentecost
P.E	Stretching and curling Ball skills	Who am I? Symmetry/asymmetry	Explorers/hornpipe Pathways Change of front	Creative games The eagle and fish Mechanical process	Net/court/wall Athletics 1	Striking and fielding Athletics 2
Music	Drums with DPA	Drums with DPA	Drums with DPA			
French				<ul style="list-style-type: none"> # Greetings # Name # How are you # Count 1 – 10 # Revision - project Pencil case objects # Colours # Age # Classroom instructions # Revision – project work 	<ul style="list-style-type: none"> # Body parts # Describe hair and eyes/ appearance # Days of the week # Character descriptions Revision – project work 	<ul style="list-style-type: none"> # Animals and pets # Numbers 11 – 20 # Give someone's name # Describe someone else # Revision – project work

2016 Curriculum Map – Year 4

English	We use Treasure House to deliver our English curriculum including Grammar and Punctuation, Nelson Handwriting to deliver handwriting and RML Spelling to deliver spelling.					
Maths	We use Busy Ants Maths to deliver our Maths Curriculum.					
History / Geography	What happened when the Romans came?	Can you come on a great American road trip?	What was important to our local Victorians?	How does water go round and round?	Is it better to be a child now than in the past?	Can the Earth shake, rattle and roll?
Science	Our changing world In a state	Good vibrations	Switched on	Where does all that food go?	Human impact	Who am I?
Art / D.T	Structures/levers – bridges Drawing and painting: shape and form: Birmingham in watercolours	Patterns – Roman designs Computing: Make a silent movie		Textiles – modern tapestry	Food Technology 1 session per term	
Computing	We are software developers	We are HTML editors	We are co-authors	We are musicians	We are toy makers	We are meteorologists
R.E	Creation Jesus teaches us how to pray	Advent Christmas	Jesus light of the world Old Testament	Lent Holy Week	Easter Pentecost	Sharing in the life of Christ Special roles and responsibilities
P.E	Swimming Balance	Swimming Receiving body weight	Swimming Net/court/wall	Swimming Problem solving	Swimming Athletics	Swimming Championships Wimbledon
Music	Drums with DPA	Drums with DPA	Drums with DPA			
French				<ul style="list-style-type: none"> # Family members # alphabet # household items # describe position snacks # opinions on food # numbers 21 - 31 # months of the year # form dates 	<ul style="list-style-type: none"> # Describing people # Describing family # Learn to describe nationality # Describe people using various adjectives 	<ul style="list-style-type: none"> # Talk about activities # Write about activities # Tell the time # Talk about what time you do activities

2016 Curriculum Map – Year 5

English	We use Treasure House to deliver our English curriculum including Grammar and Punctuation, Nelson Handwriting to deliver handwriting and RML Spelling to deliver spelling.					
Maths	We use Busy Ants Maths to deliver our Maths Curriculum.					
History / Geography	What impact did the Anglo Saxons have?	How is our country changing?	Would the Vikings do anything for money?	Where should we go on holiday?	Why should we remember the Maya?	What is it like in the Amazon?
Science	Our changing world Circle of Life	Reproduction in plants and animals Get sorted	Everyday materials	Marvellous mixtures	All change!	Feel the force
Art / D.T	Drawing and painting: shade and tone – Great fire of London Electronics – space ship / station	Mechanisms – Hidden department pyramid Textiles – Brazilian headdress	Painting ; landscapes - Rainforests			Food Technology 1 session per term
Computing	We are game developers	We are Cryptographers	We are web developers	We are bloggers	We are artists	We are architects
R.E	Creation Miracles and Sacrament of the Sick	Advent Christmas	Baptism of Jesus Parable and sayings of Jesus	Lent Holy Week	Easter Pentecost	Work of the Apostles Marriage and Holy Orders
P.E	Net/wall/court Flight	Bridges What a card	Rubbish Use of limbs spinning and turning	City Life Volcanoes/punch Ball handling	Invasion Games Athletics 1	Striking and Field Athletics 2
Music				Guitars with DPA	Guitars with DPA	Guitars with DPA
French	<ul style="list-style-type: none"> ✚ Festivals and dates ✚ Presents at festivals ✚ Count from 31 – 60 ✚ Give and understand instructions 	<ul style="list-style-type: none"> ✚ Going to French Cities ✚ Directions ✚ Weather ✚ Weather and places in France 	<ul style="list-style-type: none"> ✚ Shops ✚ Going shopping for food ✚ Cost – euros ✚ Party activities ✚ Give opinions about food and activities ✚ Francophone countries ✚ Languages ✚ Clothing ✚ Clothing and colours 			

2016 Curriculum Map – Year 6

English	We use Treasure House to deliver our English curriculum including Grammar and Punctuation, Nelson Handwriting to deliver handwriting and RML Spelling to deliver spelling.					
Maths	We use Busy Ants Maths to deliver our Maths Curriculum.					
History / Geography	How did World War Two impact our area?	Where does all our stuff come from?	Why should we thank the Ancient Greeks?	Are we damaging our world?	How has communication changed over time?	How will our world look in the future?
Science	Our changing world The nature library	Body pump	Body health	Everything changes	Danger! Low voltage	Light up your world
Art / D.T	Mechanisms – cams Landscapes – line and tone: water		Self portraits – line and form: people in action. super heroes 3D Art Designs / Make a Viking Longboat	Computing – adverts and packaging for Nintendo product		Food Technology 1 session per term
Computing	We are app planners	We are project managers	We are market researchers	We are interface designers	We are mobile app developers	We are marketers
R.E	The story of the people of God Followers of Christ	Baptism Advent Christmas	Christmas Prayers in the lives of the followers of Christ	Lent Holy Week	Easter Pentecost Confirmation	Confirmation Belonging to the Church community Celebrating the life of Mary and the Saints
P.E	Mirror/match Hockey and football	WOS – mix and match Synchronisation and canon	Theseus and minotaur Holes and barriers Counter balance	Ball handling City life volcanoes /punch	Cricket and rounders Athletics 1	Basketball and rugby Athletics 2
Music				Guitars with DPA	Guitars with DPA	Guitars with DPA
French	<ul style="list-style-type: none"> ✚ Give personal information ✚ Brothers and sisters ✚ Say what family others have Describe other people	<ul style="list-style-type: none"> ✚ French School ✚ School Subjects ✚ Likes and dislikes ✚ Time ✚ School day timings 	<ul style="list-style-type: none"> ✚ Ask politely for food items ✚ Sandwich ✚ Express opinions on food ✚ Healthy/ unhealthy ✚ Places in town ✚ Ask and give directions ✚ Say where you are going ✚ Time and places 			

School training and staff induction

We believe that it is essential to adopt a shared approach to the encouragement of good behaviour and discipline. Good order and discipline is seen as the responsibility of all staff and it is important that everyone works together to achieve the school's aims. The behaviour policy and behaviour procedures have been formed in collaboration with all staff and the Governing Body. The Department for Education expects that "every teacher will be good at managing and improving children's behaviour" (April 2011) and our Federation maintains the same high expectations.

To support the encouragement of good behaviour and discipline in our school, all staff receive appropriate and relevant training in behaviour management. All staff, including Lunchtime Supervisors, have opportunities to be involved in specific training in behaviour management. This allows for the updating of procedure and strategies as well as refreshing knowledge and understanding of the schools systems. Newly Qualified Teachers receive training and support as part of their induction. Their NQT Induction Tutor will support them with any concerns and issues regarding behaviour management strategies and the schools procedures.

Any new members of staff in the school will be given a mentor to help and support them in behaviour management techniques and procedures.

Allegations regarding staff / volunteers working in or on behalf of the school

Where an allegation is made against any person working in or on behalf of the schools that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will always follow the Dudley Safeguarding Children Board. Detailed records will be made to include decisions, actions taken, and reasons for

these. All records will be retained securely by the Principal in a locked filing cabinet.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Action

- The person who has received an allegation or witnessed an event will immediately inform the Principal and make a record.
- In the event that an allegation is made against the Principal the matter will be reported to the Academy Committee who will proceed as the 'Principal'.
- The Principal will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The person against whom the allegation has been made will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The Principal may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- The Principal will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.
- Consideration will be given throughout to the support and information needs of pupils, parents and staff.
- The Principal will inform the Chair of the Academy Committee of any allegation.