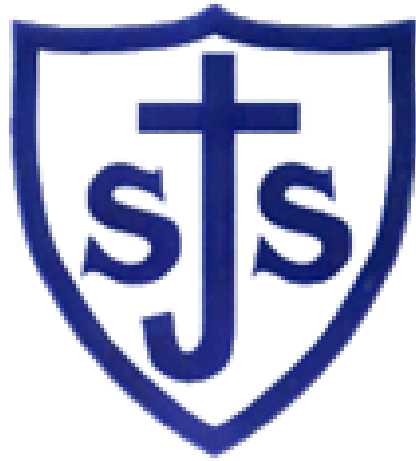


St Joseph's Catholic Primary School



**Prospectus
September 2025**

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Our **Mission** Statement

Learning and growing together with Christ.

Education for All

At St Joseph's we strive to:

Welcome every person, so that we all grow together as people loved by God, in our families, our school, our parish and our communities

Educating the Whole Person

Nurture each person to care about others, championing peace and justice for all

The Search for Excellence

Support every person to be an excellent learner, encouraging them to achieve their best within a safe learning environment

The Uniqueness of the Individual

Build and form positive relationships between all our people, based on trust and respect

The Development of Moral Values

Educate every person to understand the consequences of their actions, making choices that promote the common good.

Our mission can be summarised in the words of Jesus:

“Love one another as I have loved you.”

Our Leadership Team



Amanda Truss
Head of School



Katie Partridge
Assistant Head Teacher
SENCo



[Mark Hannon](#)
Executive Head Teacher

St Joseph - Our School's Patron Saint

St Joseph is the patron saint of our school, and a role model for all that we do. Being a carpenter, St Joseph understood the importance of hard work, which inspires us in our learning to always do our best and to grow in faith and love together.

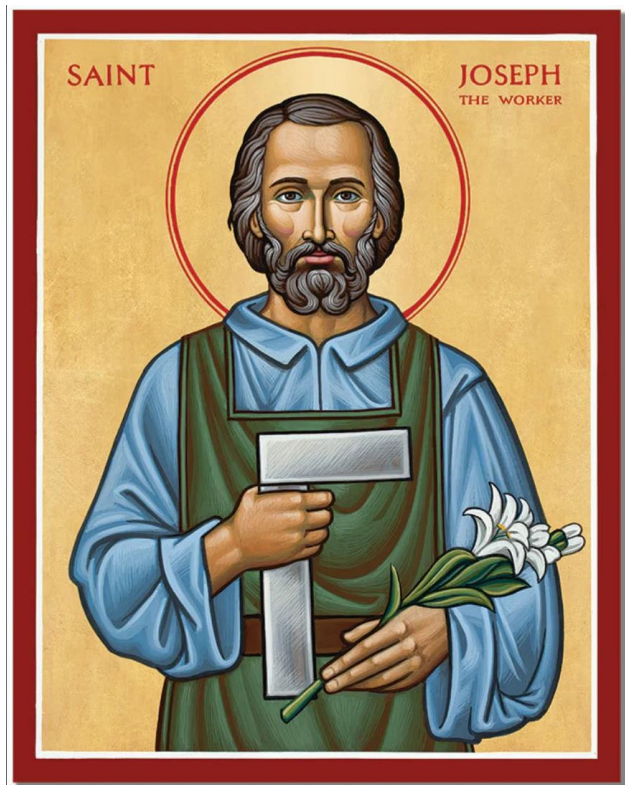
St Joseph is a wonderful example of putting our trust in God. He was visited by an angel in a dream who told him to marry his betrothed, Mary - she was expecting a baby, the Son of God: "Joseph son of David, do not be afraid to take Mary home as your wife, because she has conceived what is in her by the Holy Spirit. She will give birth to a son and you must name him Jesus, because he is the one who is to save his people from their sins."

St Joseph is a descendent of David which is why he travelled with Mary to the town of Bethlehem at the time of the census. Joseph helped Mary bring up Jesus in the Jewish faith – he was a faithful husband and father. As the head of the Holy Family, Joseph worked hard to look after Mary and Jesus. We pray to St Joseph to do the same for us, when we pray:

**St Joseph,
Watch over me and care for me
just as you cared for the child Jesus;
and by your help, may I come to know your Son,
and so grow in strength and wisdom and the favour of God.
Amen.**

There is much we can learn from St Joseph:

- **Trust**
We should stand firm in our faith,
growing a closer relationship with God.
- **Hard work**
Like St Joseph, we should try our very
best in all that we do.
- **Devotion**
As St Joseph did, we can show our love
for others - our family, friends and our
global neighbours.
- **Humble:**
We should think of others before
ourselves, understanding that we are all
created in God's image equally.



Our Parish of St Mary of the Crays

Parish

Our school is part of the parish of St Mary of the Crays Catholic Church.

Our Parish Priest is Fr David Gummett.

Address: Old Road, Crayford, Kent DA1 4DN
Telephone: 01322 523492
Email: crayford@rcaos.org.uk
Website: www.stmarycrays.org.uk

Mass Times:	Monday-Friday	9:15 am
	Saturdays	6:30 pm
	Sundays	8:30 am and 10:30 am



A Typical Day in our Reception

- 8:45** School gates are open: the children are welcomed through the Reception outdoor area gates and go straight into their classroom, where they hang up their coats and unpack their books and materials for learning.
- 8:55** **Registration:** the class teachers welcome the children into the classroom to start the day formally. By being on time all our children are able to have a quiet and settled start to the day. Lessons begin with our school prayer.
- 9:00** **Phonics:** is taught every day. This helps the children to learn sounds to develop reading and writing skills.
- 9:20** **Free-flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play based activities, supported and guided by adults. Children have access to water and a piece of fresh fruit.
- 10:55** **Break:** during the morning break the children in Reception have the opportunity to play together on the infant playground with Years 1 and 2.
- 11:15** **Reading groups:** the class teacher and teaching assistant read with groups of children to develop their reading and language skills.
- 12:00** **Lunch:** school dinners are cooked daily on site in our production kitchen. Our meals offer two choices, both of which are nutritionally balanced and tasty.
- 1:15** **Teacher input:** children have a taught input based on the topics they are currently learning about. This is then followed by an activity in groups with an adult, that links to the input.
- 1:45** **Free-flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play based activities, supported and guided by adults.
- 3:15** **School day finishes:** Reception children are picked up from the Reception classroom door by their parents and carers.

A Typical Day in Years 1-6

- 8:45** **School gate opens:** the Head of School welcomes the children as they enter and asks them maths questions displayed on the board. The children and parents walk down the path and through the playgrounds and are welcomed by their class teacher into their classrooms. They hang up their coats, unpack their bookbags and put their lunchboxes and water bottles in allocated places.
- 8:55** **Registration:** the class teachers start the morning formally by calling the register. By being on time all our children are able to have a quiet and settled start to the day. Lessons begin with the morning prayer.
- 9:00** **Mathematics:** is taught for one hour every day.
- 10:00** **English:** is taught for one hour every day.
- 10:55** **Break:** during the morning break the children in Reception have the opportunity to play together on the infant playground with Years 1 and 2. The children from Years 3 to 6 play together on the junior playground. Between May and October the children can also use the school field.
- 11:15** **Lesson**
- 12:15** **Lunch:** our lunchtime prayer is prayed before children go to lunch. School dinners are cooked daily on site in our kitchen. Our meals offer two choices, both of which are nutritionally balanced and tasty. We have 'No-meat Mondays', roast dinner on Wednesdays and fish on Fridays. There is a winter menu and a summer menu. We have 3 weeks worth of meals for each menu which are rotated.
- 1:15** **Afternoon registration:** the class teachers start the afternoon formally by calling the register and the children pray either the Hail Mary or the Our Father.
- 1:20** **Lessons**
- 3:15** **School day finishes:** the school gate opens at 3.10pm and parents are greeted by a member of staff. The parents walk down the path and wait in the playgrounds for the children. Before the children leave, they pray the end-of-day prayer. Class teachers dismiss the children at 3.15pm once they have identified a parent/carer who is collecting them. The school gate closes at 3.25pm.

A wide range of other subjects are taught across the course of the school week: Religious Education, Art or Design Technology, Computing, History or Geography, French (Years 2-6), Music, Physical Education, Relationships, Sex and Health Education (RSHE) and Science.

Working Together for our child

Books sent home: one Friday every half term the children bring home their English, Maths, Religion and other selected pupil books so that they can share their learning in the classroom with their families. Parents and carers are actively encouraged to write a positive comment addressed to their child in each of these books as it reinforces the value we all place on learning, pride and progress.

Calendar: a school calendar of key events is available to view on the school website and is a useful tool to help organise everyone's busy schedules.

School Gateway: parents are encouraged to download the app to their phone or other device, or visit <https://schoolgateway.co.uk/get-started/> so that they can pay for after school clubs and school trips.

Newsletter: the school sends out a newsletter that contains school news as well as useful information about forthcoming events. The newsletter is emailed directly to parents and carers, and is available to collect as a paper copy from the school reception area. Parents and carers are encouraged to read this newsletter as it is a useful way to keep an up-to-date knowledge of what is happening within school.

Prayer: daily prayer allows children to build on their relationship with God. It is an essential part of our daily routine in school, and so we would encourage all our families to make some time each day to pray or reflect with their child at home too.

Reading Records: beyond everything else that families can do to help our children achieve academically, we believe that daily reading support with a parent or carer makes the most significant positive difference. Whether through reading a story to, or listening to a book read by a child, we can all help our children to become confident readers and that it is this skill above that frequently unlocks access to all the other rich parts of the school curriculum.

Tapestry: parents of children in Reception (also called the Early Years Foundation Stage or EYFS) have access to their child's online learning journal. Parents are able to see pictures and information about what their child has been doing each week. Parents and carers are encouraged to write a positive comment on each observation. Parents can also upload observations and pictures of activities that they have completed at home to form part of their child's learning journal.

Website: the school website contains a range of useful information from key policies to information regarding safeguarding and governance www.st-josephs.bexley.sch.uk

Academic results

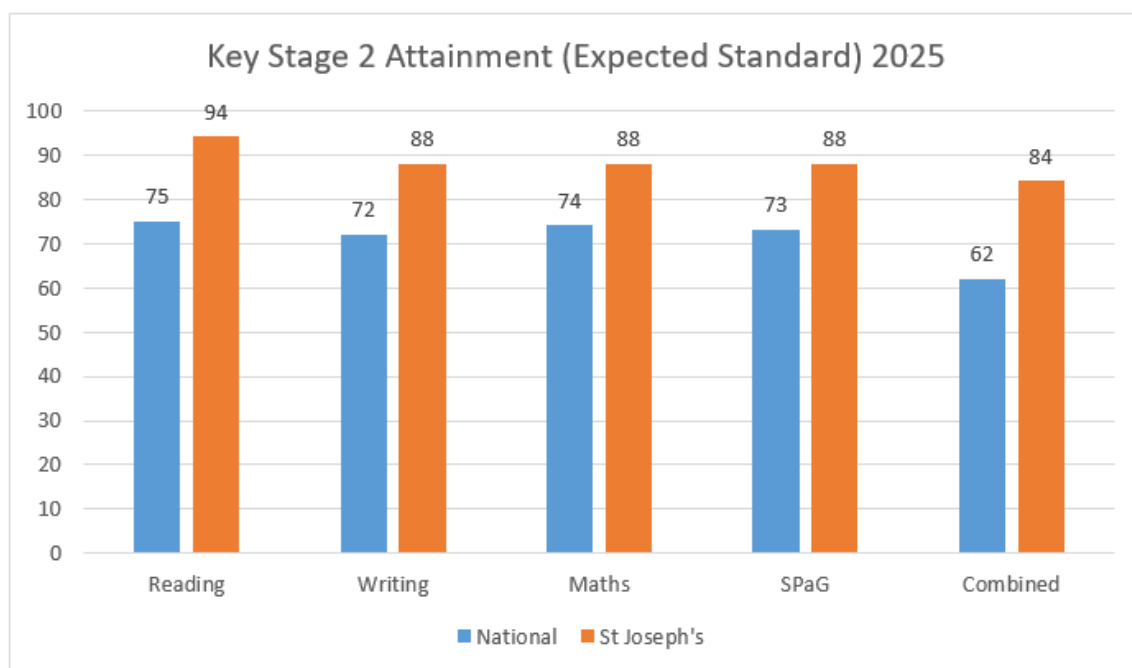
We want every child to achieve the very best academic results that they are capable of. We believe every child, if correctly taught, supported and encouraged can make rapid progress from wherever they might start off.

Pupils at St Joseph's achieve exceptional academic results by the time they leave Year 6. In the last academic year:

- 84% of Year 6 St Joseph's pupils achieved at least the expected standard in reading, writing and maths compared to the national average of 62%

Average Scaled Scores at the end of Year 6 were:

- 109 Reading - significantly above the national average of 106
- 107 Maths - significantly above the national average of 105



More assessment data and analysis, showing the high performance of the school's children at every key phase (end of Reception, Yr1 Phonics, Key Stage 1 and Key Stage 2 tests) is accessible through the school website.

Growing as a Christian

St Joseph's is a Catholic community and this is at the heart of everything we do. We believe that everybody is created in the image and likeness of God and we ensure that through everything we do, we value and respect the uniqueness of the individual and nurture the whole child. We seek to build empathy for others and encourage acts of kindness towards local and global charities.

Other Faiths: throughout their time in the school, children will be given the opportunity to learn about the other major world faiths: Judaism, Hinduism, Islam and Sikhism. We believe this is essential because in order to be rounded and informed individuals, children need the opportunity to understand other cultures and religions.

Prayer: daily prayer allows children to build on their relationship with God.

Religion Lessons: the children have three religion lessons a week. This gives them the opportunity to develop their knowledge and understanding about faith through taught lessons that follow our programme of study "The Way, The Truth and The Life", as well as learning to develop their own personal response and reflection regarding faith.

Relationships and Sex Education: the school follows the 'Life to the Full' programme developed by Ten:Ten. Its structure is based on 'A Model Catholic RSE Curriculum' by the Catholic Education Service which was highlighted as a work of good practice by the Department of Education. It is an entire platform of creative resources which includes interactive video content and story-based activities. The programme employs a wide range of teaching tools, original worship music and an accompanying programme of classroom prayers. More information and some examples of resources can be found on the school website in the Learning section.

Worship: children take part in assemblies during the week and during this time they get an opportunity to share their faith through discussion, drama, music and stories. This is an invaluable experience that is often reflected in the children's thoughtful responses. Every class has a central prayer area that is the focus of their daily prayer. This is updated regularly and reflects the Liturgical year.

Becoming a Reader

Reading is seen as a core life skill and enjoyment for reading is promoted here at St Joseph's, right from Reception through to Year 6.

We have high expectations of our children as readers and our aims are:

- To teach every child to become a fluent and confident reader
- To give children the reading skills necessary to enable their learning in all subjects
- That each child grows to enjoy reading, in order that they become lifelong readers

From Reception through to Year 2, reading is taught through the use of phonics, following our synthetic phonics scheme, Little Wandle Letters and Sounds Revised. Through daily phonics lessons, the children segment the sounds in words and blend them together to read. Children take a new book home each week to read with their parents and a comment is recorded in the child's reading record. These books accurately match each child's phonic knowledge to ensure that fluency is developed and reading is enjoyable.

Children in Year 3 to Year 6 are able to choose books from a range of authors and genres that are both accessible and challenging. A comment is recorded in their reading diary and monitored.

At St Joseph's our reading lessons follow the Reciprocal Reading approach. This approach helps children to build on their comprehension skills of summarising, clarifying, predicting and questioning and these are taken up as 'roles' by the children.

A typical Guided Reading lesson would have children reading in a small group with a teacher. The children would be given a 'role' to relate to the book and discuss it with the other children in the group.



Becoming a Mathematician

At St Joseph's, we follow the White Rose Maths scheme of learning from Reception to Year 6. White Rose Maths is an initiative that emphasises a comprehensive understanding of mathematics. It's a pedagogical approach that has been embraced by both primary and secondary schools to enhance maths skills and problem-solving skills, promoting an engaging, detailed and deep curriculum to support all children to succeed in Maths.

The core of White Rose Maths is the 'maths mastery' approach, which focuses on depth rather than acceleration, ensuring that key concepts are fully grasped before moving on. This approach aligns with the learning objectives of a range of school years, providing a coherent and connected curriculum.

For example, at St Joseph's, White Rose Maths introduces concepts through visual representations and hands-on activities before progressing to more abstract concepts. This ensures that students have a concrete understanding before moving on.



To further support our children with Maths, we use two computer programmes - Mathletics and Times Tables Rock Stars. Years 2 - 6 use Times Tables Rock Stars in school and at home to help them confidently and quickly recall their multiplication facts. This is crucial as it underpins so many other mathematical concepts such as fractions. Children from Year 1 to Year 6 access Mathletics for their homework. This is a personalised programme which allows teachers to set differentiated work to meet the individual needs of the children.

Developing our Talents

We are fortunate to be able to deploy French, Music and PE specialists to work alongside our class teachers to support the development of every child's particular talents to the fullness of their potential. We commit significant time within the school timetable, right across the school, to the teaching of these subjects as we recognise the importance of a truly broad and balanced curriculum.



Special educational needs

SEN



"I have come that you may have life and live it to the full" John 10:10

Our school is committed to every child achieving their full potential. Some children, either for part or all of their time in school, may be considered as having SEN. We strive to identify these specific needs as early as possible and to work in partnership with parents to set in place strategies and resources that assist each individual to succeed and make progress.

A child will be identified as needing SEN Support if they are not making progress and are at a level significantly lower than would usually be expected at their stage of learning. The children will then receive support through either a target focus group in their area of difficulty in class or with one of the specialist the school, or the specific strategies individual child effectively. If they progress despite place, or they are specific learning needs advice from in another agency; seek further someone who is particular field of support workers in teacher will use that will help the learn more are not making all the support in displaying a difficulty that a lead professional the teacher would advice from an expert in that difficulty.



A child is put statutory have a moderate difficulty that results in them not making progress in school despite all of the support given through SEN support. These children require specific, targeted support at a stage further than above. These children receive an Education and Health Care Plan (EHCP) which sets out their targets and recommendations for how these can be achieved. This is a legal document that ensures the school is given the resources that are needed from Bexley borough. The full policy can be downloaded from the school's website.

If a child is identified as SEN, the class teacher will discuss this with parents/carers. It will then be for the two parties to agree on what will be done to meet this need and ensure the child is able to achieve his or her full potential.

Mrs Partridge is the Special Education Needs Co ordinator (SENCo) and is contactable via the school office.

A child is defined as needing special educational provision if they have a disability, which interferes with their education, or if they have a significantly greater difficulty in learning than the majority of children of their age.

Staff at St Joseph's are committed to meeting the needs of each child. Children who are experiencing difficulties are identified at an early stage and individual educational plans (IEPs) are put in place to address those specific needs. Extra Teaching Assistant time is committed to each child identified with experiencing special educational needs, or children with an EHCP.

Children with an EHCP are allocated extra support based on their individual need. Termly review meetings are arranged for parents to meet with the SENCo and class teacher to discuss their child's progress in meeting specific targets. Outside agencies support our special needs programme.

children with Disabilities

At St Joseph's we want every child and adult to feel welcome. All our buildings are accessible to wheelchair users. There is an accessible toilet near the School Office.

As and when the need arises, arrangements for the admission of children with disabilities are made in liaison with the local authority, and depending on the suitability of the building and facilities for the disabled.

Disability Provision

St Joseph's values all pupils and aims to take suitable steps to meet the needs of pupils with a disability. In some situations, this may be a change to the classroom environment or the purchase of suitable resources.

Governing body

The Governing Body is responsible for the strategic planning and monitoring of all areas related to the school. They approve the school budget, oversee expenditure, recruit staff, monitor achievement and progress, scrutinise the curriculum, and plan the maintenance and development of the premises.

Good governance means holding the Executive Head Teacher and Head of School to account, being a critical friend and supporting the leadership role to ensure our school delivers the exceptional outcomes we all expect for our children.

The Governors receive reports from the Senior Leadership team each term. As well as the overall Governing Body they are organised into several sub committees: Curriculum (which receives information on how the curriculum is delivered and outcomes for children), Finance (which receives information on the school's finances, health and safety and the school buildings) and staffing (reviewing how the teaching in our school supports learning).

Governors play an important role in holding senior leaders to account and provide a level of challenge and oversight. The role of governors requires strategic thinking and is not operational. Day to day tasks are the responsibility of the senior and middle leaders. All of our Governors commit to ensure their knowledge and understanding is up to date and broad enough to ensure our Governing Body can play a crucial role in leading our school.

Communicating with the School

Contact information: the school office holds detailed information on every child, including addresses, telephone numbers, email addresses, any changes to this information should be reported to the school office as soon as possible to ensure the appropriate contacts can be contacted in times of an emergency.

End of day collection arrangements: parents/carers are asked to complete a form giving information on who will be collecting your child/children at the end of a school day and their relationship to the child. It is important to ensure that all adults who may pick up your child are listed as we will not allow your child to leave school with anyone else.

If for an extraordinary reason someone else, other than the authorised person(s) are to pick up your child, please let the teacher know via the 'Contact Book' or in an emergency, the School Office (before 3.00 pm). Please keep us up to date of any changes.

Late collection: The school day finishes at 3.15pm. The school gate opens at 3.10pm and closes at 3.25pm. If children are not collected before this time, the teacher will escort them to the main entrance and wait with the children until your arrival. A similar process will be followed where children attending an after school club (such as football or choir) are not collected on time. If there are exceptional circumstances that will result in a delay in collecting children punctually, parents are asked to contact the school office in advance.

Messages sent home: we try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed. We use an electronic service called Autotext which enables us to send letters and messages directly to parents by email and text. To use this service you must ensure you have provided up-to-date email addresses and primary mobile numbers.

Medical information: the school must be made aware of any allergies/medical conditions and should be reported to the school office in the first instance.

Parental consent – child's photograph: sometimes photographs of children are used in school publications, ie on the school's website or in school newsletters. If you **do not** wish your child's photograph to be used in the publications mentioned, you must inform the office and complete the relevant consent form.

Payment options: the school offers an online payments system and we encourage you to use this to pay for dinner money, trips, uniform items, after-school clubs and school fund. Paying in this way is much more convenient and will save time as well as reduce the chances of money being lost. The system is called 'School Gateway' which is very easy to use and offers you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security ensuring funds reach the school safely. It is also available as an app for further convenience.

Universal Free School Meals:

We are delighted to inform you that the Mayor of London is ensuring all primary school children who attend state schools in London will receive free school meals for the next full academic year.

The Mayor knows families are really struggling with the cost-of-living crisis right now and so has taken the decision to provide funding to expand on the Government's existing Free School Meals offer that was previously only available to children in Reception, Year 1 and Year 2. Every child deserves the chance to be able to grow up healthy and thrive, regardless of their background or circumstances. For this to happen, children must be able to access healthy, nutritious meals. The Mayor of London believes that this initiative will not only enhance our pupils' wellbeing but also foster a strong sense of inclusivity and community within our school.

Even though all children are entitled to Universal Free School Meals for this academic year, families in receipt of any welfare benefits, ie Income Support, still need to register separately by completing a form (available from the school office) for free meals. This could result in an extra £1,345 for our school, to fund valuable support like extra tuition, additional teaching staff or after school activities. It is therefore important to sign up for free school meals, so that our school receives as much funding as possible.










School Uniform

As a Catholic school, we believe parents are the first educators and are grateful for the support shown in the maintenance of high standards of appearance and presentation by all our children.

Girls






It is the policy of the school that pupils should wear the correct uniform at all times unless otherwise directed by the Head of School and all items of clothing should be marked with your child's name.

Winter	<ul style="list-style-type: none"> White shirt with long or short sleeves Navy skirt or pinafore of standard length Navy V neck cardigan White socks or navy tights School tie* KS1 elastic tie, KS2 loose tie £4.00 each Black or navy shoes (flat heels only, no boots please) 	SKIRT 	PINAFORE 
Summer	<ul style="list-style-type: none"> Short sleeved summer dress or playsuit, shoulders covered (pale blue/white gingham) Year 5 and Year 6 girls are allowed to wear a school open necked pale blue summer blouse (available from Marks and Spencers, John Lewis or from Matthews). White socks – knee length or ankle socks Sun hat* £4.00 each 	DRESS 	Y5&6 SUMMER SHIRT 
PE Kit	<ul style="list-style-type: none"> Trainers – Years R and 1 (with Velcro not laces) Trainers – Years 2, 3, 4, 5 and 6 Navy shorts White T-shirt A plain navy tracksuit may also be worn for outdoor PE <p>(PE kit must be kept in a separate bag)</p>		
School Bags	<ul style="list-style-type: none"> Royal Blue Satchel* £11.50 each PE bag* £4.00 each Please note: Only school uniform bags will be allowed in school. PE/swimming bags, book-carriers and folders are available for purchase from the school office. 	BOOKBAG 	PE BAG 
Coats	A suitable outdoor coat (with a hood and sleeves) should be worn in winter. This excludes sweatshirts, hoodies or baseball jackets and coats with large fashion logos.		

Please note – Long hair should be tied back and hair accessories should be in line with the school colours. Earrings, make-up, nail varnish, etc must be removed before coming to school.

Boys

It is the policy of the school that pupils should wear the correct uniform at all times unless otherwise directed by the Head of School and all items of clothing should be marked with your child's name.

Winter	<ul style="list-style-type: none"> · White shirt with long or short sleeves · Grey trousers · Navy V neck jumper · Grey socks · School tie* - KS1 elastic tie, KS2 loose tie £4.00 each <p>Black or navy shoes (flat heels only, no boots please)</p>	
Summer	<ul style="list-style-type: none"> · Plain sky blue polo shirt (or with logo) · Grey tailored shorts or trousers · Grey socks · Sun hat* £4.00 each 	
PE Kit	<ul style="list-style-type: none"> · Trainers – Years R and 1 (with Velcro not laces) · Trainers – Years 2, 3, 4, 5 and 6 · Navy shorts · White T-shirt · A plain navy tracksuit may also be worn for outdoor PE <p>(PE kit must be kept in a separate bag)</p>	
School Bags	<ul style="list-style-type: none"> · Royal Blue Satchel* £11.50 each · PE bag* £4.00 each · Please note: Only school uniform bags will be allowed in school. PE/swimming bags, book-carriers and folders are available for purchase from the school office. 	<div data-bbox="911 1301 1110 1547"> <p>BOOKBAG</p>  </div> <div data-bbox="1158 1301 1422 1547"> <p>PE BAG</p>  </div>
Coats	A suitable outdoor coat (with a hood and sleeves) should be worn in winter. This excludes sweatshirts, hoodies or baseball jackets and coats with large fashion logos.	

* Available to purchase from school

Twice Blessed Uniform

We have good quality donated school uniform available on our clothes rail outside the Main Entrance Doors. Please help yourself to our free pre-loved uniform.

Mobile Phones

As a Catholic school, we believe that all pupils have the right to learn in an environment in which they feel safe, happy and supported and are free from the potential distraction, which could arise from mobile phones and smart watch technology.

The large majority of children are not allowed to bring mobile phones or smartwatches to school as they present a number of issues for the school for example;

- the high monetary value of phones/smartwatches
- the integration of cameras into phone/smartwatches leading to potential child protection and data protection issues with regard to pupils filming each other, inappropriately taking pictures of events/each other and using or distributing images inappropriately.
- the potential for mobile technology to be used to bully other students
- the potential to access inappropriate content in school.

Pupils in Year 6 who travel to or from school without a parent or carer can be permitted to bring a mobile phone to school. Parents must complete a mobile phone request form in advance of permission being granted the school's Pupil Mobile Phone Policy is available on the school website.

Pupils in Years 3 - 6 benefit from regular access to a range of technologies including Chromebooks and iPads, tablets, computers, cameras and microphones in a range of their lessons. They regularly receive lessons about e-safety to better help our children be safe, responsible and respectful in their online activities.

Behaviour and learning

Good behaviour in schools is central to a good education. Even successful schools need to be continually working to maintain high standards of behaviour. Creating a culture with high expectations of behaviour will benefit both staff and pupils, establishing calm, safe and supportive environments conducive to learning.

In St Joseph's, we have three key agreements. Pupils are expected to:

- Keep their hands and feet to themselves
- Follow instructions
- Treat everyone with respect.

In St Joseph's, we aim to:

- Encourage good behaviour and respect for others
- Secure an acceptable standard of behaviour of pupils
- Promote, among pupils, self-discipline and proper regard for authority
- Prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Ensure that pupils complete any tasks reasonably assigned to them in connection with their education
- Otherwise regulate the conduct of pupils.

In St Joseph's, we understand that:

- Pupils should be taught explicitly what good behaviour looks like
- Some pupils will need additional support to reach the expected standard of behaviour
- When pupils do misbehave, schools should be able to respond promptly, predictably and with confidence to maintain a calm, safe learning environment, and then consider how such behaviour can be prevented from recurring
- Parents are the first educators of their children and will be involved in the measures needed to ensure all children behave well in school.

In St Joseph's, we use the STEP model when we are faced with challenging circumstances:

- Space
- Time
- Empathy
- Patience

Attendance and punctuality

If your child is absent from school for any reason you should telephone the school office on the first day of absence and follow this up in writing when your child returns to school. Any time taken off besides that for illness must be authorised by the Executive Head Teacher or Head of School, in advance. Absences will only be authorised for medical appointments or exceptional circumstances.

We have a duty to monitor each child's attendance. Where attendance falls below the average range the school will ensure families are aware this is the case, so that where possible, improvements can be made. If a child's attendance continues to give particular cause for concern, these cases will be referred on to the local authority's Education Welfare Officer for formal investigation.

Children with perfect or exceptionally high annual attendance rates receive a special pupil certificate at the end of the academic year. Because of the support of families across the school, St Joseph's has excellent rates of attendance.

School starts at 8.55am each day. Children who arrive after this time will be marked late. Children who arrive late after 9.15am will be marked as absent for the morning session. There is a window of time from 8:45am for dropping off children before school starts. Children who arrive late hamper their own learning and disrupt the teaching opportunities for the rest of their class.

Where a child is late on several occasions, the school will ensure families are aware this is the case, so that improvements can be made. As is the case with so much in St Joseph's, because of the support of parents, overall school rates of punctuality are excellent.

Disciplining your children

St Joseph's Catholic Primary is committed to safeguarding and child protection of children. The school seeks to work in partnership with parents to achieve this.

All children and young people need to have appropriate boundaries set for them that reflect their age and level of responsibility. At times this will include sanctions for unacceptable behaviour. Some families and cultures use physical punishment as a way of managing difficult behaviour, however UK law protects all children up to the age of 18 against the use of "unreasonable" physical punishment, this means any punishment using an implement and / or leaving a mark on the child. It is also illegal to use prolonged stress positions or sanctions that are considered emotionally harmful.

Parents may find the following leaflets, produced by Bexley Council, useful sources of further information:

- [Disciplining Your Children- a Guide for Parents](#)
- [10 Tips to Understand the Needs of your Children](#)

Safeguarding and Child Protection

St Joseph's Catholic Primary is committed to safeguarding and child protection of children who are at risk of abuse or neglect. The school has a responsibility to protect and promote the welfare of children, specifically from the following categories of abuse:

- physical
- emotional
- sexual
- neglect
- radicalisation and extremism.

The school works hard to establish and maintain an environment where children feel secure, are confident to talk, and are listened to. As part of this commitment the school has a clear statement that it shares with all children:

Who can you talk to if you are worried?

**If someone is trying to make you feel bad
So that most of the time you are frightened or sad
Just remember to tell**

**So whoever it is, whether they're big or small
Do what we've told you and stand up tall
And remember to tell**

**If someone is hurting you day after day
And whatever you do they just won't go away
Just remember to tell**

**Telling is brave and telling is cool
Telling is something we do in this school
So remember to tell**

If the school has serious concerns regarding any child's welfare, these will be referred to Social Services. Mrs Truss and Mrs Partridge share responsibility for safeguarding and child protection for all pupils. The school's policy is available to download from the school website.

St Joseph's University

St Joseph's University recognises the many varied extra-curricular activities and experiences which our children do. This enables us to celebrate the range of opportunities they participate in outside of their school life, and provide learning projects for the children to take part in.

Parents can upload evidence of awards gained outside of school for a wide range of activities, such as swimming, Brownies or external music clubs. In addition, if the children visit places of educational value, such as a museum, gallery or famous landmark, parents can upload evidence of these visits too.

Points are accumulated, depending on time and effort taken.

There is a special celebration at the end of the academic year to celebrate the achievements of pupils across Years 1 to 6.



School buildings and grounds

The primary school, consisting of seven classrooms, is housed in one long single-level building. There is a large assembly hall and separate canteen with attached production-kitchen which prepares school meals each day. The school benefits from other specific specialist rooms including a music room, mathematics intervention room, prayer room, art studio and computer suite. All classrooms are linked to the school's extensive computer network with a growing number of chromebooks in the school. Every classroom is also equipped with an interactive whiteboard.

To the rear of the main school building are two tarmac-surfaced playgrounds, one for Reception, Year 1 and Year 2 and the other for Years 3-6 children. There is a large grass field which is edged by a secure environmental garden which includes a pond and various habitat areas.



Wraparound care

Smiley Ark provides an excellent Breakfast and After School Club on the school site every morning and evening.

Before school and after school child care is available through Smiley Ark. Smiley Ark are an independent company who look after St Joseph's pupils exclusively on the school premises. If you would like this service, you must contact the company directly for availability and fees.

Breakfast Club: 7:30 am to 8:45 am

After School Club: 3:15 pm to 6:00 pm

Website address is: www.smileyark.com

Telephone: 07947 910282

Email enquiries@smileyark.com

Admission arrangements

St Joseph's is a one-form school. This means that we take in a total of 30 children into our Reception class each year. Our school welcomes applications from all families.

All applications for admission to the school are made via Bexley Council's Common Application Form as well as the school's own Supplementary Information Form.

All parents have the right to appeal if they are refused a school place. Full details are available in the admissions policy.

Contact details

Address: St Joseph's Catholic Primary School
Old Road
Crayford
Kent
DA1 4DZ

Telephone No: 01322 524162

Email: admin@st-josephs.bexley.sch.uk

Website: www.st-josephs.bexley.sch.uk