



St. Joseph's Catholic Academy

St Joseph's Catholic Academy
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Chair of Governors: Rev Mr Simon Hegarty

Headteacher: Mrs Debra McFarlane

School Prospectus



2025 - 2026

Welcome to St Joseph's Primary, A Catholic Voluntary Academy

St Joseph's is a very special place — a happy, nurturing school where everyone is welcomed, valued, and encouraged to thrive. At the heart of our school is Christ, and the Gospel values underpin everything we do. They shape our ethos, our relationships, and our daily life together.

We foster a genuine love of learning and personal growth. Working in close partnership with our families, our dedicated staff ensure that every child is given a strong foundation from which to grow — academically, socially, and spiritually. Our children are confident, capable, and compassionate, equipped with the skills they need to flourish and reach their full potential.

Our ethos is inspired by the words of Jesus: *“I have come that you may have life — life to the full.”* This call to fullness of life is reflected in the care, encouragement, and opportunities we offer each child. We nurture the whole person and support every member of our community in building a deeper relationship with Jesus and a clearer understanding of God's plan for them.

At St Joseph's, we celebrate the uniqueness of each individual while fostering a strong sense of community, responsibility, and faith. The values we share become deeply rooted and continue to guide our pupils long after they leave us.

As the first educators of your child, you play a vital role in their development, and we are committed to working in close partnership with you to ensure your child reaches their full potential. We value your insights, support, and involvement in school life. If at any time you have concerns, suggestions, or simply wish to talk something through, please do not hesitate to contact me or any member of our staff. Together, we can make a meaningful difference in your child's journey.

St Josephs is currently a Single Academy Trust and part of the Diocese of Hallam. The Diocese are moving towards Multi Academy Trusts. We already know that St Josephs will be joining the St Clare Catholic Multi Academy Trust, a change which we anticipate, will happen during the academic year 2026/2027. More information regarding the new Multi Academy Trusts is available at <https://hallam-diocese.com/schools-home/mat-development/>

With Warmest Regards,

Debra McFarlane

Head Teacher

Mission Statement and Vision

Our Mission Statement

At St. Joseph's Catholic Academy, we believe that parents are the "first and best teachers" (1) of their children, and that we as a school and a parish, are called to support them in that God given task.

That every person is created "in the image and likeness of God," (2) to grow in Grace and knowledge, as they journey to the fullness of life in Christ.

That God made us all "unique yet equal." (3)

Together in the world created by God, we live, we love, we learn, we share, whether at home, school, church or work.

1—Rite of baptism, 2-Genesis 1, 3-Colossians

Our Vision

"We nurture the resilience and potential of future global citizens. Through a diverse curriculum and a broad range of opportunities, we prepare our children to tackle new endeavours with confidence and flair."

St Joseph's Values

We are critical, curious, creative and collaborative thinkers.

Our School Motto

Walking in Jesus' footsteps, we live, we love, we learn, we share

Religious Education and Collective Worship



In Catholic schools, as in any school, Religion is taught as an academic subject: but this is not enough. The whole life of a Catholic School has to be an expression in practice of Catholic belief and Catholic tradition. Children are not only ‘taught’ their faith, it is ‘caught’ from home and from school. As they grow, the children are encouraged to put their faith into practice in their own lives.

In class, the children help to prepare and participate in weekly liturgies and assemblies. Not only in the teaching, but also in the daily practice of the faith, our children are helped by the personal example of the staff.

However great the opportunities given and examples set, they will have little lasting value without the support and encouragement of parents. We try hard in school, but we can only back up what you do at home. In handing on the faith, parents are the first and best teachers. No trouble, that a parent or teacher may take to become proficient in teaching the Catholic religion, is too great.

By working together for the children; parents and teachers make this school a place which we can truly say:

‘We Live, We Love, We Learn, We Share’

Sharing our faith together is important to us. We do this in lots of ways, including: Whole school Collective Worship, weekly Mass, special whole school Mass, Key Stage Collective Worship, class liturgy and daily prayer.

Assemblies and Whole School Liturgies

Monday 1:15 -1:45pm	Gospel reflection Assembly led by Mrs McFarlane
Tuesday	Class prayer and liturgy (Timetabled in class)
Wednesday	Class prayer and liturgy (Timetabled in class)
Thursday 2:5PM	FS2 / KS1 Liturgy led by the FS2 / KS1 team
Thursday 1:15PM	KS2 Liturgy led by the KS2 team
Friday 1:15 – 1:45pm	<i>MAKER SPIRIT</i> Celebration Assembly led by Y6 House captains and SLT

Throughout the school year, we also have a number of classes and Key Stage assemblies, where we gather together as a school community.

There are also a number of events which are held in St Joseph’s Church. This enables us to invite our families and also parishioners to celebrate and share key events with the school. Please refer to the weekly school newsletter for information about upcoming events.

St Joseph's School Day



St Joseph's School Day

	FS (Reception)	KS1	KS2
School Gates Open from	08:15		
Arrival	08:30	08:30	08:30
Registration	08:45	08:45	08:45
Morning Break	15 MINUTES DURING MORNING SESSIONS		
Lunchtime	11:45 -1PM	11:45-1PM	12-1PM
Afternoon Registration	1PM	1PM	1PM
School Finishing Time	3:15PM	3:15PM	3:15PM

If you arrive after 08:45 am, then please go to the school office and sign your child in using our electronic system.

There are a number of before and after-school interventions which take place for several children. Your child's teacher will inform you individually if your child is to attend and will share all relevant information.

Our Before School Provision (Early Bird Club) is available during term time and will run from 8am, Monday to Friday. The cost of the club is £4.50 per session per child, including breakfast. Payment and booking can only be done online via Schoolgateway and payment has to be made in advance (per session booked). As the before school provision (Early Bird Club) has limited places, please ensure your bookings are made as much in advance as possible to secure your place.

Attendance and Punctuality

Attendance and Punctuality

At St Joseph's, we recognise the vital link between good attendance, punctuality, and a child's success in school. Our whole-school attendance target for the year is **96%**, and we closely monitor attendance to ensure every child has the best opportunity to learn, grow, and thrive.

We work in partnership with families and external agencies to support good attendance. If a child is absent and we have not been informed of the reason, we will carry out a **“first day contact”** to ensure the child is safe and accounted for. Please note that the final decision to authorise or unauthorise any absence lies with the school.

In addition to attendance, we monitor **late arrivals** and **late collections**. While we encourage all children to arrive on time, we always stress that **it is better to arrive late than not at all**.

To support families, we hold **attendance meetings each half term** with parents and carers where there are ongoing concerns around low attendance, persistent lateness, or late collections. These meetings are designed to be supportive and solution-focused, encouraging open and honest dialogue between home and school.

Holidays During Term Time

Holidays are not authorised during term time. In exceptional circumstances, leave may be granted at the discretion of the Head Teacher. Requests for exceptional leave must be made in writing using the form available from the school office or via the school website.

Personal Development and Positive Behaviour

At St Joseph's, we aim to provide an environment where every child is encouraged to embrace challenges, enjoy success, and discover that learning can be both fun and relevant to their lives. Our goal is to nurture **independent, enthusiastic learners** who are confident in taking risks and open to new experiences.

From the earliest opportunity, children are supported in developing **tolerance, making responsible choices, and understanding the importance of personal accountability** — all in preparation for becoming active, thoughtful members of society.

A strong sense of **pride and belonging** is fostered through positive social experiences and collaborative learning, which are central to the culture and ethos of our school. We place great emphasis on helping children to **recognise, understand, and manage their emotions**, encouraging them to pause and reflect before acting, and to show increasing levels of **empathy, compassion, and respect** for others.

This approach forms the foundation of our **Positive Behaviour Policy**, where relationships, self-awareness, and mutual respect guide all we do. Our commitment is to help every child grow not just academically, but emotionally, socially, and morally — shaping well-rounded individuals prepared for life beyond the classroom.

Safeguarding at St Joseph's

At St Joseph's, we believe that **all children have the right to be protected from abuse** and harm. As a school community, we have a **fundamental responsibility to safeguard and promote the welfare of every child in our care.**

Safeguarding is not limited to protecting children from deliberate harm. It also encompasses a wide range of responsibilities, including:

- Preventing harassment and discrimination
- Ensuring online safety
- Providing appropriate first aid
- Maintaining a secure and safe school environment

We are fully committed to creating a culture where children feel safe, supported, and valued. All staff are trained to recognise signs of abuse and understand the steps to take to keep children safe. Safeguarding is at the heart of everything we do, and we work in partnership with families and external agencies to ensure the wellbeing of all pupils.

A copy of our **Safeguarding and Child Protection Policy** is available on our school website. We encourage all parents and carers to read it to understand the procedures we follow to keep our children safe.

<u>Key Safeguarding Staff in School</u>	
Designated Safeguarding Lead	Mrs. D McFarlane
Deputy Designated Safeguarding Lead/s	Mrs. Loveridge Mrs. Jordan Mrs. Jan Roulson Mr. Findler



Home School Agreement

St Joseph's Agreement

St Joseph's will:

- Provide a safe, secure and caring learning environment.
- Work in partnership with parents to help our pupils to nurture their faith and to help them grow in their relationship with God.
- Teach and encourage all children to do their best at all times and achieve their full potential as valued members of our school family.
- Develop positive values and a caring attitude towards the school family and the environment.
- Provide an exciting and engaging balanced curriculum of the highest quality that meets the individual needs of all children.
- Promote high standards of behaviour to ensure a safe and caring environment. Ensure that behaviour is appropriately dealt with following our Trauma Informed approach. This ensures a clear, confidential and non-shaming approach to behaviour management.
- Keep parents informed about school activities through the newsletter, notices and website etc.
- Monitor the progress of children and provide advice and guidance to support their work.
- Set regular homework.
- Treat children fairly, care for them and ensure their happiness.
- Help children to develop a sense of responsibility, be considerate of others, and support them to make the right choices.

Parent/Carer's Agreement

I/We will:

- Ensure my child attends school regularly, is punctual, properly equipped to learn and provide an explanation if my child is absent. Instances of persistent absence shall be followed up by the appropriate agencies.
- Support the school to make sure that my child maintains good behaviour.
- Support the school in getting any help that my child may need.
- Ensure that my child wears the correct school uniform and wears correct PE kit when required.
- Encourage my child to always try their best.
- Ensure that my child's homework is completed and returned on time.
- Attend parent meetings as required and discuss my child's progress.
- Read all letters/emails and messages that are sent home.
- Support the school in upholding its standards and policies.
- Support all staff in their effort to create a community which values all children.
- To treat all members of the school community with respect and politeness.
- Support the schools' approach to online safety and promote the safe use of the internet including social media.
- Inform the school immediately of any changes to parents/carers and emergency contact details.

Child's Agreement

I will:

- Always try my best and work hard to learn.
 - Come to school regularly and arrive on time.
 - Behave well and be polite and helpful to others
 - Follow the school / class rules / School Promises
 - Be polite, friendly and show respect to other children and all adults.
 - Look after others
 - Tell an adult if there is something I am unhappy about.
 - Take responsibility for myself and for my actions
 - Do my homework regularly and return it to school on time / or submit electronically if appropriate.
 - Bring all equipment I need every day including book bag, reading book, homework and water bottle.
 - Wear the correct school uniform
 - Wear the correct school PE kit on my PE days
-
- Take good care of school equipment, school environment and living things.



St Josephs – Parent, Carer and Visitor Code of Conduct

At St Joseph's School, we value the strong partnership between home and school that is essential to supporting our children's education and development. We are proud of our supportive parent community and welcome your involvement in school life.

To maintain a safe, respectful and positive environment for all, this Code of Conduct outlines the expected behaviour of parents, carers and visitors on school premises and during school-related activities.

Key Expectations: Respect and Positive Engagement

Parents, carers and visitors are expected to:

- Model respectful behaviour and language at all times.
- Work collaboratively with school staff for the benefit of all children.
- Address concerns through the appropriate school channels.
- Support and reinforce school behaviour policies.
- Respect the learning environment and school property.
- Park considerately when dropping off or collecting children.

Unacceptable Behaviour

The following behaviours will not be tolerated and may lead to school or legal action:

- Disruptive behaviour affecting school operations.
- Use of offensive language, aggression or raised voices.
- Threats or acts of physical violence.
- Approaching or disciplining other children.
- Damage to school property.
- Abusive or inflammatory communication via phone, email or social media.
- Smoking, alcohol or drug use on school premises, or arriving intoxicated.

Any such incidents will be reported to relevant authorities. The school may restrict access to the premises for individuals whose behaviour poses a risk to the school community.

Appendix: Responsible Use of Social Media

St Joseph's Catholic Primary considers negative or defamatory use of social media against the school, its staff, pupils or other parents as unacceptable. Concerns should always be raised directly with staff or through the school's complaints procedure—not online.

Misuse of social media may result in:

- Reports to the relevant platform's abuse channels.
- Requests for immediate removal of offensive content.
- Legal action in serious cases.
- Treatment as a serious incident if it involves cyberbullying or public humiliation.

We ask all members of our community to uphold the school's ethos online as well as in person, fostering a respectful and supportive environment for all.



Parent, Carers and Volunteer Helpers on School Visits and Journeys

At St Joseph's Catholic Academy, we believe that children's learning is enhanced through relevant experiences and visits which enrich our curriculum and bring learning alive for our children. We have necessary adult: pupil ratios when we take children off the school site for visits or journeys in order to keep the children safe and to ensure they get the most from these experiences. We try to use the adults we have in school, but sometimes we may ask for parents to accompany us on school trips and journeys. Parents do not have an automatic right to accompany their child on a school trip and the Headteacher or teacher in charge of organising the trip has the discretion to choose which volunteers are invited.

Selection to be a volunteer helper on a school visit is not determined by an individual request. We do not take every parent who requests to come on the visit and we do not invite parents because their child wishes them to come or the parent wants to go. We usually have more volunteers than we have opportunities and so we use strict criteria.

Expectations of parents and volunteers

All parents are expected to behave appropriately, and expectations for this are set out clearly below in the form (Appendix 1) that will be given to you before you leave on the trip.

Any parent who does not follow our guidelines will not be invited to accompany on any subsequent trips. If invited, parents and volunteers cannot automatically expect to accompany a group of children that includes their child. Voluntary helpers should be clear about their roles and responsibilities during the visit.

Appendix 1

Parent, Carer and Volunteer Helper Guidelines – School visits

Thank you for volunteering to accompany our children on a school visit - we do appreciate your help. Voluntary helpers should be clear about their roles and responsibilities during the visit. You must;

Do your best to ensure the health and safety of everyone in the group. Speak to the group leader or teachers if you are concerned about the health and safety of the pupils at any time.

Not be left in sole charge of a pupil/pupils except where it has been previously agreed as part of the risk assessment and you have had a DBS check by school.

Follow the instructions of the group leader and school staff and help with control and discipline. The group leader sets and leads the rules, routines and expectations for the day.

Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times.

Inform a member of school staff if you need to leave your group for any reason.

Let the class teacher know immediately if there is a medical or other emergency. The class teacher is responsible first aid and for contacting the school and associated parents in emergency situations. Not smoke or consume alcohol on the school visit.

Not use your mobile phone or take photos of the children.

Accompany your group back to the classroom at the end of the visit.

Additional Information

Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.

Volunteers may not bring any siblings or additional children on a school trip.

If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.

Please respect and value your child's independence and social interaction with their group and peers.

If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.

When walking in public places, volunteers should encourage children to walk in twos rather than in a group.

If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

Thank you!

I have read and understood the Parent, Carers and Volunteer Guidelines on school visits and agree to follow them.

Volunteer Name _____ **Signed** _____

Date _____ **Child's Name** _____ **Year group** _____

Visit _____ **This slip, once signed is to be retained by the group leader**



Term Dates 2025 to 2026

St Joseph's Catholic Primary, A Voluntary Academy.



SEPTEMBER 2025						
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29	30					

OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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MAY 2026						
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JUNE 2026						
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JULY 2026						
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AUGUST 2026						
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31						

KEY	BANK HOLIDAY	Term 1	02-09-25 to 24-10-24	(39 days)	Term 4	24-02-26 to 02-04-26	(28 days)
	SCHOOL HOLIDAY	Term 2	03-11-25 to 19-12-25	(35 days)	Term 5	20-04-26 to 22-05-26	(24 days)
	TRAINING DAYS	Term 3	06-01-26 to 13-02-26	(29 days)	Term 6	01-06-26 to 17-07-26	(35 days)

General School Information

School Uniform

The school uniform is a distinctive feature of St. Joseph's, one which we are extremely proud of. It helps to unite us as a school family and give us our special identity.

To keep costs low whilst keeping our children looking smart, parents are asked to buy plain uniform from whichever supplier they choose, then add the School Badge, School Tie (and book bag) which can be purchased from the school via the [SchoolGateway](#)

School Uniform

Green V Necked Knitted Cardigan/Jumper with School Badge - required

White Cotton Shirt with collar suitable for a tie - required

School Tie - required

Tailored Grey Trousers/Shorts/Grey Pinafore/Grey Skirt - Knee Length - required

Green Gingham Dress - Knee Length - optional in summer

Socks/Tights - Grey or White - required

Black Sensible Shoes (No Trainers No Boots No Sandals) - required

Children should come to school wearing their PE Kit on their PE Day.

PE Kit

Gold Polo Shirt - required

Green PE Shorts (not Cycling Shorts) - required

Black Indoor PE Pumps/black trainers - required

Black Jogging Bottoms (not leggings) - optional in winter

Green Round necked Sweatshirt with School Badge - required

Black Trainers or white trainers (no patterns or logos) - required

Jewellery and Appearance

To maintain a safe and focused learning environment, we ask that all pupils follow the school's guidelines on jewellery and appearance.

Jewellery

- Pupils may wear **one pair of small, plain stud earrings** — one in each ear. No other styles of earrings or jewellery are permitted.
- Earrings **must be removed** for PE and swimming lessons. If earrings are not removed, your child **may not be able to participate** in these activities.
- Earrings worn during break or lunchtime physical activity are done so **at your own risk**.
- **School staff are not permitted** to remove or replace earrings for children, nor are they allowed to tape over them.
- A **wristwatch** may be worn but must be removed for PE.
- **No other jewellery** is allowed in school.

Make-up and Hairstyles

- Pupils are **not permitted to wear make-up**, including **nail polish or false nails**.
- Long hair should be neatly tied back .
- **Extreme hairstyles** are not permitted. This includes dyed hair or patterns shaved into the hair.
- If you are unsure whether a hairstyle is appropriate, please **consult school staff before making any changes**.

We appreciate your support in upholding these standards, which are in place to promote equality, minimise distractions, and ensure pupil safety.

Breakfast Club

We offer a breakfast club every day from 8am – all children from all year groups are welcome to attend. The cost is £4.50 per day per child and this covers breakfast available from 8:00am and childcare

Weekly Newsletter

Weekly newsletters are issued every week during term time and are sent out via ClassDojo as well as being available on the school website. These contain information you need to know about what is happening in school, e.g. trips, visits, important dates.

Sharing Information

All families are expected to complete all the documentation issued as this confirms support for their child and recognises that by working together we can achieve much more for our children. Sharing of information and data is in accordance with statutory requirements and GDPR regulations.

Safety and Security

The **safety and welfare of our children** is our highest priority. Staff and governors regularly review and monitor all aspects of school safety and security to ensure a secure learning environment for all.

- **All school entrances are monitored** from 8:30 am to 8.45am, when the bell rings for registration. After this time, **gates are locked** and remain secured during the school day.
- **All visitors** must enter through the **main reception entrance** and report to the school office upon arrival.
- In accordance with Sheffield City Council guidelines and the law, the entire school site is a **no-smoking area**. This includes the use of **e-cigarettes**.
- **Children are not permitted to use mobile phones** on school premises.
- However, **Year 6 pupils may bring a phone**, which must be handed in to a member of staff for the duration of the school day.
- **Visitors** are asked to **refrain from taking photographs** while on school premises and to **switch off mobile phones** inside the school building.

School Trips and Events

We believe that **educational visits and experiences outside the classroom** are a valuable part of learning. Throughout the year, we arrange a range of **school trips and events** that complement and enhance the curriculum.

- Families are **invited to make financial contributions** toward the cost of trips.
- If insufficient contributions are received, unfortunately, **trips may have to be cancelled**.
- **Parental consent is required** for all off-site visits and must be given by someone with **legal parental responsibility**.
- All payments and consent are handled through the School Gateway.
- Details about upcoming trips and events are shared via the **school newsletter, The School Gateway and Class Dojo**.

Residential Trips

We offer two memorable **residential experiences** for our older pupils, designed to develop independence, teamwork, and confidence:

- **Year 5** – One-night residential trip to **Loosehill Hall**
- **Year 6** – Two-night residential trip to **The Hollowford Centre**

These experiences are always a highlight of the school year and greatly enrich the children's social and emotional development.

School Policies

We have a range of policies covering all aspects of the curriculum, health and safety and many other areas. In line with DFE guidance, many of our policies are available on the school website.

Complaints Procedure

In the first instance, we encourage parents to discuss concerns with the school. The Headteacher is always available to hear of any grievance and to help resolve difficulties. A formal procedure is in place if a resolution cannot be found. This is on the school website.

School Communication Systems

If you need to contact school, we would advise either contacting the school office on 01142 692773 Or emailing office@st-josephs.sheffield.sch.uk . Notifications of absences, lateness, etc. should always been made to the School Office.

Schoolgateway



School Gateway is the main system our school uses to contact parents either by text message or e-mail.

Items covered may include: -

- School closure
- General information
- Information on Trips and Events

School Gateway is the school's preferred option for parents to give permission, pay for trips, after school clubs etc, online. We generally do not accept cash payments in school.

In addition, we also use Class Dojo, mainly messages from class teachers, updates on what's been happening in class, etc.

Anything urgent should always be done by contacting the school office.

Voluntary Contribution to Schools Maintenance Fund

In the past, Catholic schools have invited parents and carers to make a voluntary contribution to a Schools Maintenance Fund. This fund was originally established by Bishop John to help Voluntary Aided Catholic schools cover their 10% share of the costs for capital projects—such as essential repairs and improvements to the external fabric of school buildings.

As an Academy, we now receive funding for capital projects differently. Rather than automatic support, we must apply for funding through the Education Funding Agency (EFA), alongside all other

academies, Catholic or otherwise. However, this funding is increasingly difficult to secure, as it is only granted when a school needs to expand or when the condition of buildings presents a significant health and safety concern.

This makes it more important than ever that we maintain our school environment on an ongoing basis.

Unfortunately, with ever-tightening budgets, this is becoming increasingly challenging.

To help bridge this gap, many schools are now inviting parents to contribute voluntarily to a School Maintenance Fund. This fund will help cover smaller but essential projects such as painting, decorating, window cleaning, refurbishments, and minor repairs—ensuring that our beautiful school remains a safe, welcoming, and inspiring place for our children.

We want to be clear: there is absolutely no obligation to contribute, and children of families who do not contribute will not be treated any differently in any way.

If you are able to help, we are requesting a voluntary contribution of:

- £10 per child, per year (which works out to around 20p per week), or
- £15 per family,
- or whatever amount you feel able to contribute.

Payments can be made via School Gateway .

Thank you, as always, for your continued support of our school community.

School Dinners

Our school lunches are cooked in the school kitchen by Taylor Shaw. The Dinner Menu is available on the school website. School Dinners can be ordered online using **Lunch hound** and paid for online in advance using **School Gateway**.

Children across school have the opportunity to have a hot meal in school at lunchtime. For children in EYFS and KS1 these meals are currently funded by the DFE and are free. Children in KS2 (Year 3 to Year 6) have to pay for meals unless they are entitled to income based free school meals. The cost of a school meal is £2.30 per day.

Pupil Premium and Free School Meals

The Pupil Premium is additional funding provided by the government to support children from disadvantaged backgrounds and ensure they receive the same opportunities as their peers. This funding can make a significant difference in a child's educational journey, helping to improve their academic progress, well-being, and access to enrichment activities.

If your child is eligible for the Pupil Premium grant, I would strongly encourage you to apply. Eligibility is based on a number of factors, including receiving free school meals, having been looked after by the local authority, or having a parent who is currently serving in the armed forces.

At St Joseph's, we are committed to ensuring that every child reaches their full potential. The Pupil Premium grant allows us to provide additional support, resources, and opportunities that can make a real difference. We have seen the positive impact it can have on our pupils' academic progress, well-being, and engagement with school life.

If you are unsure about your eligibility or would like more information, please do not hesitate to contact our school office. We will be happy to assist you with the application process and answer any questions you may have.

About Pupil Premium

All children in Reception (F2), year 1 or year 2 in a state-funded school will be offered a free healthy school lunch, regardless of their family income. However, children who also qualify for free meals under the income-based criteria (see below), could raise an extra **£1,385 per year per pupil** paid to their school to boost their learning and fund valuable support like extra tuition, additional teaching staff or after school activities. This additional funding is known as Pupil Premium.

If your child also qualifies for free school meals under the income-based criteria, or has a protected Free School Meal claim (see below) it's important that you tell their school – even if they choose to take a packed lunch – as this enables them to claim pupil premium to support your child.

Schools are given a pupil premium for any children who have qualified for income based free school meals at any point in the past six years. Your child is under no obligation to take the free school meal in order to benefit from Pupil Premium.

How is it spent?

Schools can choose how to spend their pupil premium money. You can find out from your school's website how they spend their pupil premium.

Common ways in which schools spend their pupil premium fund include:

- Extra one-to-one or small-group support for children within the classroom.
- Employing extra teaching assistants to work with classes.
- Running catch-up sessions before/after school, for children who need extra help with math's or english
- Paying for additional help such as speech and language therapy or family therapy.
- Investing in resources that boost children's learning, such as laptops or tablets.

Income Based Criteria

Your child may be eligible for free school meals – and therefore allow your child’s school to receive pupil premium – if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and support Allowance, Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working tax Credit) with an annual income of no more than £16,190
- Working tax Credit run-on
- Universal Credit

For further information on how this funding is used in school, please see our website.

[Pupil Premium 2024-2025](#)

St Joseph's Catholic Primary, A Voluntary Academy

Privacy Notices

Information about pupils in schools, alternative provision, pupil referral units and children in early year's settings

Data Protection Act 2018 and General Data Protection Regulation: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018 and the General Data Protection Regulations.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.sheffield.gov.uk> or
- the DfE website



St Joseph's PTA

The **St Joseph's Parent Teacher Association (PTA)** plays a vital role in enriching school life for all our children. Our main aim is to **raise funds** that directly benefit the pupils of St Joseph's by providing extra resources, enhancing the school environment, and supporting exciting extracurricular activities and experiences.

The PTA is open to everyone in our community — **parents, carers, grandparents, teachers, and support staff** — and **new members are always very welcome!** Whether you can offer a regular commitment or just spare a little time occasionally, your support makes a big difference. As we like to say: **many hands make light work.**

Throughout the year, the PTA organises a range of fun and memorable events such as:

- School discos
- Breakfast with Father Christmas
- Mother's Day and Father's Day sales
- Easter activities
- ...and many more!

These events not only raise valuable funds but also bring our school community together in a spirit of joy and collaboration.

If you'd like to support us financially, donations can be made at any time via the **School Gateway**.

We would love to hear from you — whether you have an idea, some time to spare, or simply want to get involved. Together, we can continue to make St Joseph's a vibrant and enriching place for every child.

We look forward to welcoming you to our school and to the PTA!

Name _____ Relationship to child _____

Child's Name _____ Class -

Contact email

Contact numbers – Mobile _____ Home _____

Signed _____ Date _____

GIVING CONSENT FOR PHOTOGRAPHS/VIDEOS TO BE TAKEN OF YOUR CHILD AND USED BY THE SCHOOL

Here at St Josephs, we occasionally take photographs of our children which may be used in printed publications that we produce, as well as on our website. We may also make video or webcam recordings for conferences, monitoring, other educational use, or for promotional purposes.

From time to time, our establishment may be visited by media who will take photographs or film footage of a visiting dignitary or other high-profile event. Children will often appear in these images, which may appear in local or national newspapers, or on television news programs.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographs image on video, on our website, in our prospectus or in any of our printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.

If we use photographs of individual children, we will not use the name of the child in the accompanying text or photo caption.

If we name a child in the text, we will not use a photograph of the child to accompany the article.

We may include pictures of children and adults that have been drawn by the children.

We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

We use the services of an external photographer for individual and class photographs for parents to purchase.

Please tick the relevant boxes on the form on page 27 and return the form to school. This information will be retained for the duration of your child’s time in school. If you wish to withdraw your consent at any time in the future, please contact the school office.

Thank you for your cooperation in this matter.



New Parent Welcome Pack – Checklist and Forms Section

Please fill in, tick and sign where appropriate on this and the following pages of the booklet. This checklist and forms should be returned to school along with your child's full birth certificate as soon as possible.

I / we have read and agreed to the Home School Partnership Code	
I / we have read and agree to the Parent, Carer and Visitor Code of Conduct	
I / we have read and agree to the Uniform & jewellery Policy	
I / we have read the details of the School Maintenance Fund	
I /we have read the Privacy Notice and acknowledge that we know where to find additional information about Data protection	
I / we have read and agree to the information given regarding consent for photographs/videos and have returned the form	
I / we give consent for my child to participate in walks within the local area, for the duration that they are attending St Joseph's Catholic Primary	
I/we give consent for my child to watch PG films, for the duration that they are attending St Joseph's Catholic Primary.	
I / we have read, understood and agree to the school's online safety and ICT acceptable rules Policy and give permission for my child to access the Internet	
I / we have attached a small photo of my/our child	
I / we have provided a copy of my/our child's full birth certificate to the school office	
I / we have read the information regarding Pupil Premium and Free School meals and would like to apply for Pupil Premium	
I / we have completed and signed the emergency contact & admissions details form	

Childs Name

Parent/Carers Name

Parent/Carers Signature

Date Signed



PARENT/CARER CONSENT FOR PHOTOGRAPHS/VIDEOS TO BE TAKEN OF YOUR CHILD AND USED BY THE SCHOOL

Childs Name:

Class:

F2

I hereby give consent for the use of photographs/videos of my child

YES NO

INTERNAL		
In school literature and/or appropriate websites for communication/promotional purposes		
Within school on notice boards		
Within school in children's work books		
EXTERNAL		
On School social media sites, to celebrate achievements and to share experiences		
Class Dojo – photo consent		
Local Press (very occasionally TV news programmes) to celebrate achievements and to share Experiences		
PERMISSIONS		
Permission to take photographs and/or videos at school events i.e. concerts, sports day using a secure school approved camera device		
Individual school photograph to be taken by an outside company (named on the school website).		
Class school photograph taken by an outside company (named on the school website)		

Parent/Carers Name

Parent/Carers Signature

Date Signed

ICT Acceptable Use and Online Safety Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Policy is intended to ensure:

- That young people will adhere to the school's acceptable use agreement; be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school will keep children safe online, as per the safeguarding policy.
- Parents and carers are encouraged to comment or post positively and supportively about the school, avoiding offensive or inappropriate comments which would lead the school to seek legal advice; social media is not an alternative route to influencing school decisions.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and in return, expect the pupils to agree to be responsible users by adhering to the School's Online Safety Rules which help to protect pupils and the school by describing acceptable and unacceptable computer and technology use: -

- The school owns the computer and technology network and can set rules for its use.
- It is a criminal offence to use a computer, device or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network, devices and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted
- All online safety concerns should be reported to a senior member of staff

Parents' Consent for Internet Access and ICT Systems

As the parent / carer of the pupil, named below *I do/do not give permission* for my son / daughter to have access to the internet and to ICT systems at school. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Childs Name

Parent/Carers Name

Parent/Carers Signature

Date Signed

Local Walks

Throughout their time in school, children will participate in local activities and events, which may include, visits to other local schools or local sights of interest. Rather than ask for parent/carer consent for these local visits we ask that parents/carers give permission for local walks when children join St Josephs and which will be valid for the duration of the time they attend our School.

I confirm that I / we **consent/do not consent** to our child, participating in local walks whilst they attend St Joseph's Primary School.

Childs Name

Parents/Carers Signature

Parent/Carers Name (Print Name)

Date

PG Film Consent

Throughout their time in school, children will watch films related to the school curriculum or as part of a celebration day, or at After School Club. We are asking if you consent for child to watch PG Films. Any film shown will always be appropriate and notification in advance will be given to parents/carers, so that you are aware of any PG films your child may be watching to give you the opportunity to opt out of the consent for any PG films you would not want your child to watch. Rather than ask for parent/carer consent for these PG films individually we ask that parents/carers give permission when children join St Joseph's Catholic Primary and which will be valid for the duration of the time they attend our School.

I confirm that I / we **consent/do not consent** to our child, watching PG Films whilst they attend St Joseph's Catholic Primary School.

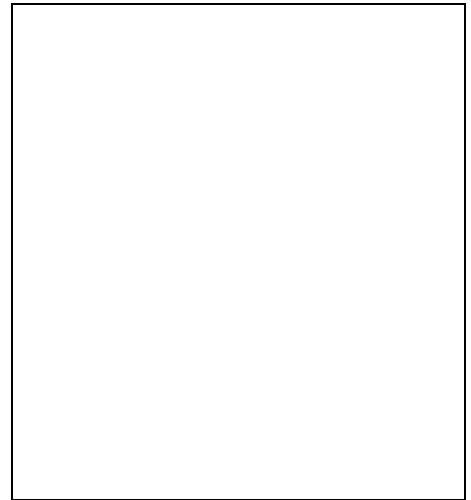
Childs Name

Parents/Carers Signature

Parent/Carers Name (Print Name)

Date

It is a legal requirement for the School to see every child's full birth certificate before they start school. Please provide your child's original full birth certificate to the school office for verification



Please attached a small photo of your child in the above square.

Pupil Premium and Free School Meals Form

If you are claiming through your school, this agreement must be kept by the school for their records. Please return this form for processing either to:

- Your child's school
- Howden House reception, 1 Union Street, Sheffield, S1 2SH
- Posted to Howden House - Customer Services, Fulfilment Team, Floor 2, Howden House, 1 Union Street, Sheffield, S1 2SH

About Your Child/Children

If your child has had an Income Based Free School Meal (FSM) on or after 01/04/18 **outside of Sheffield** please state Yes to the FSM award box and add the child's previous school name and location so we can confirm their eligibility, otherwise **please leave the school fields blank**

Child's Last Name	Child's First Name	Date of Birth			FSM on or after 01/04/18	Previous school name	Previous school location (town/city)
Smith	John	01	01	01	Yes	Green Abbey	Simsville

Parent / Carer Details	PARENT/CARER 1			PARENT/CARER 2		
Last Name						
First Name						
Date of Birth						
National Insurance No. or NASS No.						
Daytime Tel Number						
Mobile Number						
Address						
	Postcode:			Postcode:		

Declaration

- The information I have given on this form is complete and accurate.
- I understand that my personal information is held securely and agree to the Local Authority using this information to process my application for free school meals and pupil premium.
- I understand that if eligible, my child's eligibility will be shared with the current and future educational settings they attend, and if I make a claim for Free School Meals in a new area, that Sheffield may confirm my child's eligibility for Free School Meals.
- I agree to notify the Local authority in writing if the person claiming the appropriate benefit no longer has responsibility for the child.

Signature of parent/carer1: _____

Signature of parent/carer2: _____

Date signed _____



EMERGENCY CONTACT FORM & ADMISSIONS RECORD

Please fill in all aspects of this form

*This information is stored securely and used in accordance with our data protection policy.
Privacy Notices can be found on our website. www.st-thomasmore.sheffield.sch.uk*

CHILD'S DETAILS: (Please write in BLOCK CAPITALS)

Child's surname on birth certificate

Child's First name(s) on birth certificate

Name to be used in school:

Address:

Post Code:

Gender :..... Date of Birth

Please ensure a copy of your child's Full Birth Certificate is given to the school office.

FAMILY DETAILS - PARENTS/CARERS (with parental responsibility):

PRIORITY 1:

Relationship to child:

Name:

Address (same as above) YES/NO
If NO, please provide address details below;

.....

Tel. no. Home.....

Work.....

Mobile.....

e-mail address:.....

PRIORITY 2:

Relationship to child:

Name:

Address (same as above) YES/NO
If NO, please provide address details below;

.....

Tel. no. Home.....

Work.....

Mobile.....

e-mail address:.....

ADDITIONAL EMERGENCY CONTACT (someone who would be able to collect your child from school due to illness or accident)

PRIORITY 3:

Name: Daytime Tel No:

Relationship to Child :

I confirm that the contacts listed above have given their consent for their details to be provided and they understand that they can withdraw their details at any time by contacting the school direct: Yes No

INFORMATION ABOUT SIBLINGS:

First Name: Age or date of birth:..... Current school/nursery.....

First Name: Age or date of birth: Current school/nursery.....

First Name: Age or date of birth: Current School/nursery.....

CULTURAL INFORMATION: Please tick only one of the boxes below:

- | | | | | | |
|----------------------------|--------------------------|-----------------------------|--------------------------|--------------------------------|--------------------------|
| Any other Asian background | <input type="checkbox"/> | Indian | <input type="checkbox"/> | White & Other Asian Background | <input type="checkbox"/> |
| Any other Black background | <input type="checkbox"/> | Other Black African | <input type="checkbox"/> | White & Black African | <input type="checkbox"/> |
| Any other Mixed background | <input type="checkbox"/> | Other Ethnic Background | <input type="checkbox"/> | White & Black Caribbean | <input type="checkbox"/> |
| Bangladesh | <input type="checkbox"/> | Other White | <input type="checkbox"/> | White & Pakistani | <input type="checkbox"/> |
| Black Somali | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | White Eastern European | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Traveller of Irish Heritage | <input type="checkbox"/> | Yemeni | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | White/British | <input type="checkbox"/> | Refused | <input type="checkbox"/> |
| Gypsy Roma | <input type="checkbox"/> | White Irish | <input type="checkbox"/> | Other (please state)..... | |

Please complete the following:

Language spoken at home: Other languages:

English as an additional language? Yes No

Country of Birth: Nationality:

Religion: Asylum Status: Asylum Seeker Refugee

HEALTH AND WELFARE INFORMATION:

Are there any special circumstances we need to be aware of in order to safeguard your child effectively in school?
Eg. Adoption order or adoption support plans/care order/other court orders/contact issues/personal education
plans/health care plans/child protection plan/releasing children at the end of session/day?

.....
.....

I would like a member of the school's safeguarding team to contact me to discuss further Yes No

My child is adopted Yes No Services Family Yes No

Does your child have any medical condition which school needs to be aware of eg allergies/medical
treatment/special dietary needs? Please advise of any medication that your child is taking:

.....

Name of Family GP Surgery :..... GP telephone number:

ADDITIONAL INFORMATION:

Previous educational setting:..... Date of admission :.....

Is your child eligible for free school meals Yes No

How will your child travel to school? Bus Car (Shared) Car/Van Cycle Taxi Walk

.....
Parent/Carer Signature

.....
Print name

.....
Date
