



Mrs S Chapman, Bed Hons  
Principal



Hillcrest Road, Dudley, West Midlands, DY2 7PW  
Tel: 01384 889424 Email: [info@st-jo-dud.dudley.sch.uk](mailto:info@st-jo-dud.dudley.sch.uk)  
Website: [www.st-jo-dud.dudley.sch.uk](http://www.st-jo-dud.dudley.sch.uk)

# Principal's Welcome

Welcome to St Joseph's Catholic Primary School on behalf of the Governors and staff.

Our School has a strong Catholic ethos and we all try our best to work, learn and grow together, knowing Christ is in our heads, our hearts and our hands. We're very proud of our partnership with our Parish and Parish Priest.

Everyone at St Joseph's is dedicated to providing the best possible education and care to every single young person we serve. It's really important to let us know immediately if you have any concerns about your child's happiness or progress – we are here to serve you and your children and we are proud and happy to do so!

We aim to give all our children an exciting and challenging faith based curriculum so that they discover and develop their God given abilities and skills during their time at St Joseph's. Our curriculum is firmly rooted in the Catholic School's Pupil Profile that you can read more about on our website.

We are proud of the positive relationships we have with our parents and carers and this is a focus for our work. Our school has a very strong 'family feel' and this is reflected in the good relationships that continue to develop between governors, parents, staff and pupils.

I am grateful to our School Governors and the Board of Directors who are responsible for monitoring our work and helping us to ensure we provide high quality education and care for all of our pupils. Without a doubt, our best asset at St Joseph's are the wonderful children we have the pleasure and honour of working with every day.

Every blessing,

**Mrs S Chapman**  
**Principal**

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# Introduction to St Joseph's Catholic Primary

We thank you for showing interest in our school, and hope that you find this prospectus useful. If there is any further information you require, you are very welcome to contact us at any time.

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

We are proud to be a Catholic school with strong Parish links and a very strong Catholic Ethos. Our faith is very important to us and this provides the foundation for all we do here at St Joseph's.

As a Catholic school priority for admissions is given to Baptised Catholics. Every aspect of our curriculum is rooted in Catholic teaching. We are proud to welcome pupils, parents, staff and visitors from all faith backgrounds, as we believe in the values of treating everyone with truth, equality, respect, kindness and forgiveness – these are the names of our House Point teams!

St Joseph's School provides a happy, caring and safe environment, where Staff and Governors work in partnership with parents and with the parish communities. We provide our children with a broad and balanced curriculum, which challenges every child. The quality of teaching and learning is consistently reviewed to maintain a high standard.

Children learn in a friendly atmosphere the Catholic values of respect for themselves and others, self-discipline and co-operation. We work to develop children's knowledge and understanding of our Christian faith, teaching them to relate these values to their everyday life. We also celebrate the cultural diversity of those pupils who are not of the Catholic faith to encourage an understanding and respect for others.

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# St Joseph's Collective Worship

Our faith is very important to us and provides the foundation for all we do at St Joseph's.

## **Collective Worship in School**

Collective Worship is central to the life of our Catholic community and remains central to the school day. Once a week Father Louis comes into school to celebrate Mass and every Friday we celebrate the weekly merit assembly.

Our collective worship timetable is as follows:

<b>Monday</b>	Gospel Assembly
<b>Tuesday</b>	Mass
<b>Wednesday</b>	Wednesday Word Assembly
<b>Thursday</b>	Guided meditation or prayer
<b>Friday</b>	Merit assembly

## **Our mission statement:**

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

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# Aims and Objectives

St Joseph's Catholic Primary School is a Catholic, Christian community whose priorities are as follows:

- To create a sound, Christian, caring, challenging and enjoyable environment in which all are taught and encouraged to develop spiritually, religiously, mentally, artistically and physically.
- To recognise and promote the growth of the God-given talents of the pupils in our community.
- To value the dignity of each member of our community as we strive towards quality and excellence.
- To teach and encourage good Christian working relationships both in and out of school.
- To teach and ensure equal opportunities for all.
- To prepare the pupils, by sound Catholic Christian teachings, to face the future with strong Faith and confidence.
- To teach and encourage the Christian principles of forgiveness, healing and reconciliation.
- To teach the value of self-discipline, and help to establish its use.
- To teach all pupils to treat everyone and everything with courtesy and respect.

At St Joseph's we recognise and stress the importance of Church, school and family working together to promote and promulgate sound Christian principles in our future generations.

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# St Joseph's Staff

Name	Title/Responsibility
Mrs S Chapman	Principal
Mrs J Cheema	Assistant Principal and Year 6 Teacher
Mrs E Buckley	Assistant Principal and Year 4 Teacher
Miss E Oakley	EYFS Leader and SENCO
Mrs J Boyle	Early Years Practitioner
Mrs R March	Reception Teacher
Miss C Bate	Year 1 Teacher
Miss E Cresswell	Year 2 Teacher
Miss C Lyttle	Year 3 Teacher
Miss R Marsh	Year 4 Teacher
Mrs C Hickman	Year 5 Teacher
Mrs K Parker	Lead Practitioner
Mrs S Toddington	Lead Practitioner
Fr Louis Le Van Hong	Parish Priest and School Chaplain
Mrs A Ajmal	Teaching Assistant
Mrs J Gilbert	Teaching Assistant
Miss M Giovenco	Teaching Assistant
Miss J Lawson	Teaching Assistant
Mrs S Newey	Teaching Assistant
Mrs C Philpott	Teaching Assistant
Miss E Rhodes	Teaching Assistant
Miss H Sibley	Teaching Assistant
Miss K Simmonds	Teaching Assistant
Mrs W Wroblewski	Teaching Assistant
Mrs E Virk	Operations Manager
Mrs M Asrar	Administrator
Mrs G Mich	Administrator
Mr S Summers	Site Manager
Mrs K Hinc	Dinner Supervisor and Cleaner
Mrs S Jones	Dinner Supervisor
Mrs R Ghazanfer	Lunchtime Supervisor
Mrs N Luhar	Lunchtime Supervisor
Miss S Morgan	Lunchtime Supervisor
Mrs M Harris	Cleaner
Mrs S Oliver	Dinner Supervisor Cleaner

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# St Joseph's Governance Structure

St John Bosco Catholic Academy (SJBCA) is a Multi Academy Company (MAC) in accordance with agreement formulated between the Archdiocese of Birmingham and the Department for Education.

We have our own Governing Body made of up Foundation Governors, elected parents and staff representatives.

We are within the Archdiocese of Birmingham and are made up of the following Catholic Schools:

- Bishop Milner Catholic College
- St Chad's Catholic Primary School
- St Joseph's Catholic Primary School
- St Bernadette's Catholic Primary School
- Stuart Bathurst Catholic Secondary School
- St Mary's Catholic Primary School
- St Mark's Catholic Primary School
- St John Bosco Catholic Primary School



Together our MAC is named after St John Bosco (popularly known as Don Bosco), an Italian priest, educator and writer who founded the Salesian Society. He dedicated his life to the betterment of young people.

St John Bosco was born of poor parents in a small cabin at Becchi, a hill-side hamlet near Castelnuovo, Piedmont, Italy, 16th August 1815, he died 31st January 1888. He was declared Venerable by Pius X on 21st July 1907. Pope Pius XI beatified him in 1929 and canonised him in 1934.

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# Admission Arrangements

St Joseph's welcomes applications for admission from parents of prospective pupils. Children are admitted into the Reception class in the September after their fourth birthday.

Applications for Reception class should be made on-line to your Local Authority as the admissions process is part of the Dudley LA co-ordinated scheme. There are 30 places available in Reception class and these places are offered to children based on the admission's criteria. St Joseph's also have a Supplementary Information Form which we ask parents to complete.

For in-year applications (children already in a school elsewhere) please contact the school directly to see if we have a place available.

We are always happy to speak to interested parents and answer any questions you may have.

St Joseph's Catholic Primary School is part of the St John Bosco Catholic Academy. The admissions authority for the school is the Board of Directors of the St John Bosco Catholic Academy who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Joseph's Catholic Primary School.

The admissions process for St Joseph's Catholic Primary School is part of the Dudley Local Authority co-ordinated admissions scheme. To apply for a place at St Joseph's Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Joseph's Catholic Primary School on the application form.

All applications which are submitted on time will be considered at the same time, after the closing date. No priority is given to preference ranking.

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# Admission Arrangements

If the application is submitted using the online electronic system you will be advised of the outcome of your application by the local authority on behalf of the school. If you do not apply online, the local authority will post a letter advising you of the school that your child has been offered by second class post.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2022/2023.

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# Admission Arrangements

## OVERSUBSCRIPTION CRITERIA

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority;

Baptised Catholic children who are looked after or previously looked after

Baptised Catholic children living in the parish of Our Blessed Lady and St Thomas of Canterbury, Dudley who have a brother or sister attending St Joseph's Catholic Primary School, Dudley at the time of admission.

Baptised Catholic children living in the parish of Our Blessed Lady and St Thomas of Canterbury, Dudley.

Other Baptised Catholic children who have a brother or sister attending St Joseph's Catholic Primary School, Dudley at the time of admission.

Baptised Catholic children living in the parish of Sacred Heart and the Holy Souls, Tipton.

Other Baptised Catholic children.

Non-Catholic children who are looked after or previously looked after.

Non-Catholic children who have a brother or sister attending St Joseph's Catholic Primary School, Dudley at the time of admission.

Non-Catholic children.

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

*Please read the Admission's Policy for more information,  
which is on the School's website.*

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# School Uniform

## Boys

Royal Blue St Joseph's pique polo shirt: either plain Royal Blue jumper or Royal Blue St Joseph's sweat-shirt: grey trousers. Sensible black shoes.

Summer Alternative: Knee length grey shorts, sensible shoes (no flipflop sandals).

## Girls

Royal Blue St Joseph's pique polo shirt: either plain Royal Blue jumper or Royal Blue St Joseph's sweat-shirt: grey skirt/grey uniform trousers. Sensible black shoes.

Summer Alternative: Blue Gingham dress: either plain Royal Blue jumper/cardigan or Royal Blue St Joseph's sweatshirt, OR knee length grey shorts. Sensible, flat-heel shoes. (no flip-flop sandals).

## PE Kit

All children should have: Plain black shorts: a plain white T-shirt and a pair of pumps: all kept in a PE bag.

Children are welcome to bring tracksuit bottoms and tracksuit tops for outdoor PE during the cooler weather.

## UNIFORM SUPPLIERS

**Totally Uniform: 806 High Street, Kingswinford, DY6 8AB. Tel: 01384 270498**  
**Crested School Wear: 14 Churchill Shopping Centre, Dudley DY2 7BJ. Tel: 01384 918330**

Trainers, boots or fashion shoes are not allowed.

### Hair Styles and Nail Varnish

Hair shaving and sculpting (eg. tram lines, ticks and other shavings) are not allowed. Hairstyles must be smart and neat. Use of gels or styling products should be minimal. For safety reasons all long hair (boys and girls) must be tied back at all times. Highlights, dyeing and colouring of hair is not allowed. Nail varnish is not allowed.

### Jewellery

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

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# School Information

## THE SCHOOL DAY

Year group	Start time	Finish time
Morning Nursery	8.30	11.30
Afternoon Nursery	12.30	3.30
All Day Nursery	8.30	2.30 / 3.30
Reception	8.45	3.15
Year1	8.45	3.15
Year 2	8.45	3.15
Year3	8.45	3.15
Year 4	8.45	3.15
Year 5	8.45	3.15
Year 6	8.45	3.15

## SNACKS AT PLAYTIME

In an effort to promote healthy eating the children are asked to bring fruit or a healthy snack for break time. As we have children with allergies please DO NOT SEND snacks containing nuts; this includes chocolate spread Nutella, peanut butter, Kinder Bueno, Reeses. Please check food labels before sending a snack into school.



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# School Information

## **BEHAVIOUR MANAGEMENT**

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

## **MANNERS**

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

## **SCHOOL CLUBS**

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

## **SCHOOL CAR PARK**

In the interest of the safety of all the children, parents are requested not to drive into the School car park to deliver or collect their child, or under any other circumstances. This Safety Regulation should be especially observed by Nursery parents collecting their child at the beginning or end of Nursery sessions.

The short access to the main gates off Hillcrest Road should not be blocked by cars in case access into the school is needed by an emergency vehicle or by any other vehicle making deliveries. The main electronic front school gates are closed at 8.30am to prevent access into the car park by any vehicle at this very busy time of the school day. Parking restrictions apply on Hillcrest Road immediately outside the school gates. . Please comply with these restrictions which are imposed for everyone's safety. When the front gates are closed, visitors should use the intercom at the front gate to communicate with the School Office.

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# School Information

## **PUPIL'S RECORDS FOR EMERGENCIES**

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

## **MEDICATION**

Only medication prescribed by a GP can be administered on your behalf by school staff. An administration of medication form **MUST** be completed by the child's parent before handing medication into school. The pharmacy label must indicate clearly the child's name and the dose required. Antibiotics or penicillin can only be administered by school staff if it's prescribed for 4 times a day (otherwise it can be administered at home morning, at the end of the school day and before bedtime). We will make special arrangements for any child with a long term medical condition. Please contact us to make the necessary arrangements.

## **SCHOOL NURSE**

Arrangements can be made for parents or pupils to meet with the nurse to discuss particular issues or concerns. Please call the school office who will organise this for you.

## **SPECIAL EDUCATIONAL NEEDS**

At St Joseph's Catholic Primary School, it is the belief that all children have a right to a full and rounded education which will enable them to achieve their full potential. We use our best endeavours to secure special educational provision for pupils for whom this is required. Special educational provision means educational or training provision that is in addition to, or different from, that made generally for others of the same age in a mainstream setting. Health care provision or social care provision which educates or trains a child or young person is also to be treated as special educational provision. Children with special educational needs may require extra support because of a range of needs. All children have a right to an education that enables them to make progress so that they can achieve their best and become confident individuals.

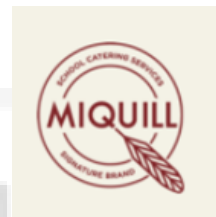
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# School Meals



## CATERING TEAM AT BISHOP MILNER CATHOLIC COLLEGE



As a healthy school we actively encourage good quality nutrition and food. Our cooked lunches are carefully balanced and nutritionally checked against the Government food standards.

Children have a variety of choices of vegetables, salad and fruit each day. Water is provided at the table, but children may bring their own drink if you prefer (no fizzy drinks or cans).

All children eat with their own class in the school hall – whether they have a meal provided by school or bring a packed lunch from home.

We also encourage healthy choices for children bringing packed lunches from home. Packed lunches need to include:

- Something substantial - such as a sandwich or some pasta
- Vegetables or fresh fruit
- Only one sweet snack!
- A drink (water or fruit juice)

Please remember we are a nut friendly school, as some of our children have life threatening allergies, please do not send any nuts, or items containing or made from nuts into school, eg no Nutella or peanut butter sandwiches, snickers bars, etc.

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# Free School Meals

## UNIVERSAL FREE SCHOOL MEAL

All children who are in Reception, Year 1 and Year 2 (Key Stage 1) are entitled to a universal free school meal irrespective of parental circumstances. This means that if you have a child in these year groups they may have a meal at school free of charge under the Government Scheme.

## FREE SCHOOL MEAL ENTITLEMENT


Parents who receive any of the following may be entitled to Free School Meals for their child/ren too.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If you wish to apply for Free School Meals, please go to

[www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals](http://www.dudley.gov.uk/resident/your-council/council-tax-and-benefits/benefits/free-school-meals)

If you need further information, you can contact the Free School Meals Team by:

-  Telephone -01384 814988
-  Email – [freeschoolmeals.benefits@dudley.gov.uk](mailto:freeschoolmeals.benefits@dudley.gov.uk)
-  Visiting – Dudley Council Plus, Castle Street, Dudley  
between 8.30am and 5pm Monday to Friday, 9am and 12 noon Saturday



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# Curriculum

## **RELIGIOUS EDUCATION**

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

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

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

As well as the daily acts of collective worship our children also pray regularly throughout the day in their classrooms. Our entire curriculum and school culture is based on the teachings of Christ and children are taught to become kind, respectful, forgiving and caring young people. Great care is taken to make links between the Gospels and our day to day behaviour and treatment of others. Jesus is at the heart of our school and as such we welcome and value equally all members of our school community, Catholics and non Catholics alike.

## **RELATIONSHIP AND HEALTH EDUCATION**

We provide a programme of 'Ten;Ten' which is firmly based on Christian Principles and positive Catholic teaching and runs through from Nursery to Year 6 in an age appropriate way. All Relationship, Health and Sex Education will be approached within the context of the family and family relationships and will conform in all aspects to the teachings of the Catholic Church.

## **EDUCATIONAL VISITS**

Such activities are actively encouraged to enhance the curriculum and give the children wider experiences. A voluntary contribution is sometimes requested from parents to subsidise educational visits or activities. Information is always sent to parents prior to taking children on any trip.

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# Curriculum

Our curriculum is rooted in the Catholic Schools Pupil Profile:



You can find full details of our entire curriculum on our website:

[www.st-jo-dud.dudley.sch.uk/curriculum](http://www.st-jo-dud.dudley.sch.uk/curriculum).

We carefully differentiate our curriculum to ensure it is relevant and accessible to children of all abilities. We provide additional support for children to access the curriculum where necessary. Our curriculum is open and accessible to all children, regardless of gender, ethnicity or religious beliefs.

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# Curriculum

## **ASSESSMENT**

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

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

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

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

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

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

## **REPORTING TO PARENTS**

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

## **HOMEWORK**

Homework provides an opportunity for learning experiences to be further developed outside the school situation. It does not mean formal exercises carried out by children without help from adults. It is the involvement of parents and carers in joint activities, which can be very brief, which is most valuable in promoting children's learning.

# Attendance

If your child is away from school for any reason, please telephone the school as soon as the absence starts and send a letter explaining the reason for the absence when the child returns to school as well as a copy of an appointment card, prescription, hospital letter, etc.

The school is required to account for all absences and where a child is absent without a valid reason, or where no explanation has been received, it is treated as “unauthorised”. Where children are absent from school without notification the school will contact home by telephone.

The school works closely with an Attendance Consultant and the Education Investigation Service (EIS) to encourage high attendance by all pupils. When attendance falls below a certain level, parents will be contacted by the school, the Attendance Consultant and/or the Education Investigation Service. Non-attendance is regarded as “unauthorised absence” when the school is not notified of the reason for the absence. If your child is away from school for any reason, please let us know.

## **HOLIDAYS DURING TERM TIME**

If you are planning a Family Holiday during term time a Leave of Absence form has to be completed (available from the School Office) so that the absence may be registered. However NO holiday in term time can be authorised by the school. Parents or guardians are urged not to take family holidays in term time.

For more information please look through the Attendance Policy on the school’s website, call us, or you can make an appointment to speak to the Attendance Consultant.

Attendance during one typical school year (190 days)	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed (6 per day)
<b>95%</b>	10 days	2 weeks	60 lessons
<b>90%</b>	19 days	4 weeks	Over 100 lessons
<b>80%</b>	38 days	8 weeks	Over 220 lessons
<b>70%</b>	57 days	11.5 weeks	Over 300 lessons

Hillcrest Road, Dudley, West Midlands, DY2 7PW  
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Website: [www.st-jo-dud.dudley.sch.uk](http://www.st-jo-dud.dudley.sch.uk)



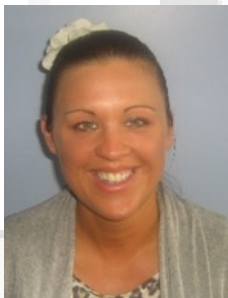
# Safeguarding

## Keeping Children Safe

If you are a parent or visitor to our school and are worried about the safety or wellbeing of a child or a family you can ask to speak to one of our Designated Safeguarding Leads. The Designated Safeguarding Lead at St Joseph's is:



Mrs Chapman, Principal  
The Deputy Safeguarding Leads are:



Miss Oakley Senior  
Teacher / SENCO /  
EYFS Leader



Mrs Buckley  
Assistant Principal



Mrs Cheema As-  
sistant Principal



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# Communication App

## COMMUNICATION SYSTEM - TEXT MESSAGING AND ONLINE PAYMENTS

The school has invested in a communication and payment system. Once your child is registered at school you can download the app. Once downloaded we will not only be able to send you all of the whole school letters, but we'll be able to send you personalised messages and communications. The new system also includes an online payment tool for school meals and other activities like trips and clubs. If you need any help please give the office a call. Alternatively if you search School Gateway Support there is an easy to follow online guide and video.



Search for “School Gateway” in the Apple App Store/Google Play or on your phone. Go to

[www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple)

or

[www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)

Install the app and if you are asked then say yes to “Allow Push Notifications”

When you launch School Gateway for the first time, please select ‘New User’ and enter the email address and mobile telephone number you have registered with school.

The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

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# We are here to help

## **SCHOOL MANAGEMENT**

In the event of a problem arising please contact us as soon as you can so that we can look into the matter for you. Mr Hinton and Mrs Chapman are always available to speak to you.

## **COMPLAINTS PROCEDURE**

At St Joseph's Catholic Primary School, we are keen to ensure that all pupils and parents are content with the education provided by the school. However, if as a parent, you have reason to make a complaint about the school, please make an appointment to speak to the Headteacher first. We aim to treat all pupils equally regardless of gender, race or religion. Every effort is made to ensure effective partnership between school and home. Most problems that arise are dealt with through discussion with the Headteacher. However, should this not be the case, there is a formal complaint procedure which can be initiated by parents. The Complaints procedure can be found on the school's website.

## **SCHOOL CLOSURE**

There are occasionally times when the school may need to close in exceptional circumstances such as severe weather, lack of heating or water supply etc. We will always do all that we can to keep the school open. Please listen to the local radio stations:

Radio WM	95.6 FM
Free radio	97.2 FM
Heart FM	100.7 FM

These stations are often very busy when bad weather arrives, it is important to keep listening at all times. Messages regarding closures will also be put on the school's website [www.st-chads.dudley.sch.uk](http://www.st-chads.dudley.sch.uk).

In the very extreme case of school needing to close EARLY, no pupil will be released unless the adult who normally collects them arrives. Staff will always supervise children until they are collected so please do not put yourself at risk by rushing to school.

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# st Joseph's Catholic Primary School



**Part of St John Bosco  
Multi Academy Company**

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