





OLSJ

OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

Our Lady & St Joseph Catholic Primary School Parent Handbook

taking parents step-by-step through starting school

'With Christ at our centre, we love, listen and learn.'



Mr. Devereux, Headteacher, says…

Welcome to Our Lady & St Joseph Catholic Primary School. We are a fully inclusive school with the Gospel Values and a spirited message of 'Service' at the heart of all we do.

We absolutely recognise that each and every child is a unique and precious individual, made in the image and likeness of God, with their own special gifts and talents. We try our utmost to nurture and develop these gifts and talents to enable each child to reach their full potential whilst in our care.

Our school mission statement is central to the ethos of our school: 'With Christ at our centre, we love, listen and learn.'

The love we have for each other, and the love we have for Christ, is the foundation stone of our school. Just being at Our Lady & St Joseph is a privilege – we have wonderful children, families, staff and a rich and vibrant community.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school.

Answering your questions

On page 11 and 12 is Key Information and pages 13 and 14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 3764 8860 or email the office on office@olsj.co.uk and we will be happy to help!

Policies

On page 14 are details of some important policies you need to know about.

Welcome

We very much look forward to welcoming you and your child to our School community.

Our Lady & St Joseph Catholic Primary School
Supplementary Information Form (SIF)
Admissions

If English is not your first language and you require help please inform the school office				**Office Use only**
Child's Christian / Given Name: Child's Surname / Family Name:				
Child's Date of Birth:				
Name of Parent(s) / Carer(s):				
Address:	Postcode:			
Telephone Contact:	Home:	Mobile:		
Child's Religion:		Parish:		**Baptismal Certificate (if applicable)** **Certificate of Catholic Practice (if applicable)**
Other brothers and sisters who will also be in Our Lady & St Joseph in September 2024 (excluding nursery)	Names:	Dates of Birth		

Your child's needs:

Special, medical or compassionate needs you may wish the Governors to consider should be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.

- I have attached information about medical / social / pastoral needs

◯ **Yes** ◯ **No**

- Is your child adopted or subject to a child arrangements order, or special guardianship order, having been looked after?

◯ **Yes** ◯ **No**

I / We certify that the information given on the form is correct.
I / We understand that any false information may render this application invalid.

Signed

Printed **Parent / Guardian** (delete as appropriate)

Date:

Please tear here

Our Lady & St Joseph Catholic Primary School

New Student Form

Student Details

Legal Surname: _____

First Name: _____

Middle Name(s): _____

Gender: ☐ Male ☐ Female

Home Address: _____

_____

_____

_____

Postcode: _____

Preferred Surname: _____

Known Name: _____

Date of Birth: D D / M M / Y Y Y Y

Home Telephone 1: _____

Home Telephone 2: _____

Mobile: _____

Email Address: _____

Religion: _____
(e.g. Catholic, Christian, Hindu, Jewish, Muslim, Sikh, No Religion etc.)

Ethnicity (please tick)

- ☐ White: British
- ☐ White: Irish
- ☐ White: Traveller of Irish Heritage
- ☐ White: Other
- ☐ White: Gypsy / Roma
- ☐ Mixed: White and Black Caribbean
- ☐ Mixed: White and Black African
- ☐ Mixed: White and Asian
- ☐ Mixed: Other
- ☐ Asian or Asian British: Indian
- ☐ Asian or Asian British: Pakistani
- ☐ Asian or Asian British: Bangladeshi
- ☐ Asian or Asian British: Other
- ☐ Black or Black British: Caribbean
- ☐ Black or Black British: African
- ☐ Black or Black British: Other
- ☐ Chinese
- ☐ Prefer not to say
- ☐ Any other ethnic group(please state) _____

First Language ☐ English ☐ Other (please state) _____ ☐ Prefer not to say

Language Spoken at Home ☐ English ☐ Other (please state) _____ ☐ Prefer not to say

What type of lunch will you be having? _____
(e.g. Free School Meal, Paid School Meal)

Is your child entitled to free transport to and from school? ☐ Yes ☐ No

Contact Details

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility?
1						Yes / No

Address	Email Address
Postcode	

Home Phone	Mobile	Work Phone	Main phone no.
			Home / Mobile / Work

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental responsibility?
2						Yes / No

Address	Email Address
Postcode	

Home Phone	Mobile	Work Phone	Main phone no.
			Home / Mobile / Work

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental responsibility?
3						Yes / No

Address	Email Address
Postcode	

Home Phone	Mobile	Work Phone	Main phone no.
			Home / Mobile / Work

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental responsibility?
4						Yes / No

Address	Email Address
Postcode	

Home Phone	Mobile	Work Phone	Main phone no.
			Home / Mobile / Work

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental responsibility?
5						Yes / No

Address	Email Address
Postcode	

Home Phone	Mobile	Work Phone	Main phone no.
			Home / Mobile / Work

Please tear here

Please detail any court orders applying to the child (e.g. Ward of Court, Legal rights of access)

Medical Details

Doctor's Name _____ Telephone Number _____

Medical Practice Name _____

Practice Address _____

_____

_____

Postcode _____

Do you give permission for the school to call the doctor in an emergency? ☐ Yes ☐ No

Do you give permission for the school to administer first aid in an emergency? ☐ Yes ☐ No

Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken (e.g. Asthma, Epilepsy, Allergies, Medication, etc.)

Parental Consent

Consent Type	Permission *(Please circle your response)*		Notes
Educational Entitlements	Denied	Granted	
Eating fruit & drinking milk	Denied	Granted	
Off-site school trips/activities - participation	Denied	Granted	
Off-site school trips/activities - receive first aid or urgent medical treatment	Denied	Granted	
Off-site school trips/activities - visit places of worship	Denied	Granted	
Photographs/Videos - for use in school publications	Denied	Granted	
Photographs/Videos - for use on school website	Denied	Granted	
Photographs/Videos - for use within school premises	Denied	Granted	
Photographs/Videos - for use with outside media	Denied	Granted	
Tasting food from cooking activities	Denied	Granted	
Permission to use emergency asthma pump	Denied	Granted	

I confirm that the above information is correct:

Signed: _____ Date: D D / M M / Y Y Y Y

The information on this form will be processed in accordance with the General Data Protection Regulation (EU) 2016/679

Nursery applications only

I am entitled to a full time/Part time place

Single parent working 16+ hours per week	Yes	No	N/A
Dual both parents working 16+ hours per week	Yes	No	N/A

To qualify for a full time place an account must be setup on The Government website, childcare choices.

Please check your entitlement by using the link below:

www.childcarechoices.gov.uk/how-to-apply-for-30-hours-free-childcare/

Please tear here

The Parents

We will:

- Support the Catholic Values of the school community
- See that our child goes to school regularly, on time and properly equipped
- See that our child strictly adheres to the uniform policy
- Let the school know about any concerns or problems that might affect our child's work or behaviour
- Support the school's policies and guidelines for behaviour
- Support the School by not allowing access to age-inappropriate IT, phone apps and messaging platforms
- Monitor our child's IT usage to ensure they are staying safe
- Support our child in homework and other opportunities for home learning and sign all work undertaken at home
- Support our child with remote learning', during periods of enforced school closure, during an academic year. See the school's 'Remote Curriculum Statement'.
- Attend Parents' Consultation sessions and discussions about our child's progress
- Get to know about our child's life at the school
- Encourage our child to respect the staff of the school and their peers
- Not bring the school's good name into disrepute on social or any other forms of media e.g. Facebook, WhatsApp, newspaper etc.

The School

We will:

- Promote our Catholic faith through the teachings of Jesus Christ, and by the way we teach, live and worship in our school.
- Promote each pupil's health, safety and happiness
- Encourage the pupils to do their best at all times
- Encourage the pupils to take care of their belongings, surroundings and others around them
- Contact parents if there is a problem with attendance, punctuality or equipment
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil
- Send home regular homework and mark and monitor homework
- Support your child in learning how to stay safe on-line both at home and at School
- Provide an annual report
- Arrange Parents' Consultation sessions during the year to discuss your child's progress
- Adhere to the 'Remote Curriculum Statement' during periods of enforced school closure, during the academic year.
- Keep parents informed about school activities through school website, text messages, letters, school newsletters and notices about special events
- Encourage parental support and involvement in school life e.g. the parent helpers programme; help with after school activities/clubs and assisting at school outings

Child's Name:	Class:

Signed:	Date:

Patrick Devereux
Mr P Devereux
Headteacher

Step 4

STEP 4: FREE SCHOOL MEALS AND PUPIL PREMIUM
Our Lady & St Joseph Catholic Primary School

To provide your child with the best education and support we can, we need to ensure we are receiving all the Government Funding we are entitled to. Please complete the below form, and return to the school office so we can establish if we are entitled to funding for your child.

CHILD'S DETAILS

CHILD'S LAST NAME	CHILD'S FIRST NAME	CHILD'S DATE OF BIRTH

PARENT'S DETAILS

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
LAST NAME		
FIRST NAME		
DATE OF BIRTH		
NATIONAL INSURANCE NUMBER		
NATIONAL ASYLUM SUPPORT SERVICE NUMBER (if applicable)		
DAYTIME TELEPHONE NUMBER		
EMAIL ADDRESS		

	PARENT/GUARDIAN 1	PARENT GUARDIAN 2
ADDRESS		

Are you currently employed?

PARENT 1 ◯ YES ◯ NO **PARENT 2** ◯ YES ◯ NO

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? ◯ YES ◯ NO

If you ticked yes, please go straight to the declaration at the end of this form.

Are you in receipt of any of the benefits listed below? ◯ YES ◯ NO

- 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

If you are not sure whether your joint family income is over £16,190, or if you are in receipt of any of the above benefits, but would like us to check your eligibility for Free School Meals, please tick the box. ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used by Our Lady & St Joseph Catholic Primary School, **(AND MAY BE SHARED IF REQUIRED WITH THE LONDON BOROUGH OF TOWER HAMLETS)**. I agree for the school to use this information to process my application for Free School Meals.

SIGNED:……

NAME IN CAPITALS……

DATE……

Please tear here

Registering for Free School Meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or extra school activities. This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in this form. It is therefore important to sign up for Free School Meals, even though at present all children (Reception to Y6) are in receipt of a Government Funded Meal.

To register for Free School Meals please apply at your local ONE STOP SHOP.

To ensure we remain compliant under the General Data Protection Regulation at all times, this information must be accurate to the best of the schools knowledge at all times. Please ensure that you inform the school office as soon as possible if any of the information you have provided changes.



Key information

What are our school times?

8.40am - 3.15pm - EYFS and Key Stage 1

8.45am - 3.30pm - Key Stage 2

Wraparound clubs

We run a breakfast club from 7.30am and after-school care from 3.30pm to 6pm.

Breakfast club

It starts at 7.30am and the latest time for admission is 8.20am. The club operates on school premises in a safe environment and run by a team of high-quality, trained staff whose purpose is to make sure the children have the very best start to their day. The club offers a tasty and healthy breakfast, the most important meal of the day! Choices include:

- Range of cereals
- Breads – bagels, crumpets, toast, with various spreads
- Yoghurt
- Fruit
- Scrambled eggs
- Baked beans
- Milk or water

The breakfast club also provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities. Each morning Mr Cuming, our P.E. instructor, takes a selection of children onto the playground for a range of sports.

Reading/exercise at Breakfast Club

Each child who attends breakfast club is expected to do 15 minutes of reading or participate in the 'Daily Mile' run from 8.30am to 8.45am. All games are tidied away. The children are given a period of time in which to read quietly or taken to the games area to exercise. Adults at breakfast club support children in their reading during this period of time. Those children who did not have a time to read at home the night before have the opportunity to catch up during the session. Mr Cuming, our PE instructor, leads the daily mile.

After-school club

Our Lady & St Joseph Catholic Primary School provides after-school care provision. This service is invaluable to our school community. After-school care starts at 3.30pm and finishes at 6pm. It is separate and in addition to all the other after school clubs which we run. During after-school care our children have the opportunity to read, complete their homework, play games and enjoy various sporting activities, supported by a team of high-quality trained staff. Each child receives a healthy snack. This helps them to boost their energy levels and keep them full until they get home for dinner. Snacks can include:

- A selection of soups with homemade bread
- A variety of drinks (milkshakes, pure orange or apple juice)
- A choice of sandwiches
- A selection of fruits
- A dessert, such as a flapjack or cake

Please email office@olsj.co.uk for more information on how to book and pay for extended school clubs.

Uniform

Our Lady & St Joseph has a school uniform of which we are very proud and which all children must wear. To maintain the high standards at OLSJ, regular uniform inspections will be carried out to ensure everyone is adhering to our uniform policy. We are grateful for your ongoing support.

Nursery – boys and girls

- Navy jogging bottoms
  In Summer, navy shorts can be worn
- Pale blue polo shirt
- Navy logo sweatshirt
- Any Velcro shoes – (no laces) Black

Reception to Year 6

Jumper

- Navy OLSJ logo V-neck jumper

Shirt

- Short or long-sleeved white shirt

Tie

- OLSJ school tie (can be elasticated for Rec & Year 1)

Trousers/Skirt

- Plain dark-grey long trousers without turn ups (Straight leg/No combat style trousers)
- Dark grey knee length skirt
- Plain dark grey knee length pinafore

Socks/tights

- Plain grey, white or black socks
- Plain grey, tights

Shoes

- Plain, black shoes with no hidden toys, coloured tabs or illuminations
- Trainer style shoes may be worn if they are plain and not branded e.g. Nike, Adidas, Reebok etc.
- No ankle boots – all shoes must be below ankle height
- Children may wear wellington boots but change into shoes at school

Coats

- Preferably dark coloured waterproof coat with a hood

Bags

- Children should have an OLSJ logo bag which are available from uniform stockists

In Summer, children can wear:

- A plain white polo shirt (logo optional)
- Plain dark grey shorts without turn ups (No combat style shorts)
- Dark blue check dress OR dark blue check culottes

(In Summer, no flip-flops or jelly shoes)

P.E.

- Plain pale blue polo shirt
- Plain navy-blue shorts
- Black plimsolls OR completely black trainers (no logos)
- Optional navy tracksuit for outdoor PE during colder weather

Hair

- Unusual (e.g. tram lines/steps/stripes/motifs/mohawks/mohicans, etc) hairstyles including coloured extensions are not acceptable
- Hair that is collar length must be tied back at all times
- ONLY Navy blue or white hairbands/ribbons – NO OTHER FASHION HAIR ACCESSORIES
- Hair colour should be natural
- Haircuts should be no shorter than a grade 2
- As a School we have adopted the Halo Code.

Jewellery

- No ear-rings/studs/jewellery of any kind, except simple watches which can be worn from Year 2
- Ears should be pierced at the beginning of the Summer holidays. This will allow for time to heal. Children are not allowed to wear ear rings at OLSJ

Make-Up

- No make-up (including lip-gloss, nail varnish/ false nails)

Sunglasses

- No sunglasses unless they are prescription and in place of regular glasses

Swimming Y3, Y4, Y5, Y6

- Towel, swimming hat, trunks (not shorts) for boys; one-piece costume for girls

Label uniform

- In order to avoid confusion and to keep 'Lost Property' to a minimum, all items of clothing, P.E. kit, bags etc, MUST be clearly labelled with name and class

LOGO ITEMS CAN BE SOURCED FROM:

- Khalsa Children's Wear - 388 Bethnal Green Road, London, E.2
- Myclothing.com

Key information

Food in school

Our comprehensive lunch menu offers a wide choice of healthy foods. A balanced healthy, nutritious diet is important for the development of a child's physical state as well as their intellectual abilities. Feeding the body with the proper nutrients helps fuel the mind to be more receptive to learning new skills. Our dining room makes the provision and consumption of food an enjoyable and safe experience in a pleasurable and dedicated environment. Food provision in the school reflects the ethical, cultural and medical requirements of staff and pupils.

Packed lunches

Only children with a medical or SEND need will be allowed to bring in a packed lunch from home.

Free school meals

All primary school children in Tower Hamlets schools are eligible for free school meals. For children in Nursery the cost is currently £2.15 per day.

Fruit, drinks and snacks

The school discourages the consumption of food high in fat and sugar and foods with nut products at break-time. We do not allow crisps, sweets or chocolates. In the Foundation Stage and Key Stage 1 children are provided with a piece of fruit as a snack. At Key Stage 2 we advise parents to send any of the following items: whole pieces of fresh fruit e.g. banana, apple, pear, satsuma, grapes, vegetable sticks, raw vegetables such as carrots, peppers, cucumber and celery. All pupils are encouraged to bring a bottle of water to school every day and can refill their drinking bottles at break time. Pupils may drink their water at any time of the day except during liturgy or assembly.

Early Years Foundation Stage take part in the Nursery milk scheme. Milk is available for the children to drink during the day in both Nursery and Reception. The children bring in water bottles in Reception and have a self-service water jug in Nursery.

Allergies

If your child has a food allergy, please inform the school or if you child develops an allergy during their time at OLSJ please inform the school. We are a nut-free school.

Working with parents

Parent evenings and reports

Parent consultations are held twice a year and a written report is provided annually.

The Governing Board

Foundation Governors

Foundation governors are volunteers who serve as the Bishop's representative to assist in managing our Catholic schools. They work alongside other governors including parent governors to form a governing body or board of directors. They are involved in decisions about all aspects of managing the school – such as buildings, budgets, supporting staff, monitoring standards and the Catholic ethos as well as helping make big decisions about the school's long-term goals. Foundation Governors have specific responsibility for admissions to the school, the employment of staff, Religious Education and collective worship. The governors help determine the future for pupils attending our schools.

The work of the Governing Body is facilitated by a Clerk and training and support for governors is provided by the Diocesan Department for Schools and Colleges and the Local Authority.

Parent Governors

These are parents of children who attend Our Lady & St Joseph Catholic Primary School. They are elected on to the Governing Body by the votes of other parents, and they represent the voice of the "users" of the school. Their term of office runs for four years.

Local Authority Governor

The Local Authority (LB Tower Hamlets) appoints a representative to the school's governing body.

The Governors can be contacted through the school.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important.

Working together

We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

News

Our website is a great resource for keeping up to date with events and news at school. You'll find regular updates on our website https://www.olsj.towerhamlets.sch.uk.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.



Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Attendance

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Report an absence

If your child is unable to attend school because of illness you must telephone the school office on 0203 764 8860 by 9.00am on each day of the absence. If we do not hear from you, the School Attendance Officer will call to discuss the reason for non-attendance.

Illness

If absence due to illness is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school. Where, over the course of an academic year, a child has repeated periods of illness, the school will write to parents/carers to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. The school may seek written permission from parents/carers to make their own enquiries.

Holidays in term time

Children are not permitted to take holidays in term time and these will not be authorised, unless in very exceptional circumstances, which the Headteacher must be satisfied about. If the leave is not authorised by the Headteacher and children are absent during the requested time, parents may receive a penalty notice (fine). This is because absence from school is disruptive to children's education and affects their achievement.

Penalties

If your child has unauthorized absence for more than 3 days, they will lose their place in Breakfast Club and/or After School Care for a 1-week period, beginning on the first day of return, and you will then have to reapply for a place. This is not negotiable. Your child will also lose their place in any after school club in which they are participating for the remainder of the term. When considering places for future clubs, we will take into consideration the unauthorised absence when clubs are oversubscribed.

If you take your child/children on holiday during term time for an extended period you risk losing your child/children's place at Our Lady & St Joseph Catholic Primary School. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

Medicine in school

The school can only administer medication that has been prescribed by a doctor. A medication form will need to be completed and signed to give authorisation.

Mobile phones

Mobile phones are not allowed in school.

Helping to support children's learning at home

Homework is given every week and will vary in type and duration as your child progresses through the school. Please make sure that children do their homework independently, so we can see what they can actually do. If at any point your child experiences difficulty with homework please do not hesitate to contact the class teacher – preferably before the homework is due to be handed in, so that help and guidance can be provided.

Special educational needs and disabilities

At Our Lady & St Joseph Catholic Primary School and Nursery all children, regardless of their particular needs, are provided with inclusive teaching which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community. We expect that all children with SEND will meet or exceed the high expectations we set for them based on their age and starting points.

Support

We will ensure children with SEND receive the support they need. Ambitious educational and wider outcomes will be set for each child in partnership with their parents and the child themselves.

We want all children to become confident individuals who will be able to make a successful transition on to the next phase of their educational journey and into adulthood.

Gifted and talented pupils

Our Lady & St Joseph Gifted and Talented policy aims to identify and support children who have the potential to achieve higher than the expected level for their academic year.

Our Aims for Gifted and Talented Children:

- To identify children who are gifted and talented including those who are underachieving.
- To ensure that pupils with outstanding or exceptional abilities are supported to make appropriate progress.
- To develop a curriculum that is broad and balanced and which impacts on the achievements of the gifted and talented.
- To provide opportunities that will boost the achievements of the gifted and talented both in and outside of the classroom.
- To implement the values of inclusion so that the potential of gifted and talented pupils can be realised.

Our full SEND and Gifted and Talented policies can be found on our website under Policies and Accountability.

Who do I contact if i have an issue

You can contact the school office by telephone on 020 3764 8860 or by email office@olsj.co.uk

The name and contact details of our Special Educational Needs and Disabilities (SEND) coordinator is Amy Charles and her email is senco@olsj.co.uk, or contact the school office on 020 3764 8860.

If you have a safeguarding concern, you can email Patrick Devereux, the Designated Safeguarding Lead (DSL). The email address to use is safe@olsj.co.uk

If you think you will need support with school uniform contact uniform@olsj.co.uk

Frequently asked questions

Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not charge. However, we do make a charge to cover the costs of board and lodging. Parents of children entitled to Pupil Premium as it is presently constituted may approach the school to request a discounted fee.

Internet safety

With the incredible advances in technology in recent years, e-safety is an increasingly complex and important aspect of your child's education and life in general in the 21st century.

Of course, we do our utmost to ensure that your child is safe when using technology within our school setting. We have strict procedures and a high level of filtering to ensure that our children are not exposed to any unsuitable material whilst at school.

Clubs, activities, trips and visits

Educational visits and residential trips

We believe that learning extends beyond the classroom and so we use additional enriching activities to develop children's learning even further. Parents will be given full details of lunchtime and after-school clubs as and when these are available.

Sport and P.E.

Every child in our school takes part in two P.E. lessons per week, taught by our P.E. coach, class teachers. We cover a wide range of sporting activities such as dance, gymnastics, swimming, team games, invasion games, athletics, striking and fielding games, racket sports and outdoor and adventurous activities. Children are also encouraged to take part in physical activities during their break and lunch time with equipment available for them to use.

At OLSJ, we run after school sports clubs and all children are welcome to apply for the clubs that they are enthusiastic and passionate about.

Children at OLSJ are given opportunities to represent our school in competitive sport as part of cluster tournaments within the borough of Tower Hamlets. Children are also given the opportunity to compete in cross-borough competitions.

At OLSJ we regularly organise internal competitions as well as sports days to increase the number of children who are able to raise their fitness and nurture a talent in a sporting environment.

Music

Music is integral to life at OLSJ. Children take part in one Music lesson every week, delivered by a specialist Music teacher. The lessons not only cover the National Curriculum but children also apply their understanding of the inter-related dimensions of music, developed from an early age, to a variety of projects which make cross-curricular links with their learning in other subject areas.

Children who are identified as Gifted and Talented are offered extra one-to-one support by the Music teacher to nurture their talents. In addition to this, all children regularly practice singing throughout the week during hymn practices, assemblies, and Mass. Each child participates in a variety of performances over the year.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

Keep in touch

In the event that the school needs to close unexpectedly, the information will be provided on our website (there will be a large banner at the top of each page) and via text message.

You can also check the status of the school by visiting the OpenCheck website https://opencheck.adept.education/Default.aspx or dialling 020 8408 7508 and entering the school's DfE code, which is 211 2006.

Contact numbers

In the event of the school having to close during the day due to worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme situations. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

At Our Lady & St Joseph, we believe that policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: https://www.olsj.towerhamlets.sch.uk/policies-accountability.

Key policies

Some of our key policies are:

- Teaching and Learning.
- Anti-bullying.
- Behaviour.
- E-Safety.
- SEN.
- Safeguarding.
- Religious education.



Vision and values

“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6





Our vision is to provide outstanding Catholic primary education to all children that we are blessed to have in our care. We believe that positive values instilled during our children’s formative years will guide them through the rest of their lives, providing them with a firm foundation for success in whichever path is right for them.

It is our aim that children leave Our Lady & St Joseph Catholic Primary School as resilient, respectful, confident, thoughtful and independent young people, prepared for the next stage on their journey towards leading a fulfilled life in the presence of God.

We can achieve this aim by:

- Supporting all members of the school community in living out our mission statement.
- Embedding our Gospel Values, linked to the Beatitudes, in all we do.
- Developing knowledge and skills by providing a broad and balanced curriculum which engages all learners and fosters an enjoyment of learning.
- Holding the highest expectations of all our children and knowing them well.
- Nurturing the unique gifts and talents of each child and celebrating their successes with them.
- Celebrating and valuing diversity.
- Ensuring each child feels safe, valued and loved.
- Teaching each child to appreciate God’s natural world as a source of awe and wonder.

We also work in partnership with our families, supporting them in upholding the same high expectations and positive values in their home life, leading to unity and harmony between the home and school environments.

OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

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Roman Catholic Church of SS Mary and Joseph
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Phone: 020 7987 4523.
Email: poplar@rcdow.org.uk
Website: https://parish.rcdow.org.uk/poplar/

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