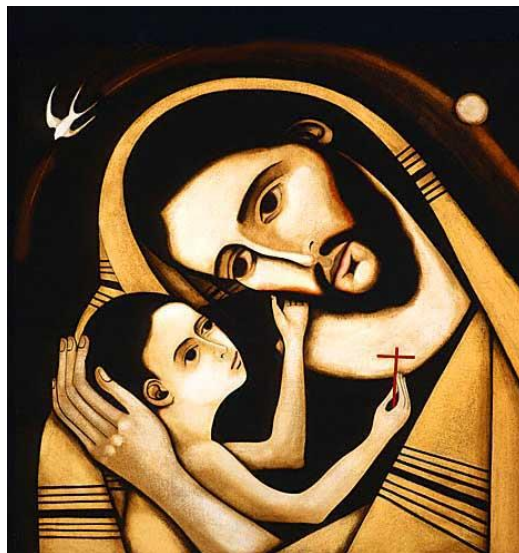




St. Joseph's Catholic Primary School Clydach



Visiting Staff Policy

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INFORMATION FOR VISITING STAFF

Mission Statement

‘Together in Christ - Living, Learning and Growing.’

School Organisation

During 2019-2020 classes will be structured as follows:-

Nursery	Age 3 - 4	Miss C. Thompson
Reception	Age 4 - 5	Mrs. R.Weaver
Year 1	Age 5 - 6	Miss.R. Torrance
Year 2	Age 6 - 7	Mrs. E. Brannigan
Year 3	Age 7 - 8	Mr. J. Reed
Year 4	Age 8 - 9	Mrs. C. James
Year 5	Age 9 – 10	Mrs. A. Jones
Year 6	Age 10 - 11	Mrs. M. Mort

School Hours

First Session	8.50 a.m. - 11.55 a.m.
Second Session	12.55 p.m. - 3.20 p.m.

The Nursery session ends at 11.30 a.m. Teachers cannot accept responsibility for children who arrive very early or are left waiting in the evening. Should a problem arise in this respect you are kindly asked to contact the Headteacher and make the necessary arrangements.

Break times

Morning	10.30 – 10.45
Lunchtime	11.55 – 12.55
Afternoon	2.00 – 2.15

Registers

All registers to be marked on SIMS. Username and passwords are in the classes.

Accidents/Injuries

If an accident occurs at school, parents are contacted as soon as possible. Should the child need urgent attention he/she will be taken to hospital and parents informed. It is important that the school has your current telephone number (together with an alternative one in case of emergency).

Medicines

The staff may not administer medicines and children must not be in possession of medicines at school. Staff will take care of inhalers for asthma sufferers for use as required. The Headteacher may agree to administer some medicines following consultation with the child's parents and a form being completed. (Please see Administration of Medicines Policy)

The Merit Award System

To actively encourage good behaviour, excellence in work and good attendance the school operates a Merit Award System. The school is divided into four Houses - David, Non, Teilo and Winifred. Merit Awards are presented each week during a special Celebration Assembly. Each Merit Award is worth points which are then attributed to each House. At the end of each term a trophy is presented to the House with the most points. At the end of each school year prizes are presented to the boy and girl gaining the most awards.

Homework Policy

Homework is given in accordance with the needs of the child at the discretion of the class teacher. The amount and frequency of homework will depend largely on the age of the pupil. Basic number skills, reading and writing are important elements of homework.

Home/school tasks may be given by class teachers. Parental co-operation in these tasks is much appreciated as is constant encouragement for pupils regarding the completion of homework.

Sex Education

The school has adopted the new Diocesan RSE policy more details will follow in the Autumn term 2019 for parents.

Arrangements for Religious Education

St. Joseph's is a Voluntary Aided Catholic School and the basic religious ethos is to be found across the whole curriculum. There is a specific modern programme which encourages facets of Christian development, i.e. the 'Come and See' programme. This includes the celebration of the Liturgy and other forms of prayer which are an integral part of the school. School assemblies are meaningful events in which all classes take part. All pupils will attend Holy Mass during school time.

Use of Welsh Language

Welsh is taught as a second language and is also used incidentally throughout the school. Staff regularly attend courses to further their expertise in speaking and teaching the language. An advisory teacher for Welsh visits the school regularly. An annual Eisteddfod is held to celebrate St. David's Day, giving pupils the opportunity to use the Welsh language and share their Welsh cultural experiences.

Child Protection - The United Nations Convention on the Rights of the Child (CRC)
is at the heart of our school's planning, policies, practice and ethos.



As a rights- respecting school we not only teach about children's rights but also model rigl...
and respect in all relationships – Linked to Articles 3, 12, 16, 19, 20, 21, 25, 27, 28, 30, 34, 36, 39, 42
(CRC)

