St Joseph the Worker
Catholic Primary School

Prospectus

September 2026

Mission Statement

With Jesus
We learn,
We care,
We listen
We share
so that He might be seen in the people that we are
and the things that we do.



“And above all these, put on love, which binds everything together in perfect harmony”
(Colossians 3:14)

This prospectus has been created to answer as many questions as possible that might be asked about our school. We hope it will alleviate any anxieties that you may have when joining us. I would encourage you to arrange to visit our school and experience the learning environment for yourselves. So please do make time to visit the school or call us for a chat. We are always happy to help.

Headteacher: Mrs Kathryn Poulter
Chair of Governors: Mrs Marian Anderson

Office email: admin@st-josephworker.essex.sch.uk
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Status and character of the school: Catholic Voluntary Aided Primary School admitting boys and girls (4-11 years) Number of pupils at September 2024: 211 Number of pupils intended to admit during Academic Year: 30

Our Vision and Values



We are a family, a community built on love, and our Catholic faith is the basis of all that we do. We strive to inspire and motivate our pupils to achieve their full potential, preparing them for the next stage of their educational journey and guiding them to become true disciples of Jesus through the way they live their lives.

At St Joseph the Worker Catholic Primary School, we want every child to flourish as a unique child of God, receiving a high-quality education within a safe, happy and nurturing environment where they are known, valued and loved.

Guided by our mission, "With Jesus we learn, we care, we listen, we share, so that He might be seen in the people that we are and the things that we do," we strive to create a community where faith is lived, Gospel values are celebrated and the teachings of Jesus shape our daily lives.

Through our core values of **Curiosity, Courage, Respect** and **Love**, we inspire children to become lifelong learners, resilient problem-solvers and compassionate citizens. We encourage them to be curious about the world around them, courageous in meeting challenges, respectful towards all people and creation, and loving in their words and actions. We want them to be JOYful (Jesus, Others, Yourself).

Rooted in the principles of Catholic Social Teaching, we nurture a deep understanding of human dignity, justice, stewardship and the common good. We empower our children to recognise their responsibility to care for others, especially those most in need, and to make positive contributions to their local, national and global communities.

We are committed to developing every aspect of the child, academically, morally, socially, physically, emotionally and spiritually, enabling each one to reach their God-given potential.

Our vision is that every child leaves St Joseph the Worker with a love of God, love of others, love of the world and a love of learning. We aim to develop confident, compassionate and resilient young people who are ready for the world and committed to making a positive contribution to society, so that Jesus may be seen in the people that they they are and the things that they do.

Safeguarding

The safety of our children is our number one priority, from security of the site to the welfare of each individual. We have very clear guidelines in place to ensure our safeguarding is robust. We ensure that all staff, volunteers and visitors have current DBS checks before working with children.

Our principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying out school activities.
- All children have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture.
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately.

Our School

We are a one form entry school with seven classes, one for each year group. Classes are arranged according to age group. We have three key stages:

Early Years Foundation Stage	Reception
Key Stage 1	Years 1 and 2
Key Stage 2	Years 3, 4, 5 and 6

Our classes:

Class	**Class teacher**	**Age of children 31st August**
Class R (Reception)	Mrs R Freire-Norman	4
Class 1 (Year 1)	Miss S McElhill	5
Class 2 (Year 2)	Mrs A Gander & Miss L Wood	6
Class 3 (Year 3)	Mrs A Sraan	7
Class 4 (Year 4)	Miss L Meadows	8
Class 5 (Year 5)	Miss N Corbett	9
Class 6 (year 6)	Mrs K Ayers	10

The Infants (Classes R, 1 and 2) and Juniors (Classes 3 to 6) each have their own library and additional learning zones. Each Infant class has its own toilets, while in the Juniors, facilities are shared between two classes. All classrooms are spacious, well-equipped, and filled with natural light, with attractive displays

that celebrate and reflect the children's learning. Our Reception class benefits from its own outdoor area, offering a variety of equipment and activities that encourage learning through play.

We have two playground areas for use during break and lunchtimes, each providing a wide range of equipment to enhance play. The larger playground includes a den-building area, sensory garden, adventure trail, and seating. The smaller playground features a bike area, construction toys, dressing-up activities, and shaded seating.

The school hall is used for assemblies, PE lessons, and as a dining area at lunchtimes. In addition, we have a computer suite, a prayer and sensory room, a parents' meeting room, and several specialist teaching spaces.

We highly recommend visiting the school to see our wonderful learning environment.

The School Day

8:45 – 9am	**Start of the day** Classroom doors open at 8.45am Register is taken at 9am.
9am – 10.20am	Session 1
10:20am – 10:35am	**Break time**
10:35am - 12pm	Session 2
12pm – 1pm	**Lunch time**
1pm – 3:15pm	Sessions 3 and 4 (EYFS and Year 1 have an additional break time at 2:15pm)
3:15pm – 3:30pm	Story time or class worship
3:30pm	**Home time**

Our Curriculum

At St Joseph the Worker, the core values of our Catholic education are at the heart of all that we do. Rooted in the teachings of Christ, we seek to nurture every child's sense of self-worth through belonging to a caring and inclusive community. We aim to guide our pupils to make a positive contribution both within our school family and in the wider world. Our curriculum reflects our school and Gospel values, promoting Catholic Social Teaching, justice, compassion, and service.

We strive to provide an education that develops the whole child — academically, spiritually, morally, socially, and culturally. Our children are encouraged to be happy, motivated, and challenged, so that they can make excellent progress and achieve the highest standards. Our curriculum is ambitious, well-sequenced, and engaging, designed to deepen understanding and inspire a lifelong love of learning. Alongside academic achievement, we focus on developing children's moral and spiritual understanding, preparing them to live out their faith in modern British society.

As pupils progress through the school, they are encouraged to develop independence, resilience, and a sense of responsibility for themselves and others. They learn to work and play co-operatively, showing empathy and care towards their peers and younger pupils, and to value their place within our school family.

Curriculum planning ensures breadth, progression, and relevance. While the National Curriculum is taught through discrete subjects, meaningful cross-curricular links are made wherever appropriate. High-quality teaching is supported by targeted interventions to meet the needs of individual children and small groups, ensuring that all pupils can flourish.

Learning is enriched through a wide range of memorable experiences, including educational visits, visiting speakers, and specialist workshops. These opportunities bring learning to life and inspire curiosity. We also provide enrichment and extracurricular activities before, during, and after school to promote physical, emotional, and spiritual well-being.

We aim to foster a lifelong love of reading. Reading opens hearts and minds, broadens horizons, and deepens understanding. To support this, we provide two well-resourced library areas, structured phonics and reading lessons, daily story time, and a variety of initiatives throughout the year to encourage reading for pleasure and learning.

Early Years

Our vibrant Early Years phase provides children with an exceptional foundation for learning in a modern, well-equipped environment. The classroom is bright, spacious, and designed to be engaging, offering children plenty of room to play, explore, and interact.

A partially covered outdoor area extends the learning environment, allowing children to enjoy fresh air in all weather conditions. This outdoor space includes sand and water play, bikes, large construction equipment, a spacious role-play area, and even a dedicated digging zone. These varied resources create a stimulating setting where children can develop their curiosity, creativity, and social skills through play and hands-on experiences.

Early Years Areas of Learning:

- **Personal, Social and Emotional Development** – Making relationships, self-confidence and self-awareness, managing feelings and behaviours.
- **Communication and Language** – Listening and attention, understanding and speaking.
- **Physical Development** – Moving and handling, health and self-care.
- **Literacy** – Reading and writing.
- **Numeracy** – Numbers, shapes, space and measures.
- **Understanding the World** – People and communities, the world, technology.
- **Expressive Arts and Design** – Exploring and using materials, being imaginative.

A typical day in Reception:

- Doors open, self-registration, busy fingers
- Whole class carpet session - phonics session
- Small group work and child-initiated learning
- Snack
- Physical play
- Whole class carpet session – maths session
- Small group work and child-initiated learning
- Lunch
- Whole class carpet session
- Group activities and child-initiated learning
- Story / songs
- Home time

Arrangements for New Entrants

To support a smooth transition into school life, our Early Years Practitioners visit each child at home during the summer term. This allows them to observe the children in a comfortable setting, fostering early positive relationships based on trust and familiarity.

Children are also given opportunities to visit their new classroom, meet their teacher, and connect with future classmates, helping them feel at ease and excited for the school year ahead. Additionally, we host a welcoming meeting for all new parents, where they can meet key members of our school community, including the Headteacher, School Business Manager, a PTA representative, a Governor, and other new parents.

This event provides parents with an introduction to our school community and covers essential information on administrative procedures, medical arrangements, and school meals. We warmly encourage all new parents to join us as we begin this journey together, ensuring everyone feels informed, supported, and welcomed.

Key Stages 1 and 2

The full range of National Curriculum subjects is taught across both Key Stages.

Core subjects:	RE, English, maths, science
Foundation subjects:	Design technology, history, geography, art and design, music, physical education, French, PSHE, RSE, computing

Religious Education is the “core of the core” of our curriculum at St Joseph the Worker, making up 10% of our teaching time. We follow *The Religious Education Directory: To Know You More Clearly*, providing a profound understanding, knowledge and appreciation of the Catholic faith.

Our English curriculum is structured thoughtfully to create a well-rounded literacy experience for students. By embedding reading and writing into both discrete lessons and the broader curriculum, we ensure that pupils see literacy as both a fundamental skill and a versatile tool. The emphasis on synthetic phonics as a foundation is especially valuable, as it provides a structured pathway for children to become fluent, confident readers who can explore a wide range of texts. We use the Little Wandle systematic synthetic phonics scheme. More information can be found here.

In mathematics we believe that number facts and times tables are the fundamental building blocks for all aspects of the subject. Children are taught these elements and encouraged to practise them at home. Successes are celebrated and learning draws on cross curricular ICT, practical and active applications. We follow White Rose maths which aims to develop a deep understanding of mathematical concepts through a mastery-based approach that focuses on building fluency, reasoning, and problem-solving skills in all pupils.

PE and Sports at St Joseph the Worker

Physical activity and sport play an important role in life at St Joseph the Worker. From Reception onwards, pupils are introduced to a wide range of activities that foster not only personal skill development but also teamwork, resilience, and enjoyment. Our structured Physical Education programme encourages children to develop confidence, cooperate with others, and demonstrate respect, reflecting the values of our school and Catholic ethos.

Our curriculum offers a variety of indoor and outdoor sports, including football, netball, hockey, athletics, gymnastics, and dance. As pupils progress through the school, they have the opportunity to take part in high-quality sporting experiences. PE lessons are delivered both by class teachers and by specialist coaches from Compass Sports, alongside our own school coaches who prepare teams for a wide range of tournaments and competitions, where our pupils have achieved notable success.

To further enhance pupils' sporting experiences, we provide before-school clubs led by specialist coaches, offering additional training and exposure to a variety of sports throughout the year. These opportunities ensure that every child can develop their skills, build confidence, and experience the satisfaction and joy of achievement in a supportive and inclusive environment.

Swimming and karate

Children in Years 3, 4 and 5 each enjoy a term of swimming lessons taught by qualified instructors at Shenfield High School swimming pool. Additionally, our Year 2 children attend a term of karate lesson at the local karate club, Kaizen Kai.

Please see our website for more details about our curriculum.

Prayer and Liturgy

Prayer and liturgy are integral to our daily life at St Joseph the Worker, anchoring our school community in faith and reflection. At St Joseph the Worker Catholic Primary School, there is a range of prayer and liturgy: classroom prayer, meditation, celebrations of the Word, devotions, special services for times in the school year, and celebrations of Mass and the Sacrament of Reconciliation. We hold four moments of prayer daily through a range of prayer types either within classes, in Key Stage groups or as a whole school.

We have a deep connection between our school and parish communities, and the parish priest Fr Gary Dench is very much a part of our school family.

We warmly welcome parents, friends, and family members to join us for our worship, and we invite them to attend daily parish Mass at 9:15 am. Through shared worship, we strengthen our bonds as a faith-centred community, supporting each other in our spiritual journeys.

The Wider Curriculum, Citizenship and Service

At St Joseph's, our mission is to nurture the whole child—spiritually, morally, culturally, and academically—preparing them to confidently face future challenges. We are committed to enriching each child's knowledge, experiences, and understanding, empowering them to grow into active, independent members of society. We believe all pupils should have an active role in school life, encouraging them to be curious, confident, and independent learners. Together, they develop essential collaborative skills and a deep respect for one another.

Our school council, comprising elected representatives from each class, meets regularly with the Headteacher to voice ideas and foster a sense of responsibility. Students in Year 5 and 6 are given additional opportunities to contribute to the school community. They assist at lunchtimes, serve as librarians, and accompany younger students to school Masses. Year 6 pupils take on leadership roles as playground "buddies," and often guide visitors around our school. Year 5 students participate in paired reading activities with KS1 children, building connections and mentoring younger peers.

Through these roles, our pupils learn the value of responsibility, service, and collaboration, preparing them to be compassionate, engaged citizens.

Performances and assemblies

Each KS1 and KS2 class presents an assembly to the school community and parents in the Spring Term. Children also have a wide range of opportunities to perform for an audience including an Infant Nativity and Junior Carol Service at Christmas, Easter Passion Play and a Year 6 end of year performance. We also have a very accomplished school choir which participates at various events and performs for a range of audiences such as the parish, the nearby care home and Brentwood Cathedral.

School Trips

School trips and excursions are an enriching part of our educational experience at St Joseph's. Throughout the year, our students have the chance to deepen their learning by participating in excursions and welcoming visitors to the school. These activities bring lessons to life, offering hands-on experiences that inspire curiosity and expand understanding across various subjects.

Extra-curricular clubs and activities

We offer a range of after school clubs and activities including several sports and music opportunities. Please check with the school office or our website for the latest provision.

Behaviour and Discipline

At St Joseph the Worker, we are a close-knit community, inspired by Christ's commandment to love God and our neighbours, where each person is valued and respected. Our goal is for all children to develop essential skills to become responsible, respectful, and considerate citizens.

We maintain high expectations for behaviour, emphasising self-discipline and responsibility. Each child is supported in meeting these expectations, with additional guidance provided by their class teacher. If needed, further assistance is available from senior teachers or the Headteacher.

Our approach to behaviour management is restorative, encouraging children to understand and take responsibility for their actions. Through example and open discussions, we make the values, standards, and attitudes of our school community clear, helping children internalise and make them their own. Rules governing behaviour in the school, playground, and beyond are designed to foster an atmosphere of community, kindness, and consideration for others. Minor misbehaviour may result in the temporary loss of privileges—such as missing a play period—to encourage reflection on the choices made and the alternatives available.

For persistent unacceptable behaviour, we arrange a consultation with parents and the teacher to address the issue collaboratively. In rare cases of serious and persistent indiscipline, county policy allows for school suspension or expulsion. A detailed statement of the county's policy on this matter is available at the school for further information.

Other useful Information

Extended Schools Provision

Our Extended Schools Provision at St Joseph's provides convenient care options for families through our 'Early Morning Club' and 'Stay and Play Club.' The Early Starter Club runs from 7:30 am until the beginning of the school day, while the Stay and Play Club is available from the end of the school day until 6:00 pm. We offer families flexibility and peace of mind, knowing their children are well looked after within the familiar setting of the school. Both clubs are led by qualified school staff, ensuring a safe, caring environment for both Infant and Junior children. A fee is charged for these services,

Collaboration with parents

At St Joseph the Worker, we deeply value collaboration with parents and strive to create meaningful opportunities for involvement and communication. Here are some of the ways we invite parents to engage with the school community and support their child's education:

- **"Meet the Teacher" Evenings** – Held in September, providing an opportunity to connect with your child's teacher and learn about the year ahead.
- **Parent-Teacher Consultations** – Scheduled each Autumn and Spring Term, these meetings offer an update on your child's progress, set goals, and provide guidance on supporting learning at home.
- **Annual Reports** – Sent home each July, these reports detail your child's attainment and progress across National Curriculum subjects and Religious Education, along with attendance information.
- **Exhibition Evening** – Families are invited in the Summer Term to celebrate the children's achievements by viewing work displayed from all classes.
- **Half-Termly Parent Coffee Mornings** – An informal setting to connect with other parents and the school community.

- **Parent Workshops** – Throughout the year, we host workshops to provide insight into our curriculum and how best to support learning at home.

Parents are welcome to schedule additional meetings with teachers throughout the year at mutually convenient times.

To keep parents informed, we share details of our curriculum in the class pages on our website. Weekly newsletters are emailed to provide updates on events, important dates, achievements, and other school news (paper copies are available on request). In cases of sudden schedule changes—such as extreme weather, residential visits, or sports events—emails are promptly sent to keep parents informed of any adjustments. We also make use of our 'Latest News' tab on the website to share all the wonderful things we have been doing.

We are committed to open, inclusive communication, ensuring parents feel informed and connected to everything that makes St Joseph the Worker a vibrant learning community.

Homework

The school operates a homework policy and asks parents to sign a home school agreement, which includes homework partnership.

We believe that homework provides the children with opportunities for increased high-quality learning beyond the limits of the school day. It should help the children to develop the skills and attitudes they will need for successful, independent and lifelong learning.

Homework is set throughout all Key Stages to consolidate and reinforces knowledge, skills and understanding, particularly in Literacy and Numeracy.

Children with Special Learning Needs

Children with special learning needs are supported as and when necessary and available. Children who have ongoing difficulties are placed on the 'Essex Stages of Assessment' in line with the national 'Code of Practice'. Parents are consulted regularly and involved at every stage. Our Special Education Needs policy is reviewed annually and is available to parents on request. The school has undertaken a full audit to address and access issues for pupils, parents or staff with disabilities. The continual improvement of accessibility and the action needed is contained within the School Development Plan.

School Uniform

School uniform is compulsory, and parents are expected to honour this regulation. We pride ourselves in being smart, well-presented and ready for learning.

Wearing a school uniform:

- Promotes a sense of pride in our school
- Helps to create a sense of community, identity and belonging
- Sets the appropriate tone for education
- Supports our school's commitment to inclusion
- Reduces the pressure to wear the latest fashions or other expensive clothes
- Is considered to be good value for money

Winter	**Summer**
School tie White Shirt or blouse School pullover or cardigan with badge Dark grey trousers or grey skirt	Green and white checked dress or skort dress **or** White short polo shirt and grey shorts/skirt Black shoes (black laces where applicable)

Grey or white socks or black, green or grey tights Black shoes (black laces where applicable)	
PE Uniform	
Green tracksuit School green polo shirt with logo	School green polo shirt with logo White shorts Black trainers.

- No earrings or jewellery is to be worn at any time.
- Hair should be tied back with either a black, green or white hair band/scrunchie.
- No pictures, symbols, logos or shapes cut into short hair styles.
- No highlights or hair products (e.g. gel) in their hair at any time.

Badged items of uniform (jumper/cardigan; T-shirt for P.E and Junior tracksuit) are available from **Red Oak Roller in Basildon** and **Smartypants Schoolwear**. Other items are available at competitive prices, at local shops including supermarkets. Swimming hats, bags and ties are available from the school office.

The school runs a The Thrift Shop scheme of second-hand uniform (donated by other parents) which is free of charge. Please ask at the school office.

Educational Visits and Charging Policy

This is in line with County Policy. At St. Joseph's we collect regularly for the following activities.

1. Swimming
2. Class educational visits including a residential trip in Year 6
3. Visitors e.g., curriculum related visitors to school

These activities will continue, in accordance with the law, on the basis that parents will be invited to make voluntary contributions towards the cost. Where no such contribution is forthcoming a child shall not be penalised. However, if there are insufficient voluntary contributions, the activity may have to be cancelled.

Parent Teacher Association

The school has a healthy tradition of active PTA work. The association provides many social events to benefit the school fund.

Each October a chairperson and committee are elected to serve for the school year. New parents are especially encouraged to get involved and take over from the 'old hands'.

Our PTA arranges a variety of events including an Inflatables Evening, Infant Party, Junior Disco and Family Nights. All parents of children at St. Joseph's are members of the Association.

School Meals

Meals for Infants are free under the Government's *Universal Infant Free School Meals*. A school meal at present costs £3.40 for our Junior pupils. Alternatively, children may bring a sandwich pack. All payments must be made in advance either at the beginning of half term or each Monday on a weekly basis.

Junior children whose parents are in receipt of Income Support may be entitled to free school meals. Application forms are available from the School Office. Free school meals cannot be provided until written entitlement has been received by the school office.

Mid Morning Fruit Snack

The school participates in the Free Fruit Scheme which provides a piece of fruit or vegetable for all Infant children on a daily basis. Junior children may bring in a **piece of fruit or vegetable** for a snack at breaktime.

School Milk

The school's policy is to provide a milk service for Infant children only.

Under fives are entitled to a daily 189ml serving of milk free of charge.

All Infant milk has to be ordered from the school's milk provider, Cool Milk. Parents are invited to register by post, the internet or an automated phone service if they would like their child to receive their daily allocation.

Please note: this will be a private arrangement between you and Cool Milk on receipt of your registration.

Cool Milk is a payment in advance scheme and therefore the school will ensure that parents are notified of dates for registration in order to ensure that orders are received in time for the beginning of each ter

Secondary School Transfer

Good working relationships have been developed between St. Joseph's and appropriate secondary schools. There is normally an opportunity for all Year 6 children to visit and spend time working in their prospective secondary school.

Equality and Diversity

As a Catholic school, we believe in the 'dignity of all' (Pope Francis: Dignitas Infinitas). We are committed to providing equality of opportunity across all areas of the curriculum, ensuring every child feels valued and included, regardless of gender, creed, or background.

Our goal is to create an inclusive environment where all students have the support and resources they need to thrive academically, socially, and personally. We believe that diverse perspectives enrich our learning community, and we work to cultivate respect, understanding, and equal opportunities for all.

Expressing Your Concerns

From time to time, parents have a concern about their child's education. Many such concerns can, and should, be resolved at school level.

If you have a concern you should approach, in the first instance, your child's class teacher, then the Head teacher. The Governing Body is also there to assist you.

If your concern relates to the curriculum, there is a statutory procedure established by the LEA for dealing with written complaints. Details of this formal process are available from the school, and on our website, but you are asked to discuss your concerns with us first so that we can ensure that we have done all that we can to resolve the situation.

Attendance

At St Joseph the Worker, we believe that good attendance and punctuality are essential for children to fully benefit from school life, both academically and socially. Regular attendance ensures that children settle into routines, stay up to date with learning, and build strong social connections. Poor attendance can lead to gaps in learning, which can be difficult to bridge and may lead to feelings of anxiety for the child.

We expect a minimum attendance rate of **96%** for every child, and it is the responsibility of parents to support this goal. The senior leadership team closely monitors attendance and will reach out to parents if there are any concerns. Children are expected to attend school daily unless they are unwell or in exceptional circumstances.

Absence

If your child is ill, please inform the school office with details of their symptoms and an expected return date. Routine appointments, such as those with the dentist or doctor, should be scheduled outside of school hours whenever possible. If this isn't feasible, we ask that children come to school before or after their appointment to minimize lost learning time. Parents must inform the office in advance of appointments and provide evidence if available.

Holidays during term time will not be authorised and may lead to fines. We appreciate your support in helping us maintain high attendance standards, ensuring every child has the best opportunity to thrive at school.