

St. Joseph's Independent Convent Primary School for Girls

a caring school providing learning for life

School address | 59 Cambridge Park, Wanstead, E11 2PR Tel: 020 8989 4700

Sisters of Mercy | The Generalate, Cemetery Road, Yeadon, Leeds, LS19 7UR Tel: 01132 500253



Our Prospectus is intended to give you an insight into St. Joseph's Convent School.

As a Catholic School we value each child and provide opportunities for all pupils to develop self-confidence and competence, within an academic framework.

We want to develop the whole child, understanding that each child is unique and has particular talents and interests.

Social responsibility is promoted. Children are made aware of their own needs and the needs of others, in a climate which promotes tolerance and sensitivity.

'Staff make a point of finding out as much as they can about the children and tailor the activities to enhance each child's unique development'

Ofsted report

As a Catholic community, we are dedicated to ensuring the faith development of our pupils but understand that we share a world community. As a school we value and benefit from a diversity of cultures and faiths. Our children are taught to respect each other's beliefs and all have an equal opportunity to join in our religious celebrations and assemblies. This enhances and enriches the spiritual life of the school.

The partnership between home and school is vital in the process which helps children to become independent and life long learners. By working together, in trust and friendship, we hope to allow your child to make the most of the opportunities provided. Our aim is to provide a stimulating educational environment for all children which supports their spiritual, moral, social, cultural and emotional development.

Mercy

As a Mercy School, St. Joseph's promotes spiritual, moral, intellectual, aesthetic and physical development for all members of the school community. The school provides a secure, caring and happy atmosphere which recognises others' needs, observes Gospel values and promotes the formation of a strong, secure relationship with God ewthrough Jesus Christ.

The school is a Catholic community, acting as an extension of the family - supporting and deepening the work of parents as the primary educators of their child.

The love of learning and the realisation that learning is a life-long activity are developed throughout school life. The girls are given every opportunity to flourish academically and socially, using the strong links between the home, parish, school and the wider community. The children are encouraged to develop their own characters and potential through self-discipline and an awareness of their own value. They are taught to understand the need to help others through charitable works, both in and out of school, and are made aware of the need for tolerance and sensitivity towards every individual, regardless of race, creed, sex or background.

St. Joseph's adheres to a strict equal opportunities policy, recognising every child as an individual and providing structured programmes of study to promote each child's development. Within this balanced curriculum pupils are prepared for secondary school transfer, and for public school examinations, including the Redbridge Selection Tests.

Mission Statement

We are a Mercy School
We will live and work together
as Jesus taught us,
spreading his loving friendship
to everyone we meet.



St. Joseph's Independent School History of the School

St. Joseph's Convent Independent School for Girls was founded in 1918 by the Sisters of Mercy to provide quality education to girls from the vicinity of Wanstead, East London. They had for many years taught in a flourishing industrial school in Manor Park and, following the purchase of 57 Cambridge Park, started tuition for 19 girls in a room within the new Convent. As the school evolved and demand for places increased, the original building became too small to accommodate the numbers.

By 1931, having increased the education accommodation by purchasing adjacent properties, the Sisters were teaching 200 children in five classrooms.

Three years later, the Convent bought 59 Cambridge Park and part of this building still houses the school offices and Infants 1 classroom.

A school hall was added in 1954, and Infants 2 and 3 classrooms were built in 1968. Following this a separate building was constructed to accommodate four Prep classes.

A purpose-built nursery was added in 1998, enabling St. Joseph's to offer provision for girls aged 3 - 11 years.

Under the auspices of the Charity of the Institute of Our Lady of Mercy, who remain Trustees of the school,

St. Joseph's maintains a non-profit making stance which helps keep the fee structure as low as possible, whilst maintaining an ongoing programme of expansion and renewal of facilities.



Some of our original St. Joseph's girls from the early 1920s.





St. Joseph's is a Roman Catholic school and is designated by the DfES as having a Religious Character (Independent Schools) (England) Order 2003. The principal objective of the school is to provide girls with a solid moral, social and academic education within a caring and disciplined atmosphere. We believe that children will learn more effectively if they are happy, motivated and aware of their own value. Our aim is to work with parents to help build a child's self-esteem and confidence.

The importance of extra-curricular activities is recognised to help the girls reach their full potential in a variety of areas including sport, music and drama. Our expectations are high and first class presentation of work, speech, dress and behaviour is expected at all times.

In summary, the aim of St. Joseph's is to provide excellent educational facilities in order to develop the individual child within a caring, friendly and supportive learning environment.

Structure

The School is divided into three sections:

- Early Years Foundation Stage Nursery and Infants 1
- 2 Key Stage 1 Infants 2 and 3
- **3 Key Stage 2 -** Prep 1, 2, 3 and 4

In the Foundation Stage, classes have their own class teacher and a classroom assistant, who works closely with and under the direction of the teacher. Infants 2 and 3 classes have a class teacher and part time classroom assistant.

Teachers are available to speak informally with parents at the beginning and end of the school day. Formal Open Evenings are held each term to inform parents about children's general progress, to discuss areas of strength and to share any concerns.

The Headteacher is always happy to meet with parents, although it is advisable for an appointment to be made with the School Secretary in advance.



Curriculum

The school offers a wide and varied curriculum aimed at developing children's minds in order that they learn with interest and enthusiasm. High academic standards are set throughout the school.

Religious Education

We have a close connection with Our Lady of Lourdes Church, Wanstead and Mass at school is celebrated regularly. All pupils, regardless of denomination or faith take part in the religious activities of the school.



Each week there are three school assemblies when we celebrate good news, birthdays and achievements. In the Summer term children who have made their First Holy Communion in their home parishes, come together with their class to celebrate.

English

Children develop their communication skills through reading, writing, speaking and listening.

Reading

A love of reading is fostered as children experience a sense of achievement. The reading of books is encouraged and supported by our parents.

The newly refurbished Learning Resource Centre provides an excellent environment for independent and class research. Wanstead Library is a few short minutes walk away.



Writing

The mechanics of writing are developed throughout the school from emergent writing in the Nursery, to confident free writing. Expressive, creative and factual topics are encouraged and work is presented with close attention to grammar, punctuation and spelling. Similarly, the school places a great deal of importance on conveying feelings, ideas and opinions orally. Experience has shown that well developed oracy facilitates literacy.

Listening

At each stage of development pupils are encouraged to learn by listening. Stories, listening to each other's ideas, verbal instructions and messages are utilised here.



Mathematics

Through Mathematics we develop computational skills and concepts and assist the pupil's ability in problem solving.

In our teaching we aim to

- inculcate an enjoyment and love of maths
- ensure numeracy
- enable pupils to have opportunities for mathematical thinking and discussion
- provide opportunities for pupils to demonstrate and use their mathematics

Science

At St. Joseph's we endeavour to see that science is as much about the way of working as it is about acquiring knowledge. We believe that the process involved in helping the children become scientific is as important as, if not more than, the end product.

In Science, we develop pupils' understanding of the components of the world around them. Continuity and progression is ensured as pupils engage in practical, meaningful activities to give them tools for understanding the nature and behaviour of the material and physical universe.

Information and Communication Technology

We have a fully equipped computer suite with desktop computers. Each part of the school building is wirelessly connected to our school network. Each classroom has an electronic whiteboard and laptops. We have a specialist teacher for Computing. These facilities provide the girls with the potential to explore, exchange and present information creatively and form the foundation for more sophisticated analysis.

Design and Technology

Children are given opportunities to think creatively, through combining their designing and making skills, with knowledge and understanding, in order to create quality products. This will often begin with investigating a need or a design opportunity. There is then the chance to draft out a design or design solution and make a working model before time is given to evaluation of their ideas.

Children are encouraged to use a wide range of communications skills, including verbal, graphical and modelling skills when discussing their ideas.



Art

Artistic pursuits offer pupils a unique way of understanding and responding to the world. The children are provided with opportunities to use colour, form, texture, pattern and different materials and processes to communicate what they feel, see and think. Their work is enriched by the study of the work of famous artists.

Physical Education and Games

The priority of the school's physical development programme is for personal fulfilment and enjoyment for all girls at all levels.

All pupils are timetabled to have two lessons with a specialist P.E. teacher. The P.E. curriculum includes gymnastics, dance, games skills and netball. Netball is our main competitive sport and our success competitively is one of which we are particularly proud. We host our own Netball Rally for Year 5 children. St. Joseph's girls regularly reach the level required to play at Borough level.

All Infant and Prep children perform a summer term Dance Display for parents.



Humanities

History

Pupils study what past societies were like and how the past differs from the present. Pupils are given an opportunity to develop chronological understanding. They learn about people's lives and lifestyles, as well as significant people, events and places from both the recent and more distant past.

Geography

Pupils will be provided with opportunities to develop geographical skills. These skills will be used both in and outside the classroom They will learn to observe and record, as well as having opinions about people, places and environments. They will have access to geographical resources, including maps, atlases and ICT.





Music and Drama

St. Joseph's has a strong music tradition, with all pupils receiving singing and music lessons which are taught by specialist teachers.

Starting in Infants 3, all children have recorder lessons. Violin tuition is offered from Prep 1 and children from Prep 2 are offered voice, flute, clarinet and saxophone tuition.

The school has a thriving orchestra and the whole school choir performs regularly at concerts and other events during the school calendar. The choir also represents the school at regular church services and contributes to major liturgical events throughout the year.

The school has an excellent reputation for dramatic art and live performance.

We recognise that drama is not only an academic strength, but also promotes self-confidence and the ability to work effectively as a member of a group. This leads to a wide ranging schedule of high calibre productions being staged throughout the year and brings together the creative energies and talents of the girls.

The school has a broad contemporary programme which has included musical versions of Romeo and Juliet and The Mikado.

Languages

The school aims to make children appreciate that anyone can learn a language if they listen and practise. Children are encouraged to have a love of foreign languages and cultural diversity.

Spanish lessons start in Infants 1, where the girls are provided with opportunities to listen to and to practise speaking and singing the language. German is introduced in the Prep school and further development takes place as written language is introduced. Children in Prep 3 and Prep 4 have the option to develop skills in Latin.

Extra-Curricular Activities

We offer a wide variety of clubs that take place after school. These are run by members of staff.

We offer:

- Netball
- Dance
- Imagineering
- Jazz Club
- Spanish Club
- Latin Club

School Hours, Absence and Discipline

School Hours

	Infants	Preps
Start of School	8.55am	8.55am
Lunch break	12.00 - 1.15pm	12.10 - 1.15pm
End of day	3.15pm	3.15pm

All pupils are expected to be in the playground when the bell rings at 8.55am and enter the school in an orderly manner. Pupils must arrive and be collected promptly.

Before School Club

St. Joseph's offers a facility where children can arrive at school from 8am. A snack and drink are provided. The cost is £3.00 per day or £12.00 for the week. Please telephone the school office for further details.

After School Club

St. Joseph's offers a facility where children can remain in school until 4.30pm. A snack and drink are provided. The cost is £3.50 per day or £14.00 for the week. Please telephone the school office for further details.

Absence

If a pupil is absent a parent/guardian should telephone the school office as soon after 8.00a.m. as possible, on the first day of absence. On the pupil's return to school a letter, signed by the child's parent or guardian, stating the reason for the absence, should be given to the class teacher.

When leave of absence is required permission from the Headteacher must be requested in writing.

Behaviour

The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

Our aims

- To create an environment which encourages and reinforces good behaviour
- To define acceptable standards of behaviour.
- To encourage a consistency in response to both positive and negative behaviour.
- To promote self-esteem, self-discipline and positive relationships.
- To encourage the partnership of both home and school

Children are expected to adhere to all school rules, behave in a responsible, sensitive and sociable manner and demonstrate respect for authority. Merit marks are awarded and celebrated each week for all aspects of school life and attitude towards work. Homework is compulsory and set every evening except Thursday. Prep 3 and Prep 4 girls complete homework tasks on Thursday evening.

Parental Participation

The school recognises and encourages strong links with parents whom it regards as its partners. This partnership is imperative in order for the school to continue its success in achieving its aims and maintaining its traditions.

Regular parental meetings with teachers and the Headteacher are welcomed. Parents are encouraged to attend a variety of functions and events, including celebratory Masses, carol services, concerts, drama productions and sports day. Support for St. Joseph's at inter-school sporting fixtures is welcomed.

The school is enthusiastically and actively supported by St. Joseph's Parents' Association which acts as a valuable channel for communication and organises a wide range of social and fund-raising events. In recent times, the Association has funded the purchase of many items of school equipment and improved school facilities to enhance the education of the pupils. All parents in the school are automatically members. The Parents' Association have regular coffee mornings in the school dining hall.

School Uniform

All pupils must wear the School uniform available from:

Lyons School Shop, 242 Hertford Road, Enfield, Middlesex. EN3 5BL.

Each item of uniform should be clearly marked with the owner's name.





Summer Uniform

- Green candy-striped dress
- Green blazer
- Panama hat, hatband and badge
- White socks
- Black or brown sensible shoes

Winter Uniform

- · Green Tunic and white shirt
- School Tie
- Green cardigan with school badge
- Green Raincoat
- Green velour hat, hatband and badge
- · School scarf and gloves
- Beige socks or tights
- Black or brown sensible shoes

Hair ties should be green, black, brown or white No boots or slip-on shoes. No jewellery of any kind is permitted during school attendance or school representation.

P.E. Kit (all year round)

- House T-shirt *
- Green gym shorts *
- P.E. Bag *
- Black or white plimsolls
- Tracksuit *
- White polo shirt (Prep School) *
- * These items should be purchased via the Shop, on 'SchoolMoney'.

Registration

If you wish your daughter to be registered for St. Joseph's Convent Independent Primary School, including the Nursery, please complete the enclosed application form and return it to the school with the registration fee of £40.

Fees and Charges

A deposit of £500 is payable upon acceptance of a place in the school in addition to the non-returnable registration fee. This deposit is refunded £250 against the first term's fees and £250 only in the child's last term in Prep 4, i.e. at age 11. The current schedule of fees is attached. Parents are given one term's notice of any changes. A discount is given for siblings, details of which the School Business Manager will be pleased to supply.

All fees are payable on or before the first day of term. Late payment may be subject to a penalty charge to cover administration costs.







St. Joseph's Nursery

St. Joseph's nursery environment is designed to nurture happy children who are supported by caring, committed and sensitive staff. We aim to make provision for the spiritual, moral, social and cultural development of the youngest pupils within a Catholic context. This builds on foundations laid at home.

The purpose-built nursery suite was opened in 1998. It is a spacious, secure and well-equipped environment where each individual is encouraged to develop a positive self image. Learning is motivated through stimulating and challenging play activities which are developed through supportive adult/child interaction from our qualified staff.

Parental partnership is of vital importance and this partnership is established during the Foundation Stage. Formal parent evenings are held once a term, although teachers are always available at the beginning and end of each day. We aim to develop confident and enthusiastic children who are ready to meet the new challenges of the Infant classes.

The Foundation Stage curriculum provides ample opportunity to develop all aspects of academic and practical advancement in an enjoyable way. More specifically, it encompasses seven key areas of development:

Personal, emotional and social

Developing the girls' self confidence and independence and teaching them to express positively their feelings, whilst respecting those of others

Spiritual

Promoting moral and spiritual development within a Catholic context and building on religious foundations laid at home

Communication, Language and Literacy

Increasing and developing the command of language through communication of ideas, introducing writing skills and experiencing a wide range of literature

Problem Solving, Reasoning and Numeracy

Teaching the understanding of numeracy, shape, position, size and pattern and introducing the girls to simple mathematical ideas

Knowledge and Understanding of the World

Finding out about the world around us and how and why things happen

Creative Development

Encouraging pupils to use their imagination in response to their senses, engage in role play and respond to music

Physical Development

Through planned activities, indoors and outside, the girls are encouraged to develop whole body co-ordination, gross and fine motor skills

Nursery Information

School Day:

9.00 a.m. - 3.10 p.m.

Entrance and Collection Point:

Door in Front Playground

Term dates are the same throughout the school. It is imperative that children are collected promptly at the end of the session. Nursery children may use the school's Before and After School Club's.

Children start Nursery in the September following their third birthday.

Nursery Uniform

All items of uniform need to be clearly labelled in a prominent place with your child's name.

Winter

- Green track suit
- House T-shirt
- Velcro fastened trainers
- or school shoes (no slip-ons)

Summer

- School dress with zip
- House T-shirt
- Velcro fastened trainers
- or school shoes (no slip-ons)
- School sun hat

You may purchase the house T-shirt, PE shorts, sun hat, PE and book bag from the shop on 'SchoolMoney'.

(No jewellery of any kind to be worn during the school day).

Registration and Fees

These are as laid down in the main school prospectus fee schedule and are subject to the same payment and notice requirements.

During the last term of the Nursery year there is close liaison between the Nursery and Infant staff to ensure a smooth transition into Infants1 class. There is an Infants 1 Open Evening in June to provide information about the delivery of the Foundation Stage Curriculum and a chance to meet the class teacher.

School Playground

Dogs, bicycles and scooters are not allowed in the school playground.

Absences

Telephone school as soon after 8.00 a.m. as possible. A written note, dated, should be provided on return to school. Leave of absence must be requested in writing, for holidays etc. during term time.

Medicines

The school staff accept no responsibility for administering medicines. All medicines sent into school must be clearly marked with your child's name, stored in the school office and a permission form for your child to administer her own medicine must be completed. In order to prevent the spread of infection, children suffering from sickness or diarrhoea should remain at home for 48 hours after the problem has ceased.

St. Joseph's Convent School Personnel

Full-Time Staff

Ms. Christine Glover

Mrs. Helen Johnson Miss Aoife O'Sullivan

Miss Bernadette Coffey

Mrs. Caroline Anthony

Mrs Gill Pardoe

Miss Fionnuala Brophy

Miss Gemma Munro

Miss Mandy Dryden

Miss Suzanne Stephens

Miss Marianne Wood

Mrs. Julia Donovan Mrs. Cheryl Ryan

Ms. Mary Ryan

Mrs. Deborah Selner

Mrs. Julie Wilson

Mrs. Katrina Connolly

Headteacher (BA Hons, PGCE, NPQH)

Prep 1 / Deputy Headteacher (BA Hons, PGCE)

Prep 2 (BA, PGCE)

Prep 3 (BA Hons, PGCE)

Prep 4 (Cert. Ed.)

Infants 3 (B.Ed)

Infants 2 (BA., PGCE)

Intants 1 (B.Ed)

EYFS Teacher (B.Ed)

Nursery Assistant

Teaching Assistant

Teaching Assistant

Classroom Assistant, Paediatric First Aider Teaching Assistant, Paediatric First Aider

Teaching Assistant, Paediatric First Aider

School Secretary

Finance/Reprographics Assistant/First Aider

Part-Time Staff

Mrs. Susan Juffs

Mrs. Susan Hale-Brown

Mrs. Maureen Greensmith

Mr. Joshua Warren

Ms. Joanne Davies

Mr. Rob Downing

Miss Hayleigh Clement-Doyle

Mrs. Ana Fernandez

School Business Manager

P.E. (B.Ed) / Learning Support Teacher

Learning Support Teacher

Music (B.Mus) / ICT

Violin Teacher

Woodwind Teacher (BMUS, GGSMD)

Singing Teacher

Spanish Teacher (Infants - Monday pm) (B.A.)

Mid Day Assistants

Mrs. Wah Wah Hlaing

Mrs. Helen Coppola

Mrs. Jenny Lopes

Mrs. Alice Harwood

Mrs. Caroline Bell

Mrs. Seema Mungalah Barah

Caretaker And School Cleaner

Mr. John Bingham Mrs. Susan Searle

Governors

Sr. Catherine Quane

Sr. Joan Breen

Mr. Frank White

Mrs. Catherine Spinner

Mrs. Louise Jarvis

Mr. Franklin Adesegha

Mr. Gerald McDonagh

Mrs. Serena McCarthy

Mrs. Gill Pardoe

Ms. Christine Glover

Chair of Governors

Foundation Governor Foundation Governor

Foundation Governor Foundation Governor

Foundation Governor

Foundation Governor

Parent Governor Teacher Governor

Headteacher



St. Joseph's Convent School Nursery Application Form

Please read carefully the Admissions Policy and Criteria attached before completing this form.

Child's Sur	name .					
First name	e(s) .					
Date of Birt	th .					
Present Sc	hool (if a	pplicable)				
Parent's Na	ames:	Father				
		Mother				
Postal Add	ress .					
	0					
Telephone	No.	Home		Busir	ness	
Email:						
Religion .				Date of Baptism	1	
Place of Ba	ptism .			• • • • • • • • • • • • •		
Present Pa	rish .					
Occupatior Parents	n of	Father				
raients		Mother				
Where did	you learr	about the	school? (e.g. web, p	arents, church)		
			e current rules and of a term's notice.	regulations of t	he School and no	te that a
Signed	(Father)					
	(Mother	·)				

The registration fee of £40 is not returnable and should accompany this form. Please attach a copy of your daughter's birth certificate and baptism certificate (if applicable)

Where do our girls transfer to at the end of Prep 4.

Class of 2012-13				
Independent Secondary Schools				
St. Edmunds College Ware	7 girls applied	7 girls offered places 3 Scholarship offers		
Bancroft's	2 girls applied	2 girls offered places 1 Scholarship offer		
Forest	3 girls applied	2 girls offered places 1 Scholarship offer		
State and Voluntary-Aided Secondary Schools Entry to these schools is dependent upon the Individual School Admissions Criteria				
Girls applied using Admissions Criteria and were successful in gaining places at the following State schools;				
Woodford County High School	1 girl offered place			
Trinity High School	5 girls accepted places			
Latymer	1 girl accepted place			
St. Michael's Barnet	1 girl accepted place			
Wanstead High School	2 girls accepted places			

We are pro-active and place great importance on planning the transition to secondary school. Our girls are carefully prepared for entrance examinations to both independent and maintained schools.

Class of 2013 - 2014				
Independent Secondary Schools				
St. Edmunds College Ware	10 girls applied	9 girls offered places 4 Scholarship offers		
Bancroft's	5 girls applied	2 girls offered places		
Forest	6 girls applied	4 girls offered places		
New Hall	6 girls applied	4 girls offered places 1 Scholarship offer		
Chigwell	2 girls applied	1 place offered		
Park School for Girls	1 girls applied	1 place offered		
The American School	1 girls applied	1 place offered		

State and Voluntary-Aided Secondary Schools Entry to these schools is dependent upon the Individual School Admissions Criteria

Girls applied using Admissions Criteria and were successful in gaining places at the following State schools;

Woodford County High School	1 girl offered place	
Brentwood Ursuline	1 girl offered place	
Davenant	1 girl offered place	
Ilford Ursuline	2 girls offered places	
Trinity High School	3 girls accepted places	
St. Angela's Forest Gate	1 girl accepted place	
Connaught School for Girls	1 girl accepted place	
Pilton Community College	1 girl accepted place	

*Class of 2014-2015 **Independent Secondary Schools** 8 girls offered places St. Edmunds College Ware 8 girls applied 4 Scholarships offered 4 girls applied Bancroft's 2 girls offered places 3 girls offered places 5 girls applied **Forest** 2 Scholarships offered 6 girls offered places New Hall 6 girls applied 1 Scholarship offered Chigwell 4 girls applied 2 girls offered places 4 girls applied City of London Girls' School 2 girls offered places St. Francis College 1 girls applied 1 Scholarship offered Francis Holland 1 girls applied 1 place offered Blackheath High School 1 girls applied 1 Scholarship offered State and Voluntary-Aided Secondary Schools Entry to these schools is dependent upon the Individual School Admissions Criteria Girls applied using Admissions Criteria and were successful in gaining places at the following State schools; Woodford County High School 2 girls offered places Anglo-European 1 girl offered place 6 girls offered places Trinity High School St Edwards 1 girl offered place

^{*} Final destinations to be confirmed



Additional Information

Sr. Catherine Quane, Chair of Governors St. Joseph's Convent School 59 Cambridge Park Wanstead E11 2PR Tel: 020 8989 4700

Policies

The following policies are available on request from the school office:

- Admissions
- Complaints
- · Safeguarding Children
- Missing Child
- · Procedure for uncollected children
- All Subject Policies
- Curriculum
- EAL
- SENDA
- Equal Opportunities
- Teaching & Learning
- Assessment
- Feedback & Marking
- Homework

- EPR
- Anti-Bullying
- · Positive Behaviour
- Positive Handling
- Health, Safety & Welfare
- Medical
- · First Aid
- Fire Safety
- Smoke free
- Educational Visits
- Before School Club
- After School Club