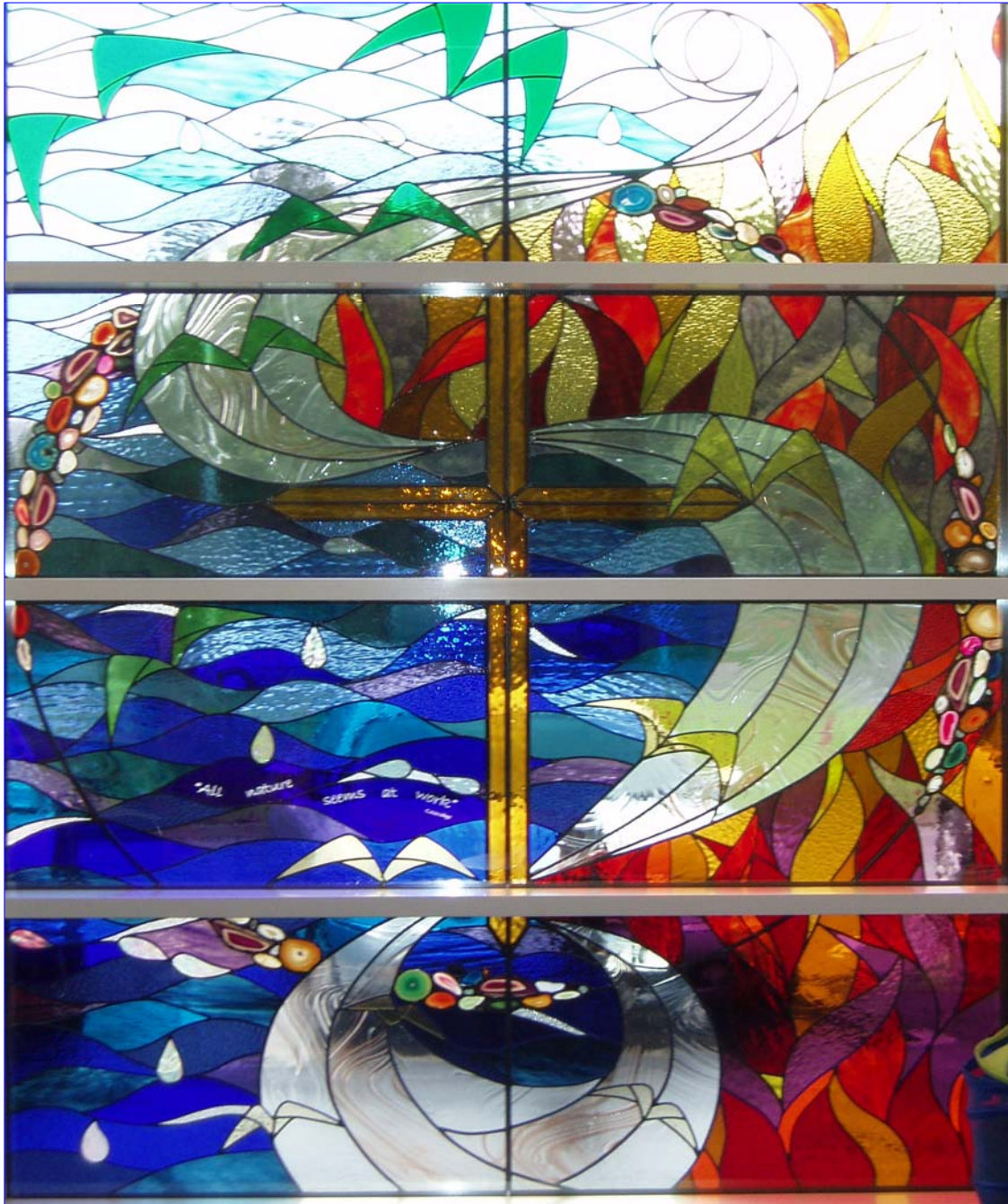


ST JOSEPH'S RC VA PRIMARY SCHOOL,
HIGHFIELD



PROSPECTUS
2012/13

St Joseph's RC VA Primary School, Highfield
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Governing Body

Chair	Mrs C. Lauder
Vice Chair	Mr T. Robson (foundation)
Foundation governors	Mr C. Callan Mr P. Houghton Mrs S. Metcalf Mrs C. Reid Fr D. Peel
Teacher governor	Mrs S. Murdy
Headteacher	Mrs A. Parkin
Parent governor	Mr J. Widmer
Non-teaching governor	Mrs D McKenna
LA governor	Mr P. Bradley
LA Inspector	Mrs C. Snee
Clerk to the governors	Mrs C. Todhunter



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Teaching and administrative staff

Headteacher	Mrs A. Parkin
Assistant Headteacher	Miss V Cavanagh
Senior Teacher	Mr J Haws
Class Teachers	Mrs W. Duffy Mrs S. Murdy Mrs R. Nesbit
Teaching Assistants	Mrs L. Rutter Mrs D. McKenna
HLTA (SiC)	Mrs L. Havery
MFL (French) Teacher	Mrs A. Innerdale
Peripatetic music teacher	Mrs J. Kendrick
School clerk	Mrs W. McMahon

The school is situated on a joint site with Highfield Community School and High Hopes Children's Centre Nursery. The building is designed around a shared main area which contains the administrative offices, staff room, ICT suite and library area, community studio and the main hall. Branching off from this area are the two schools, with their respective classrooms and storage areas.

The classrooms are situated along one main corridor with shared working areas between key stage classrooms. The playgrounds are situated directly behind the school and are accessed from the cloakrooms adjoining each classroom. In addition to the hard surface yards, children have access to an adventure playground and a multi use games area.



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Mission Statement

St Joseph's RC Primary School...

Strives to create a loving, caring and Christian environment, where children receive the highest quality education.

Our Catholic ethos, centred on the love and respect Jesus taught us, permeates throughout the school.

We lay foundations for whole life learning to ensure that every child reaches their full potential with a particular commitment to developing their spiritual well being, preparing them for their role as future citizens living out the Gospel message.

Aims of the school

- ☺ to create an environment in which Gospel values are exemplified and lived out
- ☺ to enable each member of the school community to realise his or her full potential
- ☺ to celebrate achievement at every level, so that all feel equally valued and recognise their self worth
- ☺ to support and celebrate each person's uniqueness and their awareness and understanding of God's presence in the world
- ☺ to develop and encourage effective partnerships and create meaningful interaction between home, school, parishes and the wider community



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Organisation

The school is organised into five registration groups covering the seven years of primary education (age 4-11).

The school has mixed age classes and the table below shows general organisation, although there is flexibility within this.

Key Stage	Age of pupils	Registration group	Teacher
EYFS	4-5	Reception	Mrs Murdy
1	5-7	Year 1/2	Mrs Duffy
2	7-9	Year 3 / 4	Mr Hawes
2	9-11	Year 5 / 6	Miss Cavanagh/Mrs Nesbit

Classes are also supported by experienced teachers and teaching assistants.

In order to utilise the specialist qualities of staff, classes may be taught by other members of staff, including the Headteacher.

Admission of children to the school

Children enter the Reception class in the September of the school year in which their fifth birthday falls. Parents and carers are invited to a meeting in school; which is held in the summer term prior to their child starting in September.

Parents and carers who would like to register their child at the school should contact the school to arrange a meeting/visit with the Headteacher. Provision can be made for children to visit school in the term preceding their admission.

School Term Dates 2011/12

Term	From	To	Half term
Autumn	Monday 5 th Sept 2011	Friday 23 rd Dec 2011	24 th – 28 th Oct 2011
Spring	Tuesday 9 th Jan 2012	Friday 5 th Apr 2012	13 th – 17 th Feb 2012
Summer	Monday 23 rd April 2012	Friday 20 th July 2012	4 th – 8 th June 2012

Two days within the above terms are to be used for in-service training activities. These dates will be determined by the school governing body.

In addition, one occasional day within the summer term is to be utilised for the purpose of closure in the event of Government elections.

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School session times

Early Years Foundation stage

/Key Stage 1

Morning	8.30 – 11.40am
Afternoon	12.45 – 3.00pm

Key Stage 2

Morning	8.30 – 11.45am
Afternoon	12.45 – 3.00pm

All children have a break from 10.30 – 10.45am and from 1.45 – 1.55pm.
The total teaching time per week is 23 hours and 45 mins.



Journey to and from school

Transport is provided for all pupils travelling to and from Blackhall Mill and Chopwell. The bus collects the children from the school grounds. Local transport is also available for children travelling to the Rowlands Gill and Highfield area.

Out of school care

The school is linked to High Hopes Children's Centre which is based on site. It offers a breakfast and after school club; 7.30 – 8.30am (children then join their peers in the playground before school) and 3.00 – 6.00pm. Further details can be obtained by contacting the Neighbourhood Nursery Manager, Mrs E. Borrowdale Tel: 01207 544799

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Healthy eating

Children in the Early Years Foundation Stage and Key Stage 1 receive a free piece of fruit everyday and those in Key Stage 2 are encouraged to have a healthy snack at break times. Sweets and crisps are not allowed at break times. Drinking water is available at all times and children are encouraged to drink water throughout the day. All children are provided with a water bottle when they enter reception and replacements can be purchased from reception.

Keeping parents informed

The quality of children's learning improves where there is a genuine partnership with parents, allowing a two-way flow of information, knowledge and expertise.

At St Joseph's we value the work parents do as the first educators of their children and hope that they will continue to play an active part in the education of their children throughout their primary years.

Formal parents meetings take place in the autumn and spring terms and an open evening is held during the summer term. We are usually available from 8.00am and after 3.00pm if you wish to talk about day to day problems and appointments can also be made if you need to discuss anything in detail.

Our main concern at 8.30am is for the well being of the children, therefore trying to discuss problems with the teacher as the children are coming into school is not usually a good idea.

In addition to parents evenings we host meetings to raise parental awareness of aspects of the curriculum and religious development.

Termly letters are sent out by each teacher informing parents of curriculum topic areas to be covered and the different ways that parents can support learning at home.

There is an active Friends of St Joseph's committee which arranges social and fund raising activities. All parents are automatically members of Friends of St Joseph; how actively involved they become depends on each individual.

For further information about the PTA contact Mr J. Widmer or Mrs L. Gregory.



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The School Curriculum

The Early Years Foundation Stage

The Early Years Foundation Stage was introduced in September 2008 and is the period of education from birth to five years. During reception the children work towards the early learning goals through a series of stepping stones which prepare children for more formal education. The Early Years Foundation Stage is designed to build a foundation for future learning by supporting, promoting and developing children in six areas of learning; personal, social and emotional development, communication, language and literacy, problem solving, reasoning & numeracy, knowledge and understanding of the world, physical and creative development.

There is a strong emphasis on learning through play, both child initiated and planned play. The curriculum is delivered through a combination of whole class activities, adult led focussed activities and child initiated activities across the six areas of learning and development.

Key Stage 1 and 2

Our curriculum is planned in compliance with the National Curriculum, in line with Gateshead LA guidelines. We aim to offer children a broad and balanced education, teaching with regard to the individual needs, attainment and interests of pupils and the resources of the school. Every individual has full access to Religious Education and all National Curriculum subjects:

Core subjects:

RE
Literacy
Numeracy
ICT
Science



Foundation subjects:

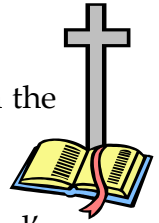
Art and Design
Design and Technology
Geography
History
Modern Foreign Language (French)
Music
Physical Education
PSHE & C



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Religious Education



As a Catholic school, St Joseph's is a faith community centred on Jesus, in which the faith is integrated with life. We believe that faith needs to be both formed and informed through education and example. At St Joseph's we foster an ethos of love, truth, care and forgiveness so that children can experience first hand God's message of love, and in turn pass it on to others. Through curriculum Religious Education we encourage children to explore and deepen their knowledge and understanding of our faith and promote in them a desire to follow the way of Jesus. Children follow a structured Religious Education teaching programme; Here I Am, which covers all aspects of the teaching of curriculum Religious Education.

Collective Worship

Children take part in daily collective worship. Children worship in whole school, Key Stage or class groups. Through collective worship children develop an understanding of the structure and purpose of liturgy, explore the Gospels with reference to aspects of moral and social teachings and are encouraged to reflect and respond. Children regularly prepare and lead their own worship.

The Governors are required to remind parents of their right to withdraw pupils from religious worship and education. Parents are also reminded that the school exists to give a Catholic Education to its pupils and it is therefore expected that parents be in sympathy with the aims of the school.

Key Stage 1



Foundation subject areas and science will be taught through a topic based approach which will change termly. Previous topics have included; Under The Sea, Castles and In the Woods.

Much of the learning will be achieved through carefully structured play activities in which the children will be encouraged to discuss and extend their learning by the class teacher and teaching assistants.

Key Stage 2

The core subjects are taught as discrete lessons. Foundation subjects are taught through a creative curriculum approach, making use of cross curricular links where possible. Topics are enhanced by visits and visiting speakers into school.

Previous topics have included: Ancient Greeks, The Olympics, My Money.



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Learning Support/Special Educational Needs

At St Joseph's we aim to provide an education which allows every child to reach their full potential. We closely monitor and track children's progress, allowing us to quickly identify children who are underachieving. Using an Individual Education Plan, tailored support is put in place to meet these children's diverse learning needs. The school follows the procedures set out in the SEN Code of Practice. We aim to keep parents informed at all times about their children's targets and progress towards these. Where necessary, the school utilises other specialist support agencies to support teaching and learning; Educational Psychologist, Behavioural Support etc.

Equal Opportunities

We believe it is every child's right to have full access to the school curriculum and to make the most of their educational opportunities, regardless of religion, race, colour or ability.

We seek to establish, through all aspects of school life and work, a positive atmosphere in which all children feel valued. We will encourage children to build on their strengths and appreciate their individuality.

We ensure that children who are identified as having gifts and talents are provided with opportunities to develop in these areas and provide extension work within class or outside school.

Personal, Social, Health Education and Citizenship

Through our PSHE & C teaching we aim for children to develop a healthy attitude and an awareness of unhealthy practices and effects. Aspects of Sex Education may be covered incidentally through the curriculum within a suitable context and in line with the moral attitude of a Catholic school. The School Nurse will talk to Year 5/6 boys and girls separately. Parents have the right to withdraw their child from all parts of Sex Education offered, except for those elements taught as part of the National Curriculum Science.

Accessibilty

The facilities at St Joseph's are designed to ensure full accessibility for all pupils, staff and visitors.

Extra Curricular Activities

A range of extra curricular activities is offered to pupils of different ages. Examples include; athletics, cookery, gymnastics, keyboard, netball, football, dance and art.

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Visits / supplementary activities

The curriculum is often enriched by the opportunity to visit places of interest or by inviting specialist groups into school. Due to our location we often visit Chopwell Woods so that children discover first hand the changing seasons in the woods and develop an appreciation of the local environment and heritage.



Whole School Gateshead Music Service
Workshop: Popular Music Throughout The
Ages

Year 3 and 4 at Gibside



Homework activities are given to consolidate and extend learning and to encourage children's organisational skills. Tasks are generally set in context with the learning taking place in school. Parents are encouraged to share and discuss homework tasks with their children. Depending on the age and ability of the child different amounts and types of homework will be set. In addition, every child will be given a reading book and reading diary; this is for parents to comment on the progress of their child and promotes a dialogue between teacher and parent.

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House Team System

On entry to St Joseph's each child is allocated to a 'House team'.

St Bede (red)

St Hilda (blue)

St Cuthbert (yellow)

St Aidan (green)

Children earn housepoints for good behaviour, work, attitude and progress. During each week's celebration assembly, a cup is awarded to the winning house and individual children rewarded. The school also has a 'Wall of Fame' in the library area where children's names are displayed each week. These children are chosen by their teacher for outstanding work or behaviour and their names entered into our special book. Other inter-house competitions take place during the year which encourage children from different year groups to work together and encourage each other.

In addition, children receive gold stars for continuous good behaviour and work in class. They are awarded bronze, silver and gold certificates when they gain 10, 20 or 30 stars.



House Captains, Vice Captains and School Councillors

These young people are chosen by their peers to represent them on the school council which meets to discuss items of concern or interest in connection with school life.

Celebration of talents and skills



At St Joseph's we recognise and celebrate the individual talents, skills and gifts of the children. We also recognise that children do many things outside of school and for that reason we have a file containing details of each child and their particular special qualities to be filled in by their parents. These are celebrated in whole school and class assemblies.

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School Uniform

Our school uniform is:

Grey pinafore or skirt

Grey or black trousers

Pale blue polo shirt*

Royal blue sweatshirt/cardigan/jumper*

Practical shoes (not trainers)

In addition, children need a pair of outdoor trainers for use on the outdoor play area.



Blue and white striped or checked dress may be worn by girls and grey shorts by boys or girls in the summer term.

* school logo polo shirts, sweatshirts, cardigans, fleeces, coats and hats may be ordered from the school office

PE Kit



Children should have their full PE kit in school on PE days. School PE kit (including PE bags) is available from the school office. This consists of a white school logo t-shirt and navy blue shorts. Children may come to school in their school tracksuit on PE days. Pupils who have swimming lessons need to bring a swimming costume or swimming trunks and a large and small towel. All girls also require a swimming hat.

Jewellery

For safety reasons jewellery should not be worn in school. Children with ear rings will have to cover them with tape and will not be able to take part in PE lessons. Children who are to have their ears pierced are encouraged to have this done at the start of the summer holiday.

Hair

Children's hair should be neat and tidy to avoid potential accidents and prevent distractions when working.

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School Meals

All dinner money should be brought into school on a Monday morning in a named envelope or purse. The child should put it in the appropriate box in their classroom. Cheques should be made payable to Gateshead Council. Parents receiving Family Income Supplement will be eligible for free school meals. Application should be made to Gateshead Council. The current cost of a school meal is £1.90 per day (£9.50 per week).

Children may bring a healthy packed lunch. This should be brought to school in an appropriately labelled bag or box. Packed lunches are stored in areas designated for each class and are collected on the way to the hall. Lunchtime supervisors will supervise the children in the yards and school hall during lunchtimes. During bad weather children are supervised within their classrooms.

Discipline

We believe that good discipline arises from respect for self and others. We encourage and expect our children to adopt positive attitudes towards themselves and all members of the school community. Qualities such as caring and respect are fostered and self discipline, independence and responsibility encouraged.

Our 2008 Ofsted Inspection Report highlighted the exemplary behaviour of the children and the positive ways in which they contribute to the life of the school.

Our Behaviour Code

- ☺ Treat others as we would like them to treat us
- ☺ Listen to and respect other people, their opinions and feelings
- ☺ Speak kindly to each other
- ☺ Tell the truth
- ☺ Be prepared to forgive those who hurt us
- ☺ Always try our best and use our time wisely
- ☺ Walk around school calmly
- ☺ Respect the property of others
- ☺ Keep the school and playground tidy
- ☺ Be proud of our school and the uniform we wear

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Medical care

Children's health is regularly monitored by the Gateshead School Health Service. Parents will be informed prior to any health checks and of the outcomes of these checks. Minor injuries will be attended to in school by the appointed first aiders. In the event of more serious accidents we will contact the emergency contact number held in school. In the event that emergency contact cannot be made medical assistance would be sought.

It is therefore vital that we have up to date information regarding emergency contact numbers, doctor's details and medical details for our records.

If children are ill please keep them at home until they are well enough to return to school or when the doctor advises a return to school. This is particularly important cases of infectious disease. We also ask that you do not send medicines or tablets into school; however a nominated person may come into school to administer medicines at break times if required.

Exceptions to this are made for medical conditions requiring immediate medication such as asthma, diabetes or severe allergic reaction. In these cases the appropriate amounts of medicine. These are kept in the school office. Inhalers are to be kept with the children themselves.

It is the responsibility of the parent to ensure that the school is kept fully aware of these conditions and that medication is in date, labelled and that the dosage is correct. In the case of allergies the Headteacher should be given a doctor's note detailing allergies and medical guidance for any reactions.

Absence From School

We are required to keep detailed records of pupil attendance and distinguish between authorised and unauthorised attendance. It is vital that parents keep us informed about their child's absence. Please contact the school as soon as possible if your child is anticipated to be late or absent for any reason. If the school is not contacted, we will ring parents to ensure the child is safe at home.

Parents should not normally take pupils on holiday during term time because this could interfere with their education and progress. If parents wish to withdraw a child from school for the purpose of a family holiday, they must complete a holiday form and return it to school. (Forms are available from the school office)

Attendance

September 2009 – May 2010	96.4%
Unauthorised absence	0%
Authorised absence	3.6%

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Complaints Procedure

The Headteacher and class teacher are always available to discuss any concerns parents may have about their child's education or well being. Where a discussion fails to satisfy a parent they are entitled to refer their concerns to the Governing Body. A complaint should be made formally and in writing to the Chair of the Governing Body, details of which are available from school.

Further information and advice for parents is available from:

Dryden Professional Development Centre,
Evisstones Road,
Low Fell,
Gateshead,
NE9 5UR.

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National Test Results

In 2010, our test results were as follows (against the 2009 national results):

Key Stage One SAT results

		% Level W	% Level 1	% Level 2	% Level 2C	% Level 2B	% Level 2A	% Level 3
Reading Test/task	School	6	0	65	12	6	47	24
	National	3	13	58	12	22	24	26
Writing Task/test	School	6	6	59	12	18	29	24
	National	4	15	69	21	28	20	12
Maths	School	0	0	83	6	18	59	12
	National	2	8	69	16	26	27	21

Key Stage Two Teacher Assessments

		% <Level 3	% Level 3	% Level 4	% Level 5
English	School	0	10	52	38
	National	7	15	49	30
Maths	School	0	14	29	57
	National	6	15	46	33
Science	School	0	14	29	57
	National	3	11	48	38

Source : School data 2010
National data 2009



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ADMISSION POLICY FOR CATHOLIC VOLUNTARY AIDED SCHOOLS IN GATESHEAD 2012-13

SCHOOL	PAN	Parish(es) Served
Corpus Christi Catholic Primary School Dunsmuir Grove Gateshead Tyne and Wear, NE8 4QL Tel. 0191 4772175	29	Corpus Christi, Gateshead Holy Rosary, Gateshead
Sacred Heart Catholic Primary School Byermoor, Burnopfield, Newcastle upon Tyne, NE16 6NU Tel. 01207 270396	15	Sacred Heart, Byermoor
St. Agnes' Catholic School Main Street, Crawcrook Ryton, NE40 4NF Tel. 0191 4132184	24	St. Agnes', Crawcrook
St. Alban's Catholic Primary School Rothbury Avenue Pelaw, Gateshead, NE10 0QY Tel. 0191 4693251	30	St. Alban's, Pelaw
St. Anne's Catholic primary School Pickering Green Harlow Green, Gateshead, NE9 7HX Tel. 0191 4334053	30	St. Anne's, Harlow Green
St. Augustine's RC Primary School Colegate Leam Lane Estate, Tyne and Wear, NE10 8PP Tel. 0191 4692949	45	St. Augustine's, Felling
St. John the Baptist RC Primary School Willow Grove Felling, Gateshead, NE10 9PQ Tel. 0191 4692969	15	St. Patrick's, Felling
St. Joseph's Catholic Infant School Mitchell Street Birtley, Co. Durham, DH3 1LU Tel.0191 4102324	30	St. Joseph's, Birtley
St. Joseph's Catholic Junior School School Street, Blaydon, Tyne and Wear, DH3 2PN Tel. 0191 4102231	30	St. Joseph's, Birtley
St. Joseph's RC Primary School Croftdale Road Blaydon, Tyne and Wear, NE21 4BG Tel. 0191 4143108	30	St. Anne's, Winlaton St. Joseph's, Blaydon
St. Joseph's RCVA Primary School Whinfield Way Highfield, Rowlands Gill, NE39 1EH Tel. 01207 545972	17	St. Joseph's, Highfield Our Lady of Lourdes, Chopwell
St. Joseph's RCVA Primary School Prince Consort Road Gateshead, NE8 1LR Tel.0191 4901517	29	St. Joseph's, Gateshead

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St. Mary & St. Thomas Aquinas RCVA Primary School Stella Lane Blaydon, Tyne and Wear, NE21 4NE Tel. 0191 4143116	30	St. Mary & St. Thomas Aquinas, Stella
St. Mary's RC Primary School Duckpool Lane Whickham Newcastle Upon Tyne, NE16 4HB Tel.0191 4205828	30	St. Mary's, Whickham Immaculate Heart, Lobley Hill
St. Oswald's RCVA Primary School Easington Avenue Wrekenton, Gateshead, NE9 7LH Tel. 0191 4878641	30	St. Oswald's, Wrekenton
St. Peter's RCVA Primary School Dryden Road Low Fell, Gateshead, NE9 5TU Tel.0191 4878233	30	St. Peter's Low Fell Our Lady of the Annunciation, Gateshead
St. Philip Neri RC Primary School Ellison Road Dunston, Tyne and Wear, NE8 2QU Tel. 0191 4604378	16	St. Philip Neri, Dunston The Immaculate Heart, Lobley Hill
St. Wilfrid's RCVA Primary School Old Fold Road Old Fold, Gateshead, NE10 0DJ Tel. 0191 4771909	17	St. Wilfrid's, Gateshead

This Admissions policy has been formally adopted by the Governing Bodies of the above Catholic Primary schools in Gateshead. In each school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY tel 0191 2433313

The Planned Admission Number (PAN) for each school is given in the above table.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Children who have a statement of **Special Educational Need** which names our school will be admitted to the school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

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(First priority in each category will be given to children who will have older siblings attending the school in September 2012)

1. Catholic Children in the care of a Local Authority.
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Other Children in the care of a Local Authority.
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children, who are members of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter to confirm their church membership from their minister or Faith leader, or suitable equivalent.

ADDITIONAL NOTES

- 1. Definition of Catholic**
Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1,2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.
- 2. Definition of Children in the care of a Local Authority**
A child, who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and who the Local Authority can confirm, will still be looked after at time of admission to the school.
- 3. Definition of Sibling**
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- 4. Churches Together in England**
(See www.churches-together.org.uk for further details on membership)
The Baptist Union
British Antiochian Orthodox Church
Cherubim and Seraphim Council of Churches
The Church of England
Church of God Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox
Council of African and Caribbean Churches
Council of Oriental Orthodox Churches
Ichthus Christian Fellowship
Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
The Methodist Church
United Reform Church

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Wesleyan Holiness Church

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Details of the appeals process are available from the Local Authority.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

A Parish Boundary map is available for inspection at the Diocese, St. Cuthbert's House, West Road, Newcastle Upon Tyne NE15 7PY

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria. The waiting list will be open until the last day of the autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on the date agreed by the LA.