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Introduction

St Joseph's Preparatory School is a co-educational Roman Catholic Independent School for pupils aged 3 – 11 years. The School is governed by the Christian Brothers and is part of a group of five Preparatory Schools in England. The Christian Brothers are a Religious Congregation founded by Blessed Edmund Rice in Ireland in 1802 and now established throughout the English speaking world. The ethos of the school originates from the religious philosophy of its founders, the Christian Brothers, who believe in academic excellence with an enduring spiritual dimension.

The school has a fine tradition of service to the local community and fosters within its pupils, a balanced and caring perspective on life. The School holds an excellent Scholastic record and a deserved musical and sporting tradition. The School seeks to develop the whole child and to nurture their individual talents. We continually assess our pupils using formal summative assessments which take place regularly throughout the year. We seek to add value to each child. As an Independent School we are not constrained by the demands of Key Stage One and Key Stage Two SATs.

We aim to provide a stimulating but relaxed environment so that our pupils are motivated to enjoy their work. We believe they should be free to develop as individuals and to this end we endeavour to help them discover their own talents and thus fulfil their potential. Confidence, reliability and self-discipline are all of prime importance. We encourage a relaxed Christian family atmosphere of caring and sharing in order to assist each pupil's spiritual and emotional growth.

The school welcomes pupils of all faiths. Pupils are not required to sit an entrance examination, usually places are offered following a day spend in school meeting staff and pupils. Our School is the first purpose built Preparatory School in the area.

St Joseph's Preparatory School is divided into three departments, the Nursery, the Pre-Preparatory Department for children aged 4 to 7 years and the Preparatory Department for children aged 7 to 11 years.

St. Joseph's Preparatory School

Nursery Class

St. Joseph's nursery class is led by experienced staff who hold relevant qualifications. It is a happy and busy place to be and the emphasis is very much on children's learning and development through play and fun. The day is structured to include individual and group experiences with a combination of teacher led and child initiated activities. A home/school diary is used so that regular comments can be made by both parents and teachers about significant milestones in the child's development or simply to share information. Progress reports are written and sent home three times a year and there are also two formal parents' evenings a year.

The School Day

Children may attend on a part-time or full-time basis.

Morning Session	8.30am – 12pm
Afternoon Session	12.30pm – 3.15pm

The Nursery children all have lunch together in order to promote their social skills. Children only attending morning or afternoon sessions may have a nursery lunch if required. This is charged separately.

Facilities

The Nursery is a purpose built unit with its own toilet facilities and its own secure outdoor play and learning area. The nursery classroom offers a wide range of play and learning opportunities all designed to encourage the all round development of young children.

Curriculum

Our Nursery curriculum is carefully planned in order to ensure that children's learning is effective, exciting, varied and progressive. When planning the Nursery curriculum six areas of learning are taken into consideration as laid down by the Early Years Foundation Stage. These are

Personal, Social and Emotional Development

Activities planned for this area of learning promote emotional, moral, spiritual, social and intellectual development. Children are encouraged to develop a positive attitude towards learning and play.

Communication, Language and Literacy

Children are actively encouraged to communicate their thoughts, ideas and feelings in order to develop positive relationships with the other children and adults. Opportunities to share fiction and non-fiction books, rhymes, songs, poems and stories are available on a daily basis. All children are encouraged to make use of writing resources and to take part in activities that promote reading and writing skills.

Problem Solving, Reasoning and Numeracy

We provide a range of experiences and opportunities, which focus on mathematical learning. Activities focus on numbers, calculation and shape, space and measure. Importantly in this area of learning, the children are encouraged to think about and try to solve mathematical problems independently as well as use mathematical language in their play.

Knowledge and Understanding of the World

Exploration, experimentation, observation, prediction, problem solving and decision making are all part of this learning experience. In this area of learning and development children gain knowledge via practical 'hands-on' activities both indoors and outdoors. The computer in the nursery classroom has been designed specifically with small children in mind and the children have lots of opportunities to use the computer both independently and as part of adult-led activities.

Physical Development

Planned activities and resources provide the children with challenges and opportunities that will promote both fine and gross motor development. Children are given time to use a range of equipment and are encouraged to practice new and existing skills. Nursery dinner time is used as an opportunity to highlight the importance of healthy eating.

Our Specialist P.E. teacher teaches a weekly P.E. lesson where children learn basic skills, movement, balance and control.

Creative Development

A stimulating environment is provided in which children's creativity, uniqueness and imagination are valued. The children are actively encouraged to explore and develop their creative ideas both indoors and outdoors and to utilise the nursery resources in order to enhance their play and learning. Music is a valuable learning and teaching resource and it is used on a daily basis in the nursery to promote the all round development of the children. Nursery children have a weekly dance lesson.

Religious Education

Through prayers, stories, songs and other curriculum areas the children develop morally, socially and emotionally within a caring Christian environment where the emphasis is very much on caring for each other

The Nursery children join the Pre-Prep Department assembly once a week and occasionally attend the celebration of Mass. At Christmas time family and friends of the Nursery children are invited to attend the Nursery Festive Fun afternoon where the Christmas story is told by the children. At the end of the summer term, the Nursery children present their own assembly to the rest of the school and also to friends and family.

St. Joseph's Preparatory School

Pre-Preparatory Department

The Pre-Preparatory Department contains 3 classes - Reception, Pre-Prep One and Pre-Prep Two.

Learning to socialise is an essential part of education and we try to promote awareness of self and sensitivity to others, which are necessary qualities for good personal relationships. The use of correct speech and good manners are always encouraged. We encourage pupils to treat others in the way they themselves would wish to be treated.

Daily Programme

Breakfast Club	07.45am – 08.15am	
School Opens	8.15am	
Prayers and Registration	8.50am – 9.00am	
Morning Classes	9.00am – 11.55am	
Break	10.30am - 10.50am	
Lunch	11.55am – 1.00pm	
Afternoon classes	1.00pm – 3.25pm	10 minutes afternoon break included in this session

The curriculum here is designed to give pupils a good general education both academic and practical in the core curriculum over 3 years, with special emphasis being put on English, Mathematics and Science.

Language and Literacy are of major importance in every child's early education and are given high priority within the curriculum. Language and Literacy skills are recognised as the main tools of learning and communication. The reading schemes used throughout the Department begin to be used in the Reception Class. Since September 1998, the National Literacy Strategy has been incorporated and ensures that all children are taught the key skills of reading, writing, speaking and listening.

In the Reception Class children are introduced to the Abacus Mathematics Scheme, which covers all areas of Mathematics appropriate to the Pre-Preparatory Department. This includes re-inforcement and extension work. Children in Pre-Prep Two are encouraged to learn and use multiplication tables.

Children are introduced to investigative Science at the Reception Class level and this programme is developed throughout the Department. Breadth is given to the

curriculum by the introduction of Topic work and Class projects, which give opportunity to experience subjects such as History, Geography, Personal, Social, Health, Citizenship Education, Religious Education, Art and Information and Communication Technology. Pupils use the school's computer suite as well as the classroom computers.

The introduction of French in the Nursery is developed in the Reception Class when specialist teaching begins.

In French, we use the communicative approach as opposed to the grammatical method of teaching. This is in line with the requirements for the GCSE syllabus where great emphasis is placed on oral and listening skills. The children learn about France, the country and the French way of life. We hope in this way to give pupils a flavour of France and a thirst for modern languages ready for them to participate fully in the European Community in future years.

As well as the Physical Education programme, children in the Pre-Preparatory Department (Pre-Prep One and Pre-Prep Two) are able to take part in extra-curricular ballet lessons.

All children take part in daily prayer and there is a weekly pattern of assemblies including regular 'whole school' assemblies. Friday is our Success Assembly where children's achievements are acknowledged. Throughout the year, each class takes it in turn to lead an assembly to which parents are invited. The School celebrates Mass regularly throughout each term.

It is the aim of the Department to give each child homework every evening. This may not be possible in the early weeks of the Reception Class. When Reception children have settled they will follow the Departments homework pattern:

Reception	Reading books / Reading activities (3 times a week)
Pre-Prep One	As for Reception, plus Spelling / Number work
Pre-Prep Two	As for Pre-Prep One and some learning homework. During Term Two some learning homework will be introduced with the reading books. In Term Three, the pupils will begin to prepare for entry into the Preparatory Department and some of their homework will be written and will need to be signed.

St. Joseph's Preparatory School

Preparatory Department

The Preparatory Department contains 4 classes - Prep 3, Prep 4, Prep 5 and Prep 6.

The Preparatory Department timetable is designed to keep children's eager and inquisitive minds fully occupied, and to give them a secure grounding on which to build their future educational success. The Department is traditional in its insistence upon high standards of work, appearance, punctuality, manners and behaviour. The essence of discipline is self-discipline and we endeavour to help all pupils to discover and realise its importance and to make it a significant part of their lives. Study skills are developed in early years and we expect and value parental involvement and support in the development of all our pupils.

Daily Programme

Breakfast Club	07.45am – 08.15am
School Opens	8.15am
Prayers and Registration	8.50am – 9.00am
Morning Classes	9.00am – 11.55am
Break	10.30am - 10.50am
Lunch	12.00pm – 1.00pm
Afternoon classes	1.00pm – 3.25pm

The curriculum is designed to give pupils a general academic education in the core curriculum over 4 years with special emphasis being on English, Mathematics and Science. The pupils are not streamed and are taught in mixed ability classes. Throughout the day, pupils are taught by subject specialist teachers and move to subject based classrooms.

In the first year (Prep 3), the pupils will be introduced to the Mathematics scheme, which operates throughout the Department. It is a scheme combining both traditional and practical approaches to Mathematics and is supplemented by other schemes. Pupils will also be encouraged to learn multiplication tables and will be regularly tested on Mental Arithmetic.

A structured reading scheme is also in operation in classes offering a variety of reading materials. The National Literacy Strategy has now been incorporated into the Prep Curriculum.

A balanced curriculum emphasises the acquisition of excellent basic skills in Reading, English, Mathematics and Science. These are complemented by Design Technology, History, Geography, Religious Education, Music, Art, Physical Education, French and Italian. All of which are an important part of our curriculum. Latin and Classics are also offered as part of the curriculum for Years

3, 4, 5 and 6. Latin provides a very good basis for Literacy and the development of language. Information and Communication Technology is also a part of the curriculum for Years 3, 4, 5 and 6.

Each pupil has homework daily. The pattern of homework for the Preparatory Department is as follows:

Prep 3 has 20 minutes of homework each evening plus reading.

Prep 4 has 30 minutes of homework each evening plus reading.

Prep 5 has 45 minutes of homework each evening plus reading.

Prep 6 has 45 minutes to an hour's homework each evening plus reading.

Speech and Drama lessons are available during the lunch break. Pupils take the Guildhall Music and Drama examinations when they achieve the required standard of competence. Children who take part in these lessons also have the opportunity to participate in Music and Drama Festivals. These are private lessons and are not included in the normal term's fees.

All children in the Department will be encouraged to sing, perform and listen and above all enjoy their music. Using keyboards and percussion instruments they will be introduced to pitch and rhythm and basic composition. Listening skills will begin to develop along with the elementary theory of music. Study will include music from other cultures, pop, jazz and the composers that make up the standard classical repertoire.

The School boasts a flourishing choir which regularly goes out to perform. Prep children are encouraged to develop their musical skills by performing in the Worship Group.

Visiting staff will be on hand to provide instrumental tuition on most instruments.

All children take part in daily collective worship and there is a weekly pattern of assemblies. Friday is our Success Assembly where children's achievements are acknowledged. Throughout the year each class takes it in turn to lead an assembly to which parents are invited.

The School celebrates Mass regularly throughout the term.

OUR SCHOOL MOTTO IS:

Growing in Faith and Knowledge

OUR SCHOOL MISSION STATEMENT

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School recognises its legal duty to work with social services departments and other agencies, such as OFSTED acting on behalf of children in need or enquiring into allegations of abuse. We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively. St Joseph's Preparatory School's Child Protection Policy follows the guidelines laid down by the City of Stoke on Trent Area Protection Committee, Inter Agency Procedures and Stoke Protecting All Children in Education (SPACE)'.

Our motto '**Growing in Faith and Knowledge**' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

Code of Conduct

1. All members of the school community are asked to respect each other.
2. All children are expected to respect their teachers, other adults and fellow pupils.
3. All children are expected to respect their own and other people's property and to take care of books and equipment.
4. Children are asked to be well-behaved, well-mannered and attentive.
5. Children should walk (not run) when moving around school.
6. If a child has a grievance against another child, it must be reported to a member of staff who will deal with the matter.
7. Physical violence is not acceptable, neither is retaliation. Repeated or serious incidents will lead to exclusion.
8. Foul or abusive language and unacceptable behaviour ie spitting must not be used.
9. Children are expected to be punctual.
10. Children must not bring sharp or dangerous instruments to school, or any item that might cause a problem.
11. Children should wear the correct school uniform. Jewellery or trainers should not be worn. Hair attire should be simple and in school colours.

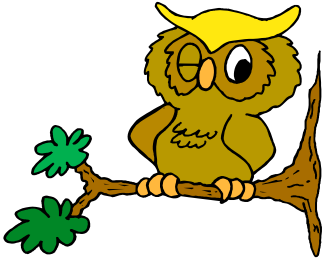
Policies

- **St. Joseph's Preparatory School holds the following Policies:**
 1. **Pastoral**
 2. **Health & Safety**
 3. **Staffing**

Included in the above Policies are the above:

Safe Guarding Children Policy
Complaints Policy
Anti Bullying Policy
Behaviour & Discipline Policy

All Policies are available on request.



Joe's Club

Joe's Club is the Before and After School Childcare Facility for children at St Joseph's Preparatory School and is provided for children whose parents need to drop them at School before 8.30am and collect them later than 3.25pm.

Joe's Club runs from 7.45am to 8.15am every school day morning with breakfast provided and from 3.25pm to 5.50pm every school day. Joe's Club is located either in the School Hall or in designated classrooms.

Nursery and Pre-Prep children are separated from the older Prep children for at least the first hour to ensure that their individual needs are met.

Children are able to take part in a wide variety of play activities and refreshments are provided. Opportunities are provided for children to do their homework at the Club.

Joe's Club is a very popular facility and as a result we ask that a separate Registration Form be completed to ensure that our pupil to staff ratios comply with the current guidelines.

Joe's Club is charged separately and you are invoiced in arrears for the sessions used.

School Extra Curricular Activities

The school also offers a wide range of extra curricular activities.

- ❑ Art Club
- ❑ Ballet
- ❑ Chess Club
- ❑ Cookery Club
- ❑ Craft Club
- ❑ Dance Workshop
- ❑ Football / Rugby / Cricket Club (seasonal)
- ❑ Football coaching with Stoke City FC Coaches
- ❑ Gardening Club
- ❑ Gymnastics Club
- ❑ Keyboard Club
- ❑ Magic Maths Club
- ❑ Nature Club
- ❑ Netball / Lacrosse Club (seasonal)
- ❑ Recorder Groups
- ❑ Regular Sporting Activities
- ❑ School Choir
- ❑ Speech and Drama Lessons
- ❑ Tennis Academy
- ❑ Warhammer / Strategy Games

Our Extra Curricular Activities are often over subscribed, particularly in the Autumn and Spring Terms.

In many clubs numbers are limited for Health and Safety reasons.

In order to try and ensure fairness any club that is oversubscribed has all the children's names entered into "a hat" a draw is then made to make a list of children who are able to take part. Parents of children who are unsuccessful will be reimbursed.

School Fees 2011 / 2012

As from 1st September 2011, the School fees will be as follows:

- Nursery - £1,550 per term
(£29.50 per day and £21.00 per half-day session – (either morning *or* afternoon)
- Pre-Prep - £1,940 per term
- Prep - £2,048 per term

There are 3 terms per academic year.

- **Joe's Breakfast Club**
Free of Charge to include a Breakfast 7.45am to 8.15am (breakfast is served until 8.10am)
- **Joe's Club - After School Care**
£3.00 up to and including the first hour (3.30pm until 4.30pm)
£4.00 for any period between the first hour and the end of session (3.30pm until 5.50pm)
Late collections from Joe's Club after 5.50pm will result in an additional fee of £10.00.

Sibling Discounts

The sibling discount will be 10% of the youngest child's fees, for the period which both children are in attendance at the school.

Payment of School Fees

School fees are payable on the first day of term unless parents choose to pay by direct debit. If paying by direct debit the terms fees are split over the period of the term, either three months or four months accordingly.

Fee for Direct Debit Facility is 1% of fee element.

There is no payment made during August.

Your invoice will identify amounts and dates of direct debt payments.

The School's Terms and Conditions require parents to give the school a full term's notice or alternatively a full term's fees in lieu of notice if they wish to remove their child from school.

Early Years Funding

All three and four year olds are now entitled to government funding towards their child's early years education. In short this means that for three terms after a child's third birthday and three terms after a child's fourth birthday the parent will be entitled to a grant towards payment of their child's school fees. This is claimed each term on your behalf and deducted from the following terms fees invoice. The Early Years Education Grant is currently £1938 per annum, for a child that attends five sessions (2 ½ days) or more per week.

School Lunches

£3.36 per day.

School Uniform List

Uniform List (All Years)

BOYS' WINTER

School blazer
School tie (not Nursery/Reception)
School jumper
White shirt (white polo shirt for Nursery/Reception)
Long school grey trousers
Plain black shoes (no ankle boots)
Grey short socks
3-in-1 School Coat
Black / Red Hat, Scarf and Gloves
School cap (Pre-Prep and Nursery only)
Tabard for Nursery/ Reception
Art Apron for Pre-Pre & Prep Departments

BOYS' PE KIT

PE T-shirt
White shorts
White Short Sports Socks and Long Red or Black Sports Socks

Black pumps (indoor)
White trainers (outdoor) (Pre Prep & Prep)
White trainers (outdoor)(Nursery & Reception Class for the Summer Term Only)

School black tracksuit (Pre Prep & Prep)
Shin pads and gum shield
School red shoe bag

GIRLS' WINTER

School blazer
School tie (not Nursery/Reception)
White blouse (white polo shirt for Nursery/Reception)
School jumper
School skirt / (Pinafore Nursery only)
Black non patterned tights
Plain black low heeled shoes (not suede). The heel must not exceed 4cms.
Black / Red Hat, Scarf and Gloves
3-in-1 School Coat
School Boater Nursery, Reception & Pre-Prep only)
Tabard for Nursery/ Reception
PP1 and PP2 Pink Ballet Outfit – pink leotard, cardigan, Tutu/skirt, tights and shoes
Art Apron for Pre-Pre & Prep Departments

GIRLS' PE KIT

PE T-shirt
White shorts
Red PE skirt (Prep only)
Shin pads and gum shield
White Short Sports Socks and Long White Sport Socks
School black tracksuit (Reception Class, Pre Prep & Prep)
Black pumps (indoor)
White trainers (outdoor) for Reception, Pre Prep and Prep
School red shoe bag

BOYS' SUMMER

School blazer
School tie (not Nursery/Reception)
School jumper
White shirt (white polo shirt for Nursery/Reception)
School grey shorts
Grey long socks
Tabard for Nursery/Reception
*School baseball or Legionnaire cap
Art Apron for Pre-Pre & Prep Departments

BOYS' GAMES KIT (PREP ONLY)

School rugby shirt (reversible)
Black cotton shorts
Black pumps (indoor)
White trainers (outdoor)
Shin pads and gum shield
Football boots – only required if selected for school football team (Mr Ferris will advise) – **no blades or plastic studs for health and safety**
Rugby boots with removable aluminum studs (BS) if selected for school team or taking part in Extra Curricular Club – **no blades or plastic studs for health and safety**
School black socks with red tops
Towel
*School sports bag
Black swimming trunks (PP2 to P6)
Black Swimming Cap

GIRLS' SUMMER

School dress
School cardigan
White ankle socks
Red/black shoes or sandals (not open toed) – low heeled
School blazer
Tabard for Nursery/Reception
*School baseball or Legionnaire Cap
School Straw Boater Nursery, Reception & Pre-Prep only)
Art Apron for Pre-Pre & Prep Departments

GIRLS' GAMES KIT

As for PE Kit
Towel
*School sports bag
Long white sports socks
Black pumps (indoor)
White trainers (outdoor)
Foam Hockey shin pads and gum shield
Black swimming costume (PP2 to P6)
Plain red or black swimming Cap (PP2 to P6)

Please note the following:

- As PE and Games are very much weather dependent, Prep children are asked to bring pumps/trainers/ to every PE lesson and pumps/trainers/football/rugby boots to every Games lesson.
 - A Sporting Timetable will be stuck into homework diaries to inform which Sports are being played in which term.
- Boys' hair should be conventionally cut (no fashion cut). Boys' hair should be kept in a smart style and should be no longer than collar length.
 - Girls' hair, which is longer than collar length, should be tied with red or black accessories.
 - No nail varnish should be worn at any time.
 - For health and safety reasons, the wearing of jewellery is not allowed at all.
- Please ensure that all items of clothing are **CLEARLY LABELLED with 'STITCHED IN LABELS' – NO IRON ON OR MARKER PEN TO BE USED.**
 - School uniform supplier is Clive Mark School wear, 25 High Street, Newcastle under Lyme Tel: 01782 621721.
 - Items marked with an * are available from the School office.

How to Apply

Prospective parents are always welcome to make an appointment to meet Mrs Hutchinson and view the School.

Entry to the Nursery and Pre-Preparatory Department is by interview.

Entry to the Preparatory Department is by an interview. Children are invited to come and spend a day with us, during which time the children applying for PP2 upwards take Standardised Tests in English and Maths. This is presented in a relaxed and informal way allowing the school to assess a prospective pupil's academic achievements and areas for development. This is not an entrance examination.

On completion of your application form and receipt of your Administration Fee, your child's name will be placed on the respective waiting list.

Once an offer of a place has been made, you will be required to complete the Admission Acceptance Form and forward a Registration Fee. This Registration Fee is held as a deposit and refunded during the child's last term in School (i.e. it will be deducted from the last term's fee).

Mrs S D Hutchinson
Headteacher
St Joseph's Preparatory School
Rookery Lane
Trent Vale
Stoke-on-Trent
ST4 5RF

Telephone: 01782 417533

Fax: 01782 849327

E-Mail: enquiries@stjosephsprepschool.co.uk

www.stjosephsprepschool.co.uk

APPLICATION FORM (Nursery)

Child's Surname	Christian Names
Date of Birth	Nationality
Address	
Postcode	
E-Mail Address (Please State Clearly):	
Telephone (Home)	Telephone (Daytime)
Date for which admission is requested	
Religion of Child	
Religion of Father	
Religion of Mother	

Present Parish	Place and Date of Baptism
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Have any family members attended St Joseph's? If so please state dates of attendance.

Father's name	Father's nationality
Father's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Father's Occupation	

Mother's name	Mother's nationality
Mother's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Mother's Occupation	

Special family circumstances (please write in confidence, circumstances such as single parent family and, if parents are divorced or separated, please make clear who has legal custody).

Siblings: please name brothers and sisters with dates of birth and school attended.

Health: Does the applicant have any physical or other disability, or medical condition of which the school should be aware? If yes, please give details.

Please tick which sessions you would like your child to attend

	Mornings	Afternoons	School Lunch	After School Care	Before School Care
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by parents or Guardian

I declare the above particulars to be true and correct and if my child is accepted by the school, I agree to be bound by the terms and conditions as outlined in the school literature and as amended from time to time, I understand that the School's Terms and Conditions require parents to give the school a full term's notice or alternatively a full term's fees in lieu of notice if they wish to remove their child from school and I will ensure that my son/daughter abides by the school's rules and regulations throughout his/her attendance at St Joseph's Preparatory School.

Father's or Guardian's Signature	Date
Mother's or Guardian's Signature	Date
PLEASE TICK THE APPROPRIATE BOX IF YOU DO NOT WISH YOUR CHILD'S PHOTOGRAPH TO BE TAKEN FOR OUR DISPLAYS / MARKETING ETC *	* PLEASE TICK

Enclosures: Please note that the following must accompany this form. No application will be registered until all documents and the administration fee have been received.

1. Administration fee (non-refundable) £20.00. This covers the processing of the application form.
2. A copy of your child's birth certificate.
3. A photocopy of the Baptismal Certificate

APPLICATION FORM

Child's Surname	Christian Names
Date of Birth	Nationality
Address	
Postcode	
E-Mail Address: (Please State Clearly)	
Telephone (Home)	Telephone (Daytime)
Previous Schools Attended (with dates)	
Religion of Child	
Religion of Father	
Religion of Mother	
Date for which Admission is requested & Form	

Present Parish	Date of Baptism	Parish in which Baptised
Has your child made his/her first confession? (please give date)	Has your child made his/her first communion? (please give date)	Has your child been confirmed? (please give date)

Have any family members attended St Joseph's? If so please state dates of attendance.

Father's name	Father's nationality
Father's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Father's Occupation	

Mother's name	Mother's nationality
Mother's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Mother's Occupation	

Special family circumstances (please write in confidence, circumstances such as single parent family and, if parents are divorced or separated, please make clear who has legal custody).

Siblings: please name brothers and sisters with dates of birth and school attended.

Health: Does the applicant have any physical or other disability, or medical condition of which the school should be aware? If yes, please give details.

Before and After School Care Clubs

Please tick if you will require any of these services.	Before School Care	After School Care
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by Parents or Guardian

I declare the above particulars to be true and correct and if my child is accepted by the school, I agree to be bound by the terms and conditions as outlined in the school literature and as amended from time to time, I understand that the School's Terms and Conditions require parents to give the school a full term's notice or alternatively a full term's fees in lieu of notice if they wish to remove their child from school and I will ensure that my son/daughter abides by the school's rules and regulations throughout his/her attendance at St Joseph's Preparatory School.

Father's or Guardian's Signature	Date
Mother's or Guardian's Signature	Date
PLEASE TICK THE APPROPRIATE BOX IF YOU DO NOT WISH YOUR CHILD'S PHOTOGRAPH TO BE TAKEN FOR OUR DISPLAYS / MARKETING ETC *	* PLEASE TICK

Enclosures: Please note that the following must accompany this form. No application will be registered until all documents and the administration fee have been received.

1. Administration fee (non-refundable) £20.00. This covers the processing of the application form.
2. A copy of your child's birth certificate.
3. A photocopy of the Baptismal Certificate.
4. Photocopy of last report from the applicant's present school.

DISABILITY APPLICATION FORM

PLEASE COMPLETE THIS FORM AS FULLY AS POSSIBLE. IT HELPS US
UNDERSTAND THE APPLICANT'S NEEDS.

IF APPLYING FOR NURSERY PLEASE FILL IN SEPARATE NURSERY APPLICATION FORM

Please return this form, two weeks prior to the applicants visit.

Child's Surname	Christian Names
Date of Birth	Nationality
Address	
Postcode	
E-Mail Address: (Please State Clearly)	
Telephone (Home)	Telephone (Daytime)
Previous Schools Attended (with dates)	
Religion of Child	
Religion of Father	
Religion of Mother	
Date for which Admission is requested & Form	

Present Parish	Date of Baptism	Parish in which Baptised
Has your child made his/her first confession? (please give date)	Has your child made his/her first communion? (please give date)	Has your child been confirmed? (please give date)

Have any family members attended St Joseph's? If so please state dates of attendance.

Father's name	Father's nationality
Father's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Father's Occupation	

Mother's name	Mother's nationality
Mother's address (if not the same as the applicant's)	
Postcode	
Telephone (Home)	Telephone (Daytime)
Mother's Occupation	

<p>Special family circumstances (please write in confidence, circumstances such as single parent family and, if parents are divorced or separated, please make clear who has legal custody).</p>

<p>Siblings: please name brothers and sisters with dates of birth and school attended.</p>

<p>Medical Details</p> <p>Name of General Practitioner (GP): NHS Number:</p> <p>Address of GP including Post Code:</p> <p>GP Telephone Number:</p> <p>GP Telephone E-mail:</p>

Please State Primary Care Trust (PCT):		
Name of Consultant:	Hospital:	Specialist Area: e.g. Orthopedic, etc.
Name of Consultant:	Hospital:	Specialist Area: e.g. Orthopedic, etc.
Social Services Name of Social Worker:	Address of Social Worker:	Telephone Numbers for Social Worker:

E-Mail Address for Social Worker:		Any Additional Notes:	
<p>Skills, Independence & Social Interaction:</p> <p>Mobility:</p> <p>Primary Mobility – Please Tick (✓) 1 only:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully Ambulant <input type="checkbox"/> Walks with Crutches / Aids <input type="checkbox"/> Self-Propelled Wheelchair User <input type="checkbox"/> Requires pushing in a wheelchair <input type="checkbox"/> Powered wheelchair / scooter user <input type="checkbox"/> Other 			
Local Wheelchair Centre:			
Does the Applicant Have:	Yes	No	Please Give Details When Appropriate:
A Loaned Manual Wheelchair	<input type="checkbox"/>	<input type="checkbox"/>	NHS / Shared / Independent
An EPIOC (Electronically Powered Indoor / Outdoor Chair)	<input type="checkbox"/>	<input type="checkbox"/>	NHS / Shared / Independent
<p>Communication</p> <p>Please Tick (✓) 1 only:</p>			
Fully Intelligible Speech	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
Partially Intelligible Speech	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
Unintelligible Speech	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
Communication Aids: Low tech	<input type="checkbox"/>	<input type="checkbox"/>	Please Give Details:
Communication Aids: High Tech	<input type="checkbox"/>	<input type="checkbox"/>	Please Give Details:
<p>NOTE: if the applicant uses any communication equipment or aids it is ESSENTIAL that you bring them / it with you on your visit.</p>			
<p>Any Other Information: e.g. emotional, behavioral, visual, hearing, feeding / eating and dietary issues, any other specialist equipment used, or any other information which you feel may help us better understand the needs of your child (continue on separate sheet if necessary):</p>			

St. Joseph's Preparatory School adheres to the 1998 Data Protection Act. The information we are asking for may be placed in a manual file, placed on a computer database and passed to other individuals both internally and externally who are involved with your child. By signing / completing this form, you are agreeing to the above statement. If you do not agree to any aspect of this, please inform the Headteacher in writing.

Name:	Date:
Signed:	
Comments:	

Before and After School Care Clubs

<i>Please tick if you will require any of these services.</i>		Before School Care	After School Care
<i>Please Note: Separate Registration Forms will need to be completed.</i>	Monday	<input type="checkbox"/>	<input type="checkbox"/>
	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
	Thursday	<input type="checkbox"/>	<input type="checkbox"/>
	Friday	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by parents or guardian

I declare the above particulars to be true and correct and if my child is accepted by the school, I agree to be bound by the terms and conditions as outlined in the school literature and as amended from time to time, I understand that the School's Terms and Conditions require parents to give the school a full term's notice or alternatively a full term's fees in lieu of notice if they wish to remove their child from school and I will ensure that my son/daughter abides by the school's rules and regulations throughout his/her attendance at St Joseph's Preparatory School.

Father's or Guardian's Signature	Date
Mother's or Guardian's Signature	Date
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**Mrs S D Hutchinson
Headteacher**

**Chair of Governors
Mr E Ditchfield**

**St Joseph's Preparatory School
Rookery Lane
Trent Vale
Stoke-on-Trent
ST4 5RF**

Telephone: 01782 417533

Fax: 01782 849327

E-Mail: enquiries@stjosephsprepschool.co.uk

www.stjosephsprepschool.co.uk

**For Matters regarding the trusteeship of the School by the Congregation
of Christian Brothers please contact:**

**Mr W Hammond, Schools Officer
Woodeaves
Hale Barns
Altrincham
Cheshire
WA15 0HF**

Tel: 0161 904 0786

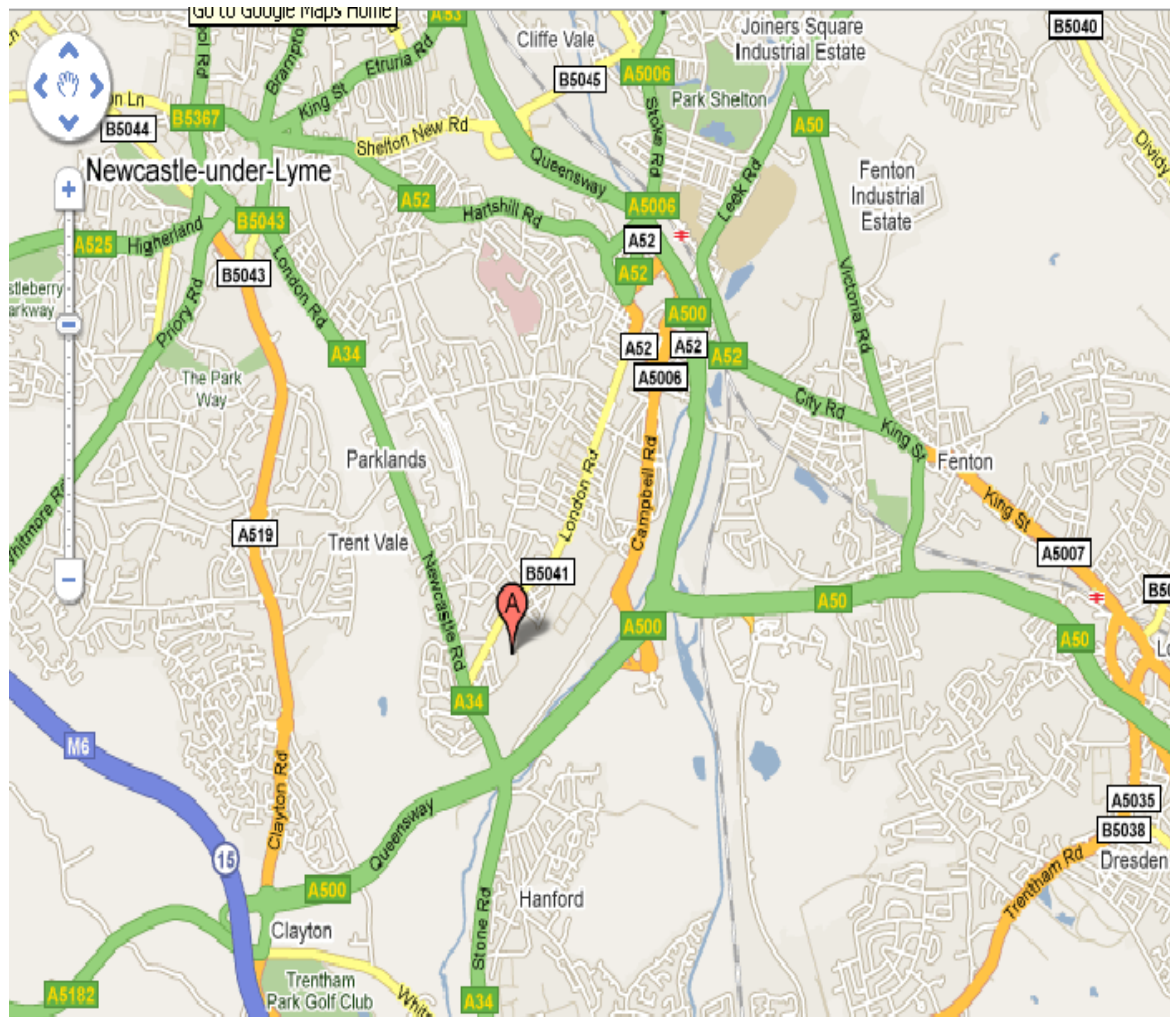
Email: erschoolsuk@hotmail.com

How to find St Joseph's Preparatory School Rookery Lane Entrance

Directions to St Joseph's Preparatory School

1. From M6 take junction 15 exit, go straight on at first roundabout and then follow signs for A34 Newcastle
2. At large roundabout, turn left
3. After about a ¼ mile, turn into 2nd turning on the right (Black Lion Public House on the corner, London Road) Proceed up the hill. On the brow of the hill, pass the main gates of St Joseph's College. Take the next right turning (Rookery Lane) follow the lane past Oakhill Primary School. Do not turn into the first set of gates, but continue until you reach the second set of gates on the right. The Prep school is on the left hand side with a car park opposite.

PLEASE NOTE THAT PREP SCHOOL IS NOT ACCESSIBLE FROM LONDON ROAD EXCEPT VIA ROOKERY LANE.



How to find St Joseph's Preparatory School – Rookery Lane Entrance

