



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 Local Safeguarding Children's Board 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 Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children".

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.
- St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
 - We are a Dyslexia Friendly School.

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

School Development Plan 2011/12

Incorporating Governors Development Plan



The school Development Plan for 2011/12 was developed with all teaching staff using the 5 Outcomes of Every Child Matters Agenda – these are identified in brackets by each Action and are as follows:

1. Be Healthy

2. Stay Safe

3. Enjoy Achieve

4. Make a Positive Contribution

5. Achieve Economic Well Being



Short Term Action

Action	How	Start Date	End Date	Cost £	Who
1. To continue to monitor quality and quantity of work in all areas of the curriculum aiming to add value to all pupils and ensuring that there is consistency throughout both key stages and in all curriculum areas (3 & 4)	<ul style="list-style-type: none"> • Audit Resources • By P.M. Discussions • Subject Specific Action Plans • Book Trawls • Lesson Observations 	September 2011	July 2012	As identified within budget (£3000)	Subject Co-ordinators SDH AH
2. A) To maintain a high quality of marking and monitoring of children's work(2, 3,4)	<ul style="list-style-type: none"> • By being S.M.A.R.T. • By being aware of new initiatives • All staff to adhere to marking policy and ensure they are setting achievable targets • Dissemination of best practice • Peer book scrutinies 	Ongoing Ongoing September 2011 These two targets will commence Sept 2011 and continue throughout the academic year through termly discussions	All staff using marking policies and aiming to implement two stars and a wish – target setting from September 2011 – July 2011	Nil Possible training costs £400 Nil Nil Nil	All staff All staff & Govs Core Subject Leaders and Subject Coordinators
3. To ensure a consistent approach is applied to levelling children's work ensuring that external examination data is in line with captured work, teacher assessed class work and	<ul style="list-style-type: none"> • SMT to review tracking and meet with subject teachers to discuss findings • Provide staff with a standard example of levels and what they should be looking for 	September 2011 September 2011	November 2011 November 2011	Nil Nil	SDH and AH SDH and AH

internally assessed work i.e. Rising stars and Progress Tests	<ul style="list-style-type: none"> Allocate staff meetings to moderate work 	Following Capture Weeks and Examination Weeks	July 2012	Nil	All Staff
4. To prepare for RE inspection	<ul style="list-style-type: none"> Familiarising ourselves with the new Mass Format AH and SDH to take Catholic teachers certificate (see SMT performance management) To source RE training for all staff Prepare prayer tables and worship area 	<p>October 2011</p> <p>Started January 2011</p> <p>May 2012</p> <p>September 2011</p>	<p>Ongoing</p> <p>Ongoing</p> <p>July 2012</p> <p>July 2012</p>	<p>Nil</p> <p>£80 per module(8 to be taken)</p> <p>£50</p>	<p>All Staff</p> <p>SDH and AH</p> <p>RH</p>
5. To ensure that planning is in place enabling an easy transition for new EYFS staff.	<ul style="list-style-type: none"> Implement regular EYFS/ Headteacher meetings 	September 2011	July 2012	Nil	SDH, AT, JK
6. To ensure that EYFS profiles are completed in accordance with guidance	<ul style="list-style-type: none"> Seek advice from LA 	September 2011	July 2012	£250	AT , IB and JK
7. To link Joe's Club into EYFS (1, 2, 3, 4, 5) – By arranging meetings with Joe's Club Manager	<ul style="list-style-type: none"> Regular meetings from both areas Liaison with planning 	September 2011	July 2012	Nil	SDH and PC
8. <u>GOV</u> To inform parents on the information re Sex & Drug Education Available (1, 2, 3, 4, 5)	<ul style="list-style-type: none"> Invite parents in for an evening meeting with representatives from Health Authority and Possibly Police. 	Spring 2012	July 2012	£400	Govs, SDH & AH.
9. To provide sun screens / shade for Tennis Courts (1, 2, 3)	<ul style="list-style-type: none"> Investigate types of screening available (awaiting quotes) 	Started Summer 2009	Ongoing	£3000	S.H. D.F. Staff Govs

St. Joseph's Preparatory School Development Plan 2011 / 2012



Medium Term Action

Action	How	Start Date	End Date	Cost £	Who
1. To promote Drama in the curriculum as an after school activity (1, 3, 4) –	<ul style="list-style-type: none"> To investigate the provision of a Drama Workshop by use of suitable person 	January 2012	January 2013	£20 per hour	SDH and AH
2. To train more people to drive the mini bus (2, 3 & 4) –	<ul style="list-style-type: none"> Identify potential drivers Book training 	Started September 2009 AD to be tested October 2011	Ongoing – Hopefully completed by Easter 2013	£500	Staff Volunteers
<u>GOV</u> 3. To review use of ICT to provide portal to incorporate homework (2, 3 & 4) –	<ul style="list-style-type: none"> To investigate marketing providers and implement a robust system 	Started January 2011	Ongoing – July 2013	£5000	D. Harding. S.H. AH, D. Hood, RE & Govs



Long Term Action

Action	How	Start Date	End Date	Cost £	Who
1. <u>Govs</u> To continue to improve numbers on roll (1, 2, 3, 4, 5)	<ul style="list-style-type: none"> Marketing Open Days 	Started January 2009 Started Spring 2009	Ongoing/ Annually Ongoing/ Annually	£7,000 annually £100	S.H. Bursar, Staff & Govs
2. <u>Govs</u> To relocate kitchen and dining room (1, 2, 3, 4) –	<ul style="list-style-type: none"> By providing Early Years Unit 	September 2010	September 2016	£200,000	S.H. Bursar, E.Y. Staff & Govs
3. <u>Govs</u> To make best use of available space in school building (1, 2, 3, 4 & 5) –	<ul style="list-style-type: none"> Taking professional advice. (Goldstraw and Yorath). Open up administration area. Provide staffroom area. Provide Storage space. Investigate mezzanine flooring. 	Initial advice taken Spring 2010	July 2017	£500,000	All Govs. S.H, Bursar, Staff.
4. <u>Govs</u> To extend Play Provision in EYFS (1, 2, 3, 4, 5)	<ul style="list-style-type: none"> Audit present provision Prepare Action Plan Seek advice r.e. relocation 	July 2011	2014	£10,000	S.H. EYFS STAFF, PC Govs
5. <u>Govs</u> To extend sporting facilities (1, 2 & 3)	<ul style="list-style-type: none"> To investigate options of any available land To provide more resources To look at available grants and funding 	September 2010 September 2010 September 2010	September 2017 September 2014 September 2012	£25,000	S.H. A.B. D.F. & Govs

6. <u>Govs</u> To relocate school to another site (1, 2, 3, 4 & 5)	<ul style="list-style-type: none"> • To seek professional advice regarding the relocation and suitability of site. • Approach CB's and LA r.e. funding • Parental questionnaire to assess general feelings regarding proposed relocation 	September 2013	September 2018	£2 million	SDH. AH. Bursar & Govs

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St. Joseph's Preparatory School is a Registered Charity and a member of the Independent Schools Association and the Catholic Independent Schools Conference