



WELCOME TO  
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

# Parent Handbook 2020

Taking you step-by step through starting school

WALKING IN THE FOOTSTEPS OF JESUS,  
LOVING AND SERVING TOGETHER

# Our Head Teacher says...

Welcome to St Joseph's Catholic Primary School It's great news you have chosen our school for your child. Thank you... you've made a good choice!



We need some information from you. Please follow the steps in this Parent Handbook and hand in the completed forms to the school. Many thanks



# Key Information

## What are our school times?

Due to Covid-19 we have a temporary staggered start and end of our day. You will be informed separately about your drop off and pick up times.

**Start of the day:** 8.50am.

**Morning Break:** 10.30am-10.45am.

**Lunch time** is from 12 noon to 1pm.

**End of Day:** 3.20pm

The school gate is opened at 8.35am and 3.10pm. School gates are locked at 8.50am. Late arrivals must report to reception.

## Wrap-around Clubs

Breakfast and After School Club

KS Childcare (tyKeS) offer a wrap-around childcare facility at our school including breakfast, afterschool and holiday clubs. Available from 7.00am-6.00pm daily, but can be tailored to individual needs (child vouchers accepted). For an informal chat or bookings, please contact KS Childcare directly on: 07733 068519, 07766 016509, [ks.childminderservices@yahoo.co.uk](mailto:ks.childminderservices@yahoo.co.uk)

## Arrivals and departures

**Morning Drop-off :**

Parents and carers are requested to leave their children at the front gate at morning drop-off. This is to encourage children's independence. However, during the first few weeks of school in September, parents and carers may walk their Reception year children down to the class gate at the lower end of the playground. The Head Teacher (or class teacher in the Head Teacher's absence) will be in the playground at morning drop-off. If parents would like a quick word with the Head Teacher then this is an opportunity to do so, but for a more in-depth conversation please book an appointment.

**After-School Pick-up:**

Parents and carers need to come into the school playground to collect their children after school. The teachers will make sure children are released from their class directly to the parent or carer. If you are unable to pick your child up from school, please advise us of the name of your responsible adult. If, for some reason, you are late collecting your child, the school will arrange for them to go to the after-school club, however, this is an outside provider who will charge for their services.

## Uniform

At St Joseph's, the school uniform is rigorously applied. Please see the 'School Uniform Policy' for information. Parents whose children attend school in the incorrect clothing will be contacted by the Head Teacher or class teacher. There is a large supply of new/used uniform available on Wednesdays - please contact the school office. If you have spare uniform you no longer need, please bring it into school as it may be of use to another pupil.

**All items of clothing, including shoes, must be clearly labelled with your child's name.**

**The winter and spring uniform consists of:**

- Short or long-sleeved white shirt, to be worn with a tie
- Green jumper or dark green cardigan
- Grey trousers (regular or tailored, not bootcut or leggings), grey skirt or pinafore dress
- Black, dark green or grey socks or tights
- Black shoes (not boots or trainers)

**The summer uniform consists of:**

- Grey shorts or a green and white striped or green and white checked dress
- Dark or white sandals (socks or tights must be worn)

- Black, dark green or grey tights or black, dark green, grey or white socks

**All** children should have a waterproof coat with a hood in school every day. **No** children are allowed to wear trainers unless they are taking part in a PE lesson.

## PE Kit

For PE all children will need:

- A yellow polo shirt and green shorts with training shoes for outdoor games.
- A tracksuit in the green school colour is also required.
- Spare socks should be brought to change into and girls will not be allowed to take part wearing tights.
- For swimming sessions a swimming cap must be worn.
- All pupils will require trainers for PE lessons.

## Book Bags

Children are to bring their book bags into school every day. Parents are reminded to check their child's book bag every day for homework and letters from school.

Notices and other school communication may also be emailed to parents directly.

## ParentPay Account

As we move towards a cashless school, each child/family will be registered for a personal ParentPay account and you will use this account to make payments for school trips, to purchase school uniform, order and pay for school meals and for some Parent Friend's Association events. We will also use your ParentPay account for communications home and to obtain permissions for school activities. When your child is admitted on to the school roll, log in details are generated and you can then manage your ParentPay account and ensure it is kept up to date.

# Key Information and Frequently Asked Questions

## Food in school

### School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. All hot lunches are freshly cooked on site and are served in the dining room from 12noon. Packed lunches are also eaten in the dining room.

### Ordering and paying

The Government Universal Infant Free School Meal Grant pays for children in Reception, Year 1 and 2 to have a free school lunch. We do not assume that your child would like to take up this free meal, and so you will need to order menu choices two weeks in advance using your ParentPay account.

Parents of children in Year 3, 4, 5 & 6 will also need to order and pay for their school meal two weeks in advance using their ParentPay account. The current cost of a KS2 school meal is £2.40 per day. Parents who are in receipt of qualifying benefits and apply for a Free School Meal, the booking process is the same via your ParentPay account.

### Free school meals

Parents who receive certain benefits, can apply for Free School Meals and we encourage parents to apply, as there are other grants and payments that are offered eg. to help with school trips and alike. If your child is in KS1 or KS2, please talk to the School office, who will assist the application process if needed. All applications are treated confidentially.

### Packed lunch\*

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to make healthy choices. If your child brings a packed lunch to school, it must be in a suitable unbreakable container, clearly labelled with the child's name and class.

## Fruit and Drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has a special dietary need or allergies, please inform the school.

Year 3, Year 4, Year 5 and Year 6 Children in Key Stage 2 may bring a healthy snack\* from home. Please ensure children **do not bring in crisps or chocolate bars for snack time.**

### Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk and this will need to be ordered through the Cool Milk Scheme. The office will assist with this process.

### Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Parents should send their children to school with a suitable, refillable, water bottle. Drinking water is available in all class rooms. Please label water bottles clearly.

**\*Please note that we are a nut free school: children must not bring any nut related products to school.**

**Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!**

## Attendance and absence

At St Joseph's Catholic Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and

punctuality. The school is required to provide attendance records to Wiltshire Council. For any absence, parents are required to inform the school before 8.50am. Parents can send in a written note, email or telephone explaining the absence. If a child has sickness or diarrhoea, parents are requested to keep their child out of school for 48 hours after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

## Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family, etc, to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified of TD (staff training) days as soon as they are known. Parents are also notified, in advance, of proposed dates for School Assessment Testing (SATs) and they should make every effort to ensure their child attends school during that period.

## Request for absence

With this in mind, the Government and Local Authority have now put in place new procedures regarding absence during term time. A request for 'leave of absence' must be applied for to the Head Teacher using the appropriate form. This can be found in the office or on the school website. Leave of absence requests during term time are not granted apart from exceptional circumstances. If holidays are taken during term time without permission, this could result in a penalty notice and parents could be fined.

# Frequently Asked Questions

## Religious Education at St Joseph's

As a Catholic school, our aim is to provide a caring community in which each child has the opportunity to deepen their understanding of the Catholic faith. We believe that the relationship with God should be developed through prayer and worship which are celebrated in classrooms, in the whole school and within the wider community. All the staff, governors and children work hard to promote our mission statement by living as Jesus taught us, so that we can work, learn, play and grow together, by "walking in the footsteps of Jesus living and serving together". In partnership with home and parish, we strive to accompany our pupils as they travel on their faith journey. Children will live their faith, always aware of the presence and love of Christ, guiding them through life. Our curriculum is designed to be creative, inspiring and challenging, to provide opportunities for the children to develop as independent, resilient, confident and successful learners. They will have high aspirations and will know how to make a positive contribution to their community and in the wider society. Religious Education is a core subject which is taught for 10% of time, throughout the week.

## Jewellery and other valuables

Jewellery, including rings, must not be worn to school as nasty accidents can occur. Pupils are allowed to wear one stud 'type' earring in each ear. Other piercings are not allowed, including single ear piercings. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to use mobile phones in school; allowances are made for older children for the journey to and from school. If your child has long hair, they are required to tie their hair back during school hours. Hair 'ties' should be a plain dark colour in keeping with school colours. Nail varnish, dyed hair or fashion/extreme hairstyles are

not permitted.

## Lost Property

The school does not have a lost property box. Please ensure all items that come into school are clearly named, so any lost items can be reunited with their 'owner' straight away.

## Sport

### Inter-School Sports

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities. St Joseph's School participates in and regularly achieves highly in a variety of inter-school sports events, including netball, football, tennis, cricket, rugby, hockey, athletics and cross-country running. So that all pupils develop a healthier and more active lifestyle, we are using our Sports Premium Funding to introduce an exciting and wider range of physical activities to include after-school activities. We aim to utilise our funding throughout to provide a sport or physical activity to engage and excite all pupils, including the less active. We will be continuing as members of the Malmesbury Sports Cluster and we aim to participate in all festivals, tournaments and any other opportunities that are available to us.

## Music

Music is important to us and we have a part-time specialist music teacher. We have an active choir who sing in the local community. St Joseph's also allows private music tuition to take place during school time and we are currently offering piano lessons.

## Clubs

A variety of after-school clubs are provided – some run throughout the school year, others only for a term. Please see the school newsletter for further details. Children enjoy a number of clubs, which

include: Football, Netball, Multi-Sports, Dodgeball, Hockey, Dance, Gymnastics, Chess, Minecraft & Art.

## School trips

The children go on a variety of school trips throughout their time at St Joseph's. Parents will be notified of school trips via their ParentPay account, where payment and permissions will be given. For residential trips a medical form will need to be completed.

## Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but parents may be responsible for organising transport amongst themselves.

## Good Behaviour

St Joseph's School seeks, through its Behaviour Policy to develop an ethos wherein good behaviour and discipline are expected. Good behaviour is recognised through certificates, stickers and awards. Any incidents of poor behaviour are dealt with immediately and appropriate sanctions are put in place.

## Special Educational Needs

At St Joseph's we recognise that all children have individual needs and should be treated as individuals. All children have the right to an inclusive broad, balanced and relevant curriculum including extracurricular activities where appropriate and full access to the National Curriculum. We believe in providing every possible opportunity to develop the full potential of all our children, within a supportive, secure and stimulating environment. Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match individual learning needs.



# Frequently Asked Questions

## Emergency school closures

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather please see the School Website, our Facebook page or class Dojo, for advice on school closures in the case of snow.

## Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be made to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please nominate an adult to collect your child in your absence. KS Childcare can also be utilised at short notice. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## Health and welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing / vision tests and flu immunisation. The nurses' team is also available for any advice or issues you may want to discuss.

## Medical conditions

Parents need to sign their children out of and back into school, at the school office, if their child needs to attend a medical appointment.

## Medication

The school is not permitted to administer medication unless it is a long term condition that requires prescription drugs. For example: inhalers, epi-pen. All medication permitted to be administered by the school has to be prescribed by a doctor. The medication must be provided in its original packaging with the prescription label attached detailing the dose and frequency allowed. Parents are

required to complete the Medicine in school form authorising the school to administer the prescribed medication. Parents are also responsible for ensuring the medication held in school is within date. The school accepts no responsibility for out of-date prescribed medication. No other medication should be brought into school by the children, including cough sweets, eye drops, skin cream etc. Please inform the school office of any medical changes.

## Sickness

If a child has sickness or diarrhea, parents are requested to keep their child out of school for 48 hours after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

## Illness/accidents

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Parents are required to complete an 'Emergency Contact Information' card at the beginning of each school year. This is to ensure the school has up to date information to contact the appropriate person in an emergency. Parents are required to provide at least two alternative emergency contacts (other than themselves) and provide updates when those contact details change.

## First Aid in school

Any child requiring first aid will be dealt with by a first-aider. An 'accident report form' will be put into your child's book bag if the accident involves a head injury. If the accident is serious, the school will contact parents and/or ambulance service if necessary.

## Working with parents

### Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal means. Our policy is to keep an open door for parents at all times but we do encourage parents to book an appointment for a mutually convenient time.

### Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held twice a year for you to discuss the progress of your child. Parents are encouraged to discuss any issues with their class teachers on an ongoing basis. Please do not wait for parents evening if you would like to discuss an issue with the class teacher.



# Frequently Asked Questions

## Parent Consultations

These occur twice a year, with a drop in session at the end of the year. These meetings give parents the opportunity to meet with their child's class teacher for a ten minute appointment. It is preferable if you attend without your child or other siblings. Please be aware that appointment times are in the afternoon and early evening. So if you are a working parent or carer, you may need to change your

normal working or childcare schedule.

## Communication from school to parents

Most communication from school will either be emailed through your ParentPay account, in the school newsletter, in pupil's book bags or by class Dojo. Please ensure these are checked regularly and emails checked on a daily basis.





# Meet the Staff and Governors

## Our current members of staff are:

Mrs Sue Woods – Headteacher

Mrs Helen Lever—Assistant Headteacher and Special Educational Needs Leader

Miss Rebecca Just – St Anthony Class Teacher

Mrs Debbie Cambray—Smith - St Aldhelm Class Teacher

Mrs Ellie Green - St Aldhelm Class Teacher

Miss Rachel Soper – St Lawrence Class Teacher

Mrs Kelly Butt – St Francis Class Teacher

Mr John Dawson – St Scholastica Class Teacher

Mrs Alison Smith – St Anthony Class Teaching Assistant

Miss Pollyanna Druce—St Anthony Class Teaching Assistant

Mrs Mandy Payne – St Aldhelm Class Teaching Assistant

Mrs Rachel Murphy —St Lawrence Class Teaching Assistant

Mrs Karoline Wheeler-Browne —St Aldhelm Class Teaching Assistant

Mr Steve Paginton—St Lawrence Class Teaching Assistant

Mrs Toni Vella-Sultana – St Francis Class Teaching Assistant and Lunchtime Supervisor

Mrs Sarah Bennett — St Scholastica Teaching Assistant, Higher Level Teaching Assistant and Lunchtime Supervisor

Mrs Hanna Webb — St Scholastica Class Teaching Assistant and Lunchtime Supervisor

Mrs Anita Druce – School Business Manager

Mrs Linda Byrne – Office Administrator

Mrs Nicola Kershaw – Office Administrator

Mrs Mel Weeks – Lunchtime Supervisor

Miss Faye Cook – Lunchtime Supervisor

Mr Isaac Owen – Lunchtime Supervisor

Mrs Sharon Rexworthy – Catering

Mrs Nicky Barnett – Catering

## Current members of the Governing Body are:

Mrs Nuala Oughton – Chair & Foundation Governor

Mrs Rachel Copeland — Vice Chair & Parent Governor

Mr Colin Kershaw — Local Authority Governor

Mrs Theresa Adams – Foundation Governor

Deacon Steve Boughton – Foundation Governor

Mrs Louise Talkowski – Foundation Governor

Mr Gregory Fauvarque – Foundation Governor

Mr Matthew Pardo – Foundation Governor

Mrs Janine Birkin-Hewitt — Foundation Governor

Mrs Rachel Copeland – Parent Governor

Mr Steve Croft – Parent Governor

Mrs Anita Druce – Associate Governor

Mrs Helen Lever – Staff Governor

Mrs Nicki Warne – Clerk



# Term Dates 2020-2021



**St Joseph's Catholic Primary School**

**Term Dates including 5 Staff Development days identified by**



School Term and Holiday Dates 2020/21

**Wiltshire Council**  
Where everybody matters

	August/September					October					November					
Monday	31	7	14	21	28		5	12	19	26		2	9	16	23	30
Tuesday	1	8	15	22	29		6	13	20	27		3	10	17	24	
Wednesday	2	9	16	23	30		7	14	21	28		4	11	18	25	
Thursday	3	10	17	24		1	8	15	22	29		5	12	19	26	
Friday	4	11	18	25		2	9	16	23	30		6	13	20	27	
Saturday	5	12	19	26			3	10	17	24	31		7	14	21	28
Sunday	6	13	20	27			4	11	18	25		1	8	15	22	29

	December					January					February					
Monday		7	14	21	28		4	11	18	25		1	8	15	22	
Tuesday	1	8	15	22	29		5	12	19	26		2	9	16	23	
Wednesday	2	9	16	23	30		6	13	20	27		3	10	17	24	
Thursday	3	10	17	24	31		7	14	21	28		4	11	18	25	
Friday	4	11	18	25		1	8	15	22	29		5	12	19	26	
Saturday	5	12	19	26		2	9	16	23	30		6	13	20	27	
Sunday	6	13	20	27		3	10	17	24	31		7	14	21	28	

	March					April					May					
Monday	1	8	15	22	29		5	12	19	26		3	10	17	24	31
Tuesday	2	9	16	23	30		6	13	20	27		4	11	18	25	
Wednesday	3	10	17	24	31		7	14	21	28		5	12	19	26	
Thursday	4	11	18	25		1	8	15	22	29		6	13	20	27	
Friday	5	12	19	26		2	9	16	23	30		7	14	21	28	
Saturday	6	13	20	27		3	10	17	24		1	8	15	22	29	
Sunday	7	14	21	28		4	11	18	25		2	9	16	23	30	

	June					July					August					
Monday		7	14	21	28		5	12	19	26		2	9	16	23	30
Tuesday	1	8	15	22	29		6	13	20	27		3	10	17	24	31
Wednesday	2	9	16	23	30		7	14	21	28		4	11	18	25	
Thursday	3	10	17	24		1	8	15	22	29		5	12	19	26	
Friday	4	11	18	25		2	9	16	23	30		6	13	20	27	
Saturday	5	12	19	26		3	10	17	24	31		7	14	21	28	
Sunday	6	13	20	27		4	11	18	25		1	8	15	22	29	

## Bank and Public Holidays 2020/2021

Christmas Day Holiday	25th December 2020	Term 1	37
Boxing Day Holiday	28th December 2020	Term 2	35
New Years Holiday	1st January 2021	Term 3	30
Good Friday	2nd April 2021	Term 4	29
Easter Monday	5th April 2021	Term 5	29
May Day Holiday	3rd May 2021	Term 6	35
Spring Bank Holiday	31st May 2021	TOTAL	195
Summer Bank Holiday	30th August 2021		



# Happy and Dedicated

St Joseph's is a happy school with hard working and dedicated staff that are committed to developing each child's full academic and spiritual potential. We all recognise that our purpose is to provide the very best quality learning experience for each child within a secure and happy environment where mutual respect is paramount.

We aim to...

- Provide children with opportunities to excel in all areas in an environment where they feel loved and developed as individuals.
- Celebrate achievements in all aspects of the children's work.
- Be committed to a high standard of teaching.
- To develop well rounded individuals, who are confident, independent learners, secure in their own talents and skills.
- Recognise that children have a right to achieve, irrespective of their academic or social ability, to be creative in their lives and to find fun in learning.
- Act as good role models, emphasising respect and kindness – working towards common goals with a commitment to our own continuing professional development.

The children at St Joseph's School will be noted for being happy, confident, motivated, well behaved, smart and caring and as such will be a respected part of the community.



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LOVING AND SERVING TOGETHER**