



Saint Joseph's

CATHOLIC SCHOOL

St Joseph's School Guide



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Senior Leadership Team	
Headteacher:	Mrs Ridley
Deputy Headteacher:	Mr McHale
Assistant Headteacher (Head of KS4):	Mr McGuinness
Assistant Headteacher (Head of KS3):	Mr Rooney
Assistant Headteacher (Pupil Parent) :	Mrs Nobis
Senior Leader Behaviour & Welfare:	Mrs McHale
Bursar:	Mrs Martin

Pastoral Team	
Pastoral Manager:	Miss Stanistreet
Head of Francis House:	Mrs Barratt
Head of Vincent House:	Mr Blake
Head of Margaret House:	Mr Ford
Head of Teresa House:	Mrs Becher

The school operates a House system which encourages a sense of identity and an element of competition. Each pupil will be in a form, which is attached to a particular house group. Your child will be put into their house on the induction day.

Who should I go to if I need help?

If your child has a problem there are a variety of people who can help:

- The House Tutor has particular responsibilities for day-to-day issues.
- If the issues are about teaching and learning, for instance homework, you should contact Mr Rooney.
- If there is an issue regarding Special Educational Needs (SEN), please contact Mr Horrobin (SENCO).
- If there is a major issue over which you have concerns such as bullying, please contact Mrs McHale.
- If you have a query about administration, such as uniform etc, please contact Mrs Scott.
- If you have a query regarding one of your child's subjects, in the first instance contact their subject teacher (see staff list overleaf).



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Staff List	
English	Mrs Pearson (Head of Department) Mrs Harris Mrs Bradbury Mrs McHale Mrs Cullis Mrs Halls
Mathematics	Mrs Henry (Head of Department) Mr Cordell Mrs Byam Mr Rose Mrs Morgan Mrs Jackson
Science	Mrs James (Head of Department) Mrs Rogerson Mr Horrobin Mrs Danquah Mrs Rigg
Humanities	Mrs Nobis (Head of Department) Mr Monk Ms Shuttleworth Miss Lowe Mrs Becher
Modern Foreign Languages	Mr Rooney (Head of Department) Mrs Barratt Mrs Miller-Facey
Design and Technology	Mr McGuinness – IT (Head of Department) Mr Ford – IT Mr Draper - IT Miss Mallows - Art Miss Hooper - Art Miss Briggs – Compliant Materials Mrs Prior -Technician
Physical Education	Mr Blake Miss Goulding Mr Brown
Drama	Mrs Blake
Music	Mr Blakey
Religious Education	Mr Blaho (Head of Department) Mr Rooney Mrs Le Ray
SENCO	Mr Horrobin
Administration	Mrs Snell - Head's PA Mrs Clayton - Network Manager Mrs Scott - Finance Mrs Dogerty - Examinations Officer Mrs Hodge - Reception Mrs Pearson - Reception
Careers/Library	Mrs Fenwick
Pastoral Manager	Miss Stanistreet
Cover Supervisor	Mrs Nashwalder
Teaching Assistants	Mrs Newman Mrs Parsons Miss Fawcett Mrs O'Hara Mr Draper – Vulnerable Pupil TA
Maintenance	Mr Adams
Catering	Mrs Gilson - Manager Mrs O'Keefe Mrs Rouse

Timings of the School Day

This is how the school day will run. A bell will ring at each change of lesson and a warning bell will ring at the end of lunch to allow you to make your way to your lessons on time.

TIME	ACTIVITY
8.55am	Registration
9.05am	Lesson 1
9.55am	Lesson 2
10.45am	Break
11.05am	Lesson 3
11.55am	Lesson 4
12.45pm	LUNCH
1.35pm	Registration/Assembly
1.55pm	Lesson 5
2.45pm	Lesson 6
3.35pm	End of school day



If the bell rings continuously there is a situation which requires that you leave the school building. You should leave by the correct exit and gather in silence in the playground to be registered.



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Reporting Systems to Parents

When you arrive at St Joseph's your parents will have an opportunity to meet your form tutor on an evening in October.

They will receive interim data and a full yearly report, which will include results of examinations and the National Curriculum level at which you are working and a target for you to work towards.

There will be a full parents' evening when all the staff who teach you will be present during the academic year.

Homework

You will be given a detailed homework timetable in September and a homework diary. Your form tutor will give you an explanation of how to use the diary. It is very important that you use it every day and have it signed each week by your tutor and your parent. This means that any house points you may have earned in the week will be recorded and added to your house total which will contribute to your housepoints certificate.

In year 7 you will have a maximum of 3 subjects each night for homework and you will be expected to spend at least 20 minutes on each subject. Additionally a small amount of maths homework is set after each lesson.

www.samlearning is an online facility to help pupils with school work and revision.

Absence

If you are absent from school for any reason, your parents must contact either via telephone on 01722 335380 or alternatively email to pupilabsences@sjcs.org.uk by 9:30am. **If you are off school for more than one day, your parents must call in on each following day of absence.** If this does not occur, the school will contact your parents on the first day of absence. On your return to school, you must provide a written note (in the school planners) from your parents explaining your absence and give this to your form tutor.

In the case of you needing to be excused from part of the school day for any reason; e.g. a hospital or dental appointment, a note will be required from your parents stating the time of collection and return. If you feel unwell in school you must report to reception who will contact your parents if necessary.

Holidays in term time are very disruptive. **Permission is highly unlikely to be granted.** Any applications should be made to the Headteacher.



Behaviour

General Principles

These principles have been agreed by the Governing Body in consultation with all stakeholders. Mrs Ridley and your tutors will explain the policy to pupils in greater detail in September. It is expected that all parents will support the general principles and standards of behaviour in the policy.

Statement of General Principles

The values of the governing body of St. Joseph's Catholic School are expressed in the school's Vision Statement. The general principles on issues of behaviour are derived from that statement and are as follows:

- St. Joseph's is a Christian learning community in which the dignity of each individual and their right to an education is the main concern
- Emphasis will be placed on encouraging, praising and rewarding good behaviour and attendance
- The common good must be upheld and sanctions will be applied against individuals who threaten or undermine the good of the community and the welfare of its individuals
- All sanctions will be applied fairly and consistently and will be based on and promote equal opportunities
- The behaviour policy of the school will promote self-discipline and proper regard for authority among pupils
- The policy will encourage good behaviour and respect for others and prevent any form of bullying or harassment
- The policy will regulate pupils' behaviour by making clear what is acceptable and what is not acceptable behaviour
- In addition to this policy, the school's Home-School Agreement will provide a moral and spiritual framework for acceptable behaviour
- The Governing Body has published a policy on the Safeguarding of Children and Child Protection; all policies associated with the school are underpinned and judged against this paramount responsibility.



School Uniform

As a member of St Joseph's School you are expected to have a high standard of appearance and presentation. Therefore you are expected to wear your school uniform correctly to and from school and throughout the school day.

In addition pupils are not permitted to wear any jewellery (except a watch) or wear makeup/nail varnish. Extreme hairstyles are not permitted.

The following list is the full school uniform:

School Uniform/PE Kit			
Boys Uniform	Boys PE Kit	Girls Uniform	Girls PE Kit
<ul style="list-style-type: none"> • Black straight trousers • White shirt • Blue blazer with school logo • House colour tie • Black socks • Black shoes (<u>no trainers</u>) 	<ul style="list-style-type: none"> • House colour Rugby shirt • House colour Polo shirt • Black shorts • Black sports/football socks • Trainers • Football boots • Shin pads • Gum shield 	<ul style="list-style-type: none"> • Black A line skirt / black trousers • White shirt • Blue blazer with school logo • House colour tie • Black or white socks/tights • Black shoes (<u>low heel/no trainer</u>) 	<ul style="list-style-type: none"> • House colour Rugby shirt • House colour Polo shirt • Black shorts • Black sports/football socks • Trainers • Football boots • Shin pads • Gum shield

Optional PE Kit

An optional black hooded sweatshirt and track suit bottoms may be purchased from the website.

The link for PE orders is as follows: www.pbparentsonline.co.uk/stjosephs

*Should pupils attend school without black shoes plimsoles will be issued temporarily.

Basic Equipment

There are a number of items, which are regarded by the school as basic equipment and MUST be brought to all of your lessons.

- Pen (ink or biro- blue or black)
- Pencil
- Pencil sharpener
- Colouring pencils
- Dictionary and Thesaurus
- Eraser
- 30cm ruler
- Glue stick
- Pair of compasses
- Protractor
- Scientific calculator

Eat Better, Do Better!

The catering department at St Joseph's offers a wide selection of meals and snacks available throughout the day.

A breakfast service is available from 8.30am daily offering cooked breakfasts; bacon rolls, toast, cereals and fruit juice.

At mid-morning break pupils can buy freshly prepared sandwiches and baguettes, cold drinks and healthy snacks such as fresh fruit or yoghurt from the dining room.

At lunchtime there are at least two hot choices available, plus jacket potatoes, salads, sandwiches and baguettes, hot or cold dessert, cold drinks and homemade cakes and biscuits. You may order your lunch in advance.

The dining area is also available for pupils bringing in packed lunches as is the conservatory area where the vending machine is situated. Fresh drinking water is available at all break times.

All our meals are freshly prepared using good quality local produce; the meals are nutritionally balanced and follow the School Food Trust guidelines.

Meals can be individually prepared to cater for all dietary requirements.





Mobile Devices

The school will not accept responsibility for such items.

Please note the extract from the school's Behaviour Policy.

Many parents allow their children to carry mobile phones for reasons of personal security. The school sympathises with this and will allow pupils to bring mobile phones to school. However, during the school day and especially in lessons, the use of mobile phones is a distraction and can be disruptive. **All mobile phones must therefore be switched off and not used in the school building or premises between 8.15am and 3.35 pm.** Any pupil who uses a mobile phone during these hours will have the phone confiscated and returned at the end of the school day. If pupils continue to break this rule they will face a permanent ban on bringing their phone to school.

How will you get home?

Bus Number (AM)	Bus Number (PM)	To / From
663	663	Bemerton Heath
666	666	Allington
650	650	Harnham
678	678	Old Sarum
37	37	Alderbury
674	374	Amesbury
88	Tourist Coach	Winterslow



There are always members of staff on duty at the end of the day to supervise the bus queues.
Tel no for Local Authority enquiries during August: 01225 723365

Remember - if you don't know ASK!

There will be an opportunity to ask form tutors further questions at the Year 7 Parent/Tutor evening to be held in term 1.

All information is accurate at the time of printing. Any changes will be announced in September.