

**St Joseph’s School Information Booklet**

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| **Senior Leadership Team** | |
| Headteacher: | Mrs Ridley |
| Deputy Headteacher (Academic): | Mr McGuinness |
| Deputy Headteacher (Pastoral): | Mr Bazen |
| Assistant Headteacher: | Mr Rooney |
| Assistant Headteacher: | Mrs Nobis |
| Senior Leader Behaviour & Welfare: | Mr Ford |
| Senior Leader Behaviour & Welfare: | Mr Bartel |
| Bursar: | Mrs Martin |

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| **Pastoral Team** | |
| Deputy Headteacher (Pastoral): | Mr Bazen |
| Senior Leader Behaviour & Welfare: | Mr Ford |
| Senior Leader Behaviour & Welfare: | Mr Bartel |
| Director of Learning Year 7: | Mrs Marshall |
| Director of Learning Year 8: | Miss Moss |
| Directors of Learning Year 9 & 10: | Mr Brown & Mrs Blake |
| Directors of Learning Year 11: | Mrs Barratt & Mr Morris |
| Pastoral Manager: | Miss Brignall |
| Wellbeing & Safeguarding Officer: | Mrs Snell |

**Who should I go to if I need help?**

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

* If the issues are about teaching and learning, for instance homework, you should contact Mrs Marshall.
* If there is an issue regarding Special Educational Needs (SEN), please contact **Miss Lowe (SENCO).**
* If there is a major issue over which you have concerns such as bullying, please contact Mr Bartel / Mr Ford.
* If you have a query about administration, such as uniform etc., please contact Mrs Scott.
* If you have any queries regarding transition, please contact Mr Rooney via [transition@sjcs.org.uk](mailto:transition@sjcs.org.uk)
* 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 Maher (Second in Department)  Mrs Bradbury  Mrs Cullis  Mrs Marshall  Miss McFarlane  Miss Rees  Mrs Halls |
| **Mathematics** | Mrs Henry (Head of Department)  Miss Thorne  Mr Caruso  Mrs Jackson  Miss Newman |
| **Science** | Mr Wilkinson (Head of Department)  Mr Daniels (Second in Department)  Mr Minns  Mr Morris  Mrs Choudhury  Mrs O’Grady |
| **Humanities** | Mrs Nobis (Head of Department)  Mr Monk  Ms Shuttleworth  Miss Lowe  Mr Coultas-Pitman |
| **Modern Foreign Languages** | Mrs Nobis (Head of Department)  Mrs Barratt  Mrs Millar-Facey |
| **Design and Technology** | Mr Ford (IT / Head of Department)  Mr McGuinness (IT)  Mr Olivierre (IT)  Miss Mallows (Art)  Mrs Evans (Art)  Mr Sibley (Compliant Materials) |
| **Physical Education** | Miss Goulding (Head of Department)  Mr Brown  Miss Moss  Mr Ball |
| **Drama** | Mrs Blake  Mrs Pearson  Miss McFarlane |
| **Music** | Mr Blakey |
| **Religious Education** | Mr Blaho (Head of Department)  Mr Rooney  Mrs Le Ray  Mr Valjak |
| **SENCO** | Miss Lowe (SENCO)  Mrs Jones (Specialist Teacher of Dyslexia) |
| **Administration** | Mrs Snell (Head’s PA)  Mrs Gill (Network Manager)  Mrs Scott (Finance)  Miss Ryder (Examinations Officer)  Mrs Hodge (Reception)  Mrs Bowman (Reception) |
| **Careers/Library** | Mrs Fenwick |
| **Pastoral** | Miss Brignall (Pastoral Manager)  Mrs Snell (Wellbeing & Safeguarding Officer) |
| **Cover Supervisor** | Miss Pearson |
| **Teaching Assistants** | Mrs Parsons  Mrs O’Keefe  Mrs Prior  Mrs Gacova  Mrs Peters |
| **Maintenance** | Mr Adams  Mr James |
| **Catering** | Mrs Gilson (Kitchen Manager)  Mrs Adams  Mrs Griffiths |

**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.

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| 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/Registration/Assembly |
| 1.35pm | Lunch/ Registration/Assembly |
| 1.55pm | Lesson 5 |
| 2.45pm | Lesson 6 |
| 3.35pm | End of school day |



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| 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. |

**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.

You will receive 3 progress reports a year, which will include holistic grades based on the 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 which will be set via an online system ‘Show My Homework’. You will receive login/access details within the first week of starting with us. (Further information regarding Show My Homework to be found in ‘A Homework Survival Guide’).

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.

**Absence**

If you are absent from school for any reason, your parents must contact either via telephone on 01722 335380 or alternatively email to [attendance@sjcs.org.uk](mailto:attendance@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 online via the school website.

**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 (this includes no earrings to be worn) or 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** |
| * Black straight trousers * White shirt * Blue blazer with school logo * House colour tie * Black socks * Black shoes (no trainers) | * House colour Rugby shirt * House colour Polo shirt * Black shorts * Black sports/football socks * Trainers * Football boots * Shin pads * Gum shield | * Black skirt with school logo/ black trousers * White shirt * Blue blazer with school logo * House colour tie * Black or white socks/tights * Black shoes (low heel/no trainer) | * 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](http://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 more commonly known as the ‘green tables’. 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.

\*please note that due to the pandemic government guidelines may impact on these arrangements

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**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.

**Buses**

**Afternoon departures from Laverstock Schools bus park**

Please note that the information provided below are buses from St Joseph’s Catholic for 2019/2020 academic year. Changes may occur to this timetable, please refer to the following website for further information **www.salisburyreds.co.uk**

|  |  |  |
| --- | --- | --- |
| 15:45 | Service 663 | to Salisbury City Centre only |
| 16:00 | Service 88 | to Salisbury City Centre only |
| 16:05 | Service 37 | to Alderbury, Whaddon, East & West Grimstead, Farley, West Dean |
| 16:15 | Service r14 | to Downton Road, Rowbarrow & Harnham |
| 16:10 | Service 966 | to Winterbourne, East Gomeldon, Porton & Idminston |
| 16:05 | Service 978 | to Old Sarum & Castle Road |
| 16:05 | Service 4617 | to Pitton & Winterslow |
| 16:10 | Service 675 | to Ford, Longhedge, Archers Gate; Boscombe Down, Amesbury & Bulford |
| 16:23 | Service 66 | FROM CHURCH ROAD bus stop – to Winterbournes, East Gomeldon, Porton & Allington |

**Bus Pass**

Eligibility for free or subsidised school transport

[Who is eligible?](http://www.wiltshire.gov.uk/schools-learning-transport-eligible#collapse0_960781)

* Children aged 8 to 15 - free transport is provided if the distance from home to school is at least 3 miles. This is reduced to 2 miles for children who receive free school meals or those receiving the maximum level of working tax credit
* Secondary school children receiving the above benefits -free transport can also be provided to any of the 3 nearest secondary schools, providing the school is over 2 miles and less than 6 miles from home.

Wiltshire Council runs a subsidised transport scheme for further education students aged 16 - 19 at the start of their course. Transport is provided to students attending, and living more than 3 miles from their designated sixth form or college. For more details about the designated sixth form or college for your address, contact us.

For more information please refer to [**www.wiltshire.gov.uk/schools-learning-transport-eligible**](http://www.wiltshire.gov.uk/schools-learning-transport-eligible)

[How to apply](http://www.wiltshire.gov.uk/schools-learning-transport-apply#collapse0_917543)

Fill out the appropriate application form for your child's age. These are available from:

* Wiltshire Council (Tel: 0300 456 0100)
* [www.wiltshire.gov.uk/schools-learning-transport-apply](http://www.wiltshire.gov.uk/schools-learning-transport-apply)

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***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.***