



Saint Joseph's
CATHOLIC SCHOOL

St Joseph's School Information Booklet

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY

Contents

	Page
Senior Leadership Team/Who do I go to for help?	3
Staff List	4
Timing of the day	6
Reporting system/Homework/Absence	7
Behaviour	8
School Uniform / PE Kit	9
Basic Equipment	10
Eat Better, Do Better!	10
Mobile Devices/Transport	11

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 Voce

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	Miss Rose

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
- If you have a query regarding one of your child's subjects, in the first instance contact their subject teacher (see staff list overleaf).

Staff List

Department	Staff
English	Mrs Maher (Head of Department) Mrs Hansford (Second in Department) Mrs Marshall Miss McFarlane Mrs Halls Mrs Sheeley
Mathematics	Mrs Henry (Head of Department) Miss Thorne Mr Caruso Mrs Jackson Miss Newman Miss Aftab
Science	Mr Wilkinson (Head of Department) Mr Daniels (Second in Department) Mr Minns Mr Morris Mrs Choudhury Mrs O'Grady Mr Thompson
Humanities	Mrs Nobis (Head of Department) Mr Monk Ms Shuttleworth Miss Lowe Mr Coultas-Pitman
Modern Foreign Languages	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 Miss McFarlane

Music	Mr Blakey
Religious Education	Mr Blaho (Head of Department) Mr Rooney Mr Valjak Mrs Reynolds Mr Inglis
SENCO	Miss Lowe (SENCO) Mrs Jones (Specialist Teacher of Dyslexia)
Administration	Mrs Snell (Head's PA) Mrs Scott (Finance) Miss Ryder (Examinations Officer) Mrs Hodge (Reception/Head's PA) Mrs Cooper (Reception) Mrs Pearson (Reception) Mrs Columbine (Reception)
Careers/Library	Mrs Fenwick
Data & Media Manager	Miss Clark
Pastoral	Miss Brignall (Pastoral Manager) Miss Rose (Wellbeing & Safeguarding Officer)
Cover Supervisor	Miss Walters
Teaching Assistants	Mrs Parsons Mrs O'Keefe Mrs Prior Mrs Gacova Mrs Peters Mrs Miles-Parratt
Maintenance	Mr Adams Mr James
Catering	Mrs Gilson (Kitchen Manager) Mrs Adams Mrs Griffiths

Timing 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	Period
8.55 – 9:15	Registration
9.15 – 10:05	Lesson 1
10:05 – 10:55	Lesson 2
10.55 – 11:15	Break
11.15 – 12:05	Lesson 3
12:05 – 12:15	Registration
12:15 – 13:05	Lesson 4A / Lunch
13:05 – 13:55	Lesson 4B / Lunch
13:55 – 14:45	Lesson 5
14:45 – 15:35	Lesson 6
15:35	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 (signposted in each room) 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 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 (with the exception of stud earrings) or makeup/nail varnish. Extreme hairstyles are not permitted.

Find more information and links to order uniform at: <https://sjcs.org.uk/uniform-orders/>

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 skirt with school logo/ black trousers • White shirt • Blue blazer with school logo • House colour tie • Black or white socks/tights • Black shoes (<u>low heel/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

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

Optional PE Kit

Optional school-branded tracksuit tops, bottoms, and raincoats may be purchased from Bateman's Sports. You can find the link to purchase these on the school website:

<https://sjcs.org.uk/batemans-sports-kit/>

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.

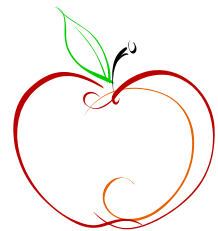
At **mid-morning break** pupils can buy freshly prepared sandwiches and baguettes, cold drinks, and healthy snacks such as fresh fruit or yoghurt from the dining room.

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 well as 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, and 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.*



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 refer to the following website for further information: www.salisburyreds.co.uk

Bus Passes

Who is eligible for free or subsidised school transport?

- 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 Wiltshire Council.

For more information about subsidised school transport, please refer to

www.wiltshire.gov.uk/schools-learning-transport-eligible

To apply for subsidised transport, fill out the appropriate application form for your child's age. These are available from Wiltshire Council. Call 0300 456 0100 or visit the website:

www.wiltshire.gov.uk/schools-learning-transport-apply

Any other queries?

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.