



Saint Joseph's
CATHOLIC SCHOOL

St Joseph's School Information Booklet

Last Updated: June 2023

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

Who should I go to if I need help?

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

To find the best person to contact, please see our Contact page:

<https://sjcs.org.uk/contact/>

If you have any queries regarding transition, please email transition@sjcs.org.uk

If you have a query regarding one of your child's subjects, in the first instance contact their subject teacher.

School Staff

For an up-to-date list of all St Joseph's staff, including the Senior Leadership Team and all teaching staff, please see this page on the school website: <https://sjcs.org.uk/all-staff/>

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	ACTIVITY
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 – 12:55	Lesson 4A / Lunch
12:55 – 13:45	Lesson 4B / Lunch
13:45 – 13:55	Registration
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 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 & PE Kit

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/>

	Expectation
Trousers	Black or dark grey. Tailored. No jeans, leggings, corduroys, or casual trousers. May be supported by a dark, narrow, unbranded belt.
Skirts	Black. Must be pleated. <u>No tube skirts</u> . Knee high. (Please see uniform guide for examples)
Shorts	Black. Smart, tailored (no cargo or sports shorts).
Shirt	Plain white. Full button and collar.
Blazer	Blue blazer with school logo.
Tie	House Tie – Red, Blue, Green or Yellow.
Socks/Tights	Socks, short (ankle/trainer). Black, navy blue, or white. Or plain natural/black tights.
Shoes	Black. Shoes must be completely black (including the soles) with no logos, laces, or trims of a different colour. No sports trainers. No foam soles. No visible "air bubbles". Leather or canvas. (Please see uniform guide for examples)*
General Appearance	Tidy, natural look, minimal make up. No nail varnish. Students whose hairstyle is reasonably deemed offensive, of a non-natural colour, or in any other way disruptive to learning, will be asked to modify that hairstyle, and could be asked to remain in Inclusion until such time as the hair has grown back sufficiently, or the style has grown out.
Jewellery	A watch and, if desired one band (charity) that can be removed for PE. All other jewellery must be removed when in school uniform. All jewellery must be removed for PE.
Piercings	One earring per ear, which should be a stud for safety reasons, and be in the lower lobe. All piercings must be removed for PE. No facial or body piercings at all. (Please see uniform guide for examples)

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

PE Kit

	Expectation
Top	School polo shirt – house colour.
Shorts	Black sports shorts, plain with no distinctive branding (shorts must be loose fitting, mid-thigh, not tight-fitting lycra).
Trousers / Leggings	Black tracksuit bottoms or leggings, plain with no distinctive branding.
Trainers	Practical and suitable for sports performance.

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

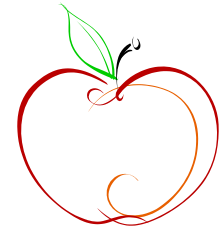
There are a number of items, which are regarded by the school as basic equipment and MUST be brought to all of your lessons.

- 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 3.35pm.** 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.