



Saint Joseph's
CATHOLIC SCHOOL

St Joseph's School Information Booklet

Updated March 2025

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



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Who should I go to if I need help?

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

Enquiry	Who to Contact	Contact Information
General enquiries	Admin team	admin@sjcs.org.uk
	Reception team	reception@sjcs.org.uk
Safeguarding & Pastoral	Safeguarding team	safeguarding@sjcs.org.uk
	Miss D. Brignall, Pastoral Manager	dbr@sjcs.org.uk
	Mrs L. Rose, Safeguarding & Wellbeing Officer	lro@sjcs.org.uk
Form Tutors	For a list of all form tutors, please see the link below.	
Heads of Year	Year 7: Mr N. Brown	nbr@sjcs.org.uk
	Year 8: Mrs C. Blake	cbl@sjcs.org.uk
	Year 9: Miss J. Snook	jsn@sjcs.org.uk
	Year 10 & 11: Mrs C. Kenney	cmo@sjcs.org.uk
Attendance	Mrs E. Oakley, Attendance Officer	attendance@sjcs.org.uk
Exams	Mrs V. Sheffield, Exams Officer	vsh@sjcs.org.uk
Finance	Mrs T. Lively, Finance Officer	finance@sjcs.org.uk
	Mrs L. Voce, School Business Manager	lvo@sjcs.org.uk
Careers	Miss V. Gale, Careers Lead Professional	vga@sjcs.org.uk
Press & PR	Miss C. Clark, Press & PR Officer	ccl@sjcs.org.uk

For a list of all Form Tutors, please go to our Contact page and scroll down to the 'Find the Right Person' section: <https://sjcs.org.uk/contact/>

For a list of all school staff: <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
8:50 – 9:10	Registration / Assemblies
9:10 – 10:10	Lesson 1
10:10 – 11:10	Lesson 2
11:10 – 11:30	Break
11:30 – 12:30	Lesson 3
12:30 – 1:30	Lesson 4
1:30 – 2:20	Lunch
2:20 – 2:30	Registration
2:30 – 3:30	Lesson 5
3:30	End of school day
4:30	End of extra-curricular clubs



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. There are signs in each room to tell you where to go, and your teachers will guide you.





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 ClassCharts. You will receive login/access details when you start with us.

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. The policy will be explained to all 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 up to date information and links to order uniform, please visit:

<https://sjcs.org.uk/uniform-orders/>

The following list is the full school uniform:

Uniform	PE Kit
<ul style="list-style-type: none"> • Black trousers or black pleated skirt • White shirt • Blue blazer with school logo • House colour tie • Black socks or tights • Black shoes (<u>low heel and 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, plimssoles 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/>



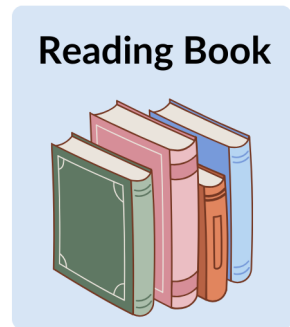
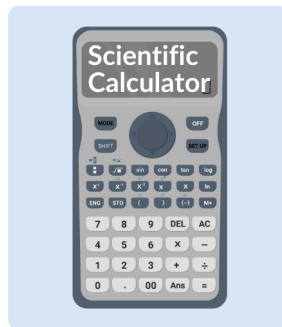
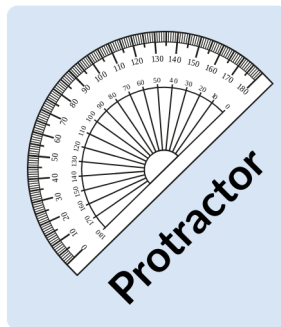
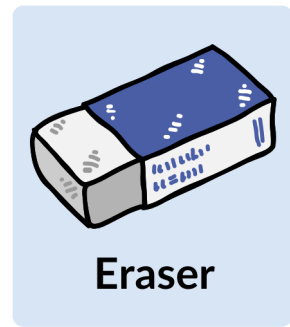
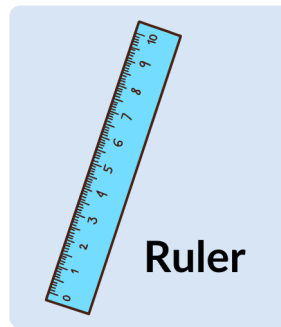
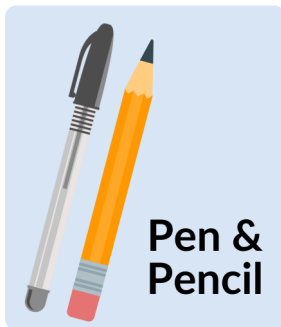


Basic Equipment

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



EQUIPMENT CHECK



Eat Better, Do Better!

We are proud to serve a delicious variety of freshly prepared food, snacks, and drinks daily from our canteen. Our dedicated kitchen staff work hard to ensure everybody is catered for.

The school has recently introduced a cashless catering system to help reduce queue times and to remove the need for children to have cash with them in school. Parents can pay online in advance for their child's meals using the school gateway app. Children are given a unique card to use in the canteen.

Find out more about our school meals here: <https://sjcs.org.uk/school-meals/>



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.

