

# **Working with Families**

## **Welcome Information for New Families**

**2022-2023**



**Welcome to St. Joseph's**

**This booklet is a comprehensive collection of procedures and policies. It will be of use to you throughout the year so please keep it safe.**

## The Friends of St Joseph's

All parents are automatically Friends of St Joseph's School. There is a committee which acts as a planning group for fundraising and social events. This group meets regularly and all parents are welcome to attend.

The Friends arrange a variety of events throughout the year from the Summer Fair to Quiz Nights, Bingo and Pamper Evenings to Discos.

The Friends are committed to raising a lot of money for the school on an annual basis, usually in the region of £20,000.

## The Governors of the School

There are twelve Governors of the School, seven Foundation Governors and five representative Governors. The Chair of the Governors is Mrs Niamh Conroy.

### FOUNDATION GOVERNORS

These are appointed by the Bishop of Arundel and Brighton and are comprised of members of the Parish Community, the Clergy and at least two governors who are parents of a child in the school.

Canon William Davern  
Miss Julia Byrne  
Mr Nathan Walters

Mrs Mo Johnson  
Mr Paul Cullen

Mrs Jane Stewart  
Mrs Niamh Conroy

### REPRESENTATIVE GOVERNORS

These are representatives of the County and Local Councils, the parents and the teachers.

Mrs Theresa Kenefick  
Mrs Niamh Conroy  
Mrs Jane Goss  
Mr Trevor Foale  
Mrs Karen Hawkey  
Mrs Andrea Cooke

Head Teacher Governor  
Chair of the Governing Body  
Minor Authority Governor  
Parent Governor  
Parent Governor  
Staff Governor

All Governors serve for a term of four years.

# Uniform

Uniform may be purchased directly from Lester Bowden in Epsom or online through Stevensons using the following link:

<https://www.stevensons.co.uk/schools/st-josephs-catholic-primary-school-epsom/656>.

**All items of clothing must be labelled clearly with the child's name.  
All girls are expected to wear the school pleated skirt.**

At the end of each term all clothing which cannot be identified is either re-sold as second hand uniform or given away to needy charities.

	Boys	Girls
<b>Shoes</b>	Black leather shoes with grip soles, with laces or straps to secure them.	Black leather shoes with grip soles, with laces or straps to secure them. <b>Pump style shoes are unsafe.</b>
<b>Winter (Oct 1<sup>st</sup>)</b> Children should wear their ties from Sept 1st	White shirt (long or short sleeved) Grey plain trousers <b>OR</b> grey shorts (no pockets on legs) Navy blue jumper <b>with motif</b> School tie Grey socks	White blouse (long or short sleeved) Navy blue <b>school</b> pleated skirt Navy jumper or cardigan <b>with motif</b> School tie White socks ( <b>not navy</b> )
<b>Summer (May 1<sup>st</sup>)</b>	Same as for winter but without tie.	Same as for winter but without tie <b>OR</b> Light blue and white small-chequered dress
<b>PE Kits</b>	Light blue aertex type T-shirt <b>with school logo</b> with plain navy blue shorts (no stripes). No tight cycling shorts. No football shorts.  <b>Plain</b> navy tracksuits for outdoors. No stripes, no zips or buttons. Trainers (with Velcro fasteners until your child is able to tie laces). Kits should be brought to school on Monday and left there until Friday. Children are barefoot for indoor P.E.	
<b>Swimming Kits</b>	For safety reasons costumes must be close fitting and not Bermuda shorts or two-piece suits.	
<b>May until October half term</b>	Wet suits may not be worn.  Children must wear swimming caps, sold from the school office for £1.50.	
<b>Coats and Bags</b>	<b>Plain navy with no motifs, no fur on hoods or no writing on them. Reflector strips are encouraged but should be subtle.</b> School coats and no other must be worn for school trips. The school ruck sack with logo should be used in years 1 to 6. Reception only have a book bag not a ruck sack.	
<b>House T-Shirts</b>	These are worn on House Days, Fitness Fridays and Sports' days.	
<b>Year Six Hoodies</b>	These may be worn on Fitness days, Sports Days and for other sporting events. They may be worn for PE, after school clubs and when representing the school at sports events. They should not be worn to and from school on other days or at any time when the child is wearing the main uniform.	
<b>School hats</b>	Hats must be simple, plain and preferably blue or white. They should not have any logos or writing.	



## Parent Volunteer Induction Meetings

We welcome parent support; hearing readers, supporting school trips, helping with swimming etc. Any parent who wishes to help at school on any basis needs to hold a DBS certificate, processed by our school office **and** need to have attended a short Induction Meeting with Mrs Kenefick.

There is one session each term and the dates will be confirmed in the calendar.

The cost of a volunteer DBS clearance is £10.90 which we invite the parents to pay voluntarily. Otherwise, the Governors pay. As these costs could be high, we would welcome applications from parents who will be able to help out on a regular basis.

## Contacting Teachers

If you need to make an appointment with a teacher you may e-mail the school on [contact@stjosephs-epsom.surrey.sch.uk](mailto:contact@stjosephs-epsom.surrey.sch.uk)

We would ask you to be as flexible as possible with your requests. Please remember that teachers are not available to see parents, even for brief chats, before school when they are preparing the children's day. Also please remember that teachers have meetings on certain evenings per week.

## Attending Any School Events

We hope the following will help you when attending school events:

**Park on the playground for large events.** You will be let in just before the start time of the event.

Leave buggies in the corridor outside the hall.

If your young children become noisy, upset or difficult please take them out of the hall. This helps all our children produce their best work in assemblies, masses and performances.

**For after-school and evening productions, as well as the Advent Service, it is not appropriate to bring pre-school children.**

Only bring your school age children to events when appropriate.



## Travelling to and from school

St Joseph's expects parents to avoid driving up Rosebank unless there is a very good reason why you need to do so, e.g. disability. We expect other parents to leave the car at home or away from Rosebank and walk.

**Parents are not permitted to park in the school car park.** We recognise that some parents need to **drop and go** to work in the mornings. We ask that drivers acknowledge the one-way system in the school car park and be considerate of the residents of Rosebank and Dalmeny Way. Do not park on the grass verges, in residents' areas and do not leave car engines running while waiting. If you make any alterations to the transport arrangements for your child, please notify the school.

## Arriving and Departing

Gates Open	am	pm
Whitehorse Drive	8.35am	2.59pm
Car park drop off	8.40am	2.59pm
Playground	8.35am	2.59pm

We allow children in years 4 to 6 to enter at 8.35am and wait on the playground. Children may enter classrooms from 8.40am but must be in the school building by 8.50am for registration. In wet weather, please arrive from 8.40am as there is no early entry to classrooms.

**Drop and Go** Whitehorse Drive is supervised from 8.40am and the staff come to know who are the daily arrivals. There are two members of staff ensuring that your child enters the playground. Please have confidence with this option.

**Pick Up** We do not recommend that you pick up by car at 3.00pm as Rosebank and White Horse Drive are heavily congested. Please park elsewhere and walk. There is no entry to the school car park to pick up at 3.00pm.

**Year Six Children** We expect year six children to be developing independence, fitness and confidence. We are pleased that so many make their own way to school. It is disappointing to see a year six child dropped off outside the school gate. We encourage you to drop them at the bottom of the hill or at the end of Whitehorse Drive. Similarly, it is better if they walk away from the school at the end of the school day to meet you.

**Bus Route** Children of all ages are using the 'school' bus. If you live along the route, why not consider using the bus. It is a public bus which follows a former school bus route. It costs just £1.00 per day. Your children may travel unaccompanied or you might choose to travel with them. The bus is not able to go up the hill to the school so it drops on Rosebank opposite Matthias Close. The children then walk up the hill and into school. At 3pm the bus driver walks the children down to the bus.

### The route it follows is as follows:

Starts at Worcester Park Road, The Avenue, Salisbury Road, Cuddington Avenue, Cunliffe Road, Stoneleigh Park Road, Newbury Gardens, Thorndon Gardens, Kingston Road, Ruxley Lane, Chessington Road, Longmead, Sefton Road, Holymoor Road, Nimbus Road, Harvester Road, Bryan Road, Hook Road, Lower Court Road, Temple Road, Waterloo Road, one way system and Rosebank. **The drivers will stop at any bus stop along this route. The driver is in the foyer at 3pm daily should you want to meet them.**



## Making Payments to School

**All payments should be made via the on-line system, Tucasi. New parents will be sent a link (probably in September) which they must activate within 24 hours.**

Any cheques for School Fund and 100 Club should be made to St Joseph's Catholic School

## School Lunches

**We expect all children in years R, 1 and 2 to have the school lunch provided free of charge by our caterers.** Children's meals in years 3-6 must be paid for in advance. Surrey County Council allows no arrears.

Payment to be made on Tucasi where at all possible. Cheques should be made payable to 'Surrey County Council', placed in a labelled envelope and placed in the post box outside the main office.

Two weeks notice in writing is required for cancellation. Children eating packed lunches should bring food in a plastic, sealed container, labelled with their name. Plastic bags are not permitted. Children are not permitted to bring NUTS, sweets, chocolate or fizzy drinks to school. **We are a nut free school which includes any traces of nuts.**

## School Fund - £30.00 per child payable in September

In order to supplement a limited budget we ask each family for a voluntary contribution of £30.00 per child per year (£60.00 per family) which is payable in September. £10.00 of the £30.00 will be transferred into the Governors' fund. As a Catholic school, the Government holds our Catholic community liable for 10% of all building costs. This is outside the usual budget delegated to us by the Government for day-to-day running of the school. In addition to this, the parish of St. Joseph's provides the school with £15.00 for each Catholic child in the school as a contribution to learning.

## Swimming Pool Fund payable next Spring before May 1st

Swimming contributions are £35.00 per child and £70.00 per family. The cost of heating and maintaining the pool, along with tuition costs are high. By comparison to local rates for swimming lessons this is very reasonable. This is payable in March/April in advance of the swimming period. You will appreciate how much the school depends upon these sources of income. In year 6, we expect £18.00 contribution, due to them swimming for just one term and in this instance £53.00 for a family with a year 6 child.

## Gift Aid

We rely on parents to register with us for gift aid. This allows us to claim back tax on money you have paid to the governors' fund. All we need from you is a confirmation that you are a UK tax payer and we will do the rest. There will be no extra cost to you.

## Rewards and Awards



**In Class** Teachers will have their own class rewards and awards which will become clear to you as the term progresses.

**Child of the Week** Each week, this prestigious title is awarded to one child in every class in our Friday celebration assembly. It is awarded for personal qualities such as perseverance, resilience and understanding others.

**House Point System** Children are awarded house points for good behaviour, acts of kindness and academic achievement. The house points are collected weekly and celebrated during Friday assembly. At the end of the year, the House Cup is awarded to the winning house.

**Badges** You will see children wearing badges around the school, especially in year six. These indicate that the child has a role of responsibility, for example a member of the School Council, an Eco-Warrior, Art Ambassador, a Fitness Friend, a Prefect or House Captain or perhaps a member of the choir or band.

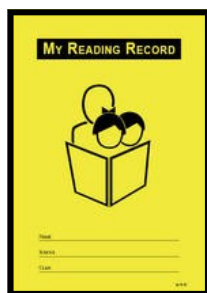
### Spelling, Vocabulary Time Tables, Number Bonds and Attendance Awards

Certificates are awarded at the end of each term for children. On this certificate children will receive a sticker depending on their achievement over the term. The stickers are bronze, silver, gold, platinum and diamond.

**Attendance awards** are given as follows: after one term, the children are given a bronze award; a silver award is given after two terms and a gold award following three full terms of attendance in one school year.



## Reading Records and Reading Routines



All children have a reading book and a reading record. The weekly spellings and a maths focus can also be found in them. This enables you to complete daily spelling, reading and number work at home.

Children are expected to read to an adult at home at least **four** times a week, as we know that this makes a great difference to the rate of progress your child will make in all areas of learning. You can expect your child to be heard by a member of staff at least once a week. Passwords are printed on the inside cover of your child's reading record.

Books will be changed as and when your child has finished their book. Please make sure you sign the reading record. Children usually choose their own reading book to bring home.

## Assemblies

On Mondays, we gather for a prayer and worship liturgy.

On Fridays, we come together to celebrate the week, to give out awards and to end our week with prayer.

On other days, classes meet in groups to pray and celebrate.



## What happens at Forest School?

We are very lucky to have an extensive forest on site. Forest School sessions are run in school grounds in "Randall Forest" named after Mr Randall who set up the forest and is our trained Forest School Teacher.

Typically, small groups of pupils take part in a programme of six or more weekly sessions lasting 1 to 1.5 hours. Sessions happen entirely outdoors, whatever the weather. This enables participants to connect with nature, experience the seasons and see how the Forest School site changes over time. Forest School uses natural resources to stimulate imagination, creativity and investigation.

During their time at St Joseph's, all children have the opportunity to spend time in the forest.

### Types of Activities:

Green woodworking using tools, e.g. musical instruments and jewellery, shelter building, natural art, knots and lashings, fire lighting, climbing and balancing, habitat building and exploration, nature identification and conservation.

### Research suggests that regular participation in Forest Schools:

- Builds self-confidence and self-esteem
- Improves motivation and encourages cooperation
- Encourages responsibility, independence and the management of risk
- Improves language, communication and social skills
- Improves physical motor skills
- Increases understanding of the natural environment and of seasonal change
- Encourages a positive attitude to learning.

## What happens on House Days?

Our houses are:

- Walsingham
- Knock
- Lourdes
- Fatima

Each house has a special day during the year.

On that day each house organises activities to raise money for one of the school charities. On the day, children in that house wear their house t-shirts with their school skirt or trousers.

The whole house share in a special house liturgy; they fundraise; they eat lunch together. They meet at the end of the day to talk about how well they have done.



# The School Day

**Morning Session begins at 8.50am** with a rolling entry to class from 8.40am  
**End of Day: 3.00pm**

	Lunch	pm session
<b>Reception</b>	11.30 a.m.	12.00 p.m.
<b>Year One</b>	11.40 a.m.	12.40 p.m.
<b>Year Two</b>	11.55pm	12.55pm
<b>Year Three</b>	12.05pm	12.55 p.m.
<b>Year Four</b>	12.20pm	1.10pm
<b>Year Five</b>	12.30pm	1.20pm
<b>Year Six</b>	12.40 p.m.	1.30 p.m.

All children have a break of twenty minutes in the morning and there is a twenty minute break for years R to 2 in the afternoon.

## What Should Children Bring to School?

We expect every child to come to school fully prepared for their school day.

All children years 1 – 6	Reception	Years 3 to 6 also need
School ruck sack	School book bag (not a rucksack) Word cards	A full pencil case—pencils, pen, colouring pencils, rubber, ruler, sharpener, pritt stick, protractor
Reading record and reading book	Reading record, reading book and word cards	
PE kit and swimming kit	PE kit and swimming kit	

## Lost Property

There are lost property boxes in the corridor leading from the quadrant to the hall. Always check here if items are missing. If you have labelled all uniform it will make its way back to you eventually.

## Clubs

The schedule for after school clubs is published well in advance of each term. Parents are invited to sign their child up for clubs on a first come first served basis. Clubs are varied from sports to craft, dance to chess. For sports' clubs children must bring a change of clothing. This keeps their uniform and PE kit fresh and clean.

## End of day

At 3pm, children may leave via the playground gate, the drop off gate at the car park or the Whitehorse Drive gate. **After clubs at 4pm**, children with surnames A to J leave via the drop off gate; children with surnames K to Z leave via the playground. Anyone may leave via the Whitehorse Drive gate if you have informed the office.

# Motivating Children...

...to practice, to make progress....to succeed.

Teachers across the school use a three star system for marking to indicate how well a child has achieved as follows:

★ ★ ★	A great piece of work! You met the learning objective and I am pleased with what you have done. You really showed me that you understand fully.
★ ★	Well done! You met the learning objective and I am pleased with the work you have done.
★	Next time, read the learning objective carefully. You might need to listen more carefully. Ask for more help.

Teachers also use a 'good effort' stamper to reward children of all abilities for effort. If a child receives this stamp they are entitled to 2 house points.

Teachers may also talk to your child about their work and give verbal feedback. Teachers will correct some key spellings which are subject specific and sometimes they will correct basic punctuation errors.

We believe that this approach is really clear in helping children know how they are doing and what they need to do to improve.

## Home Learning

At St Joseph's, we set work to be completed at home. Some of this will be parental choice.

**We expect all children to do daily reading, spelling and number work.**

**'Homework' is called Home Learning.** Teachers will provide activities which parents can work on with their children at home; in that way you can be part of the learning journey. It may be that all your child's answers are therefore correct and that is fine and positive. If they have worked with an adult then they are more likely to embed learning. Home learning is not a test.

**Parents will decide or not whether to complete Home Learning given to years 3 to 6 (over and above the expected reading, spellings and number work).** You know your child best and you know the balance of family life. Teachers do not chase missing or late home learning.

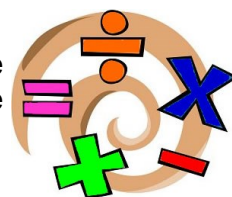
# Home Learning

**The most important home learning** is the ten minutes reading to an adult. Following that, learning the spellings is very important, as with the mental maths work. We expect that every child completes ten minutes of reading, spelling practice and number bonds/tables five nights a week. These areas are the basis of all learning and are the best use of parents' time.

**Home Learning will arrive home on Fridays**, communicated to you via Google Classroom as 'Next Week's Learning'. Work should be brought to school on Thursdays when it will be peer marked as a class activity. Late work will not be marked by teachers.

**Lexia** Some children may be given a Lexia log-in which accesses a programme to support their reading and spelling skills.

**Some home learning is book-based** and some maths home learning uses online resources e.g. My Rising Stars, Times Table Rock Stars and Numbots.



**Home Learning**  
This is what you will have coming home:

Foundation Stage	Years 1 and 2	
Daily reading and phonics practice; Numbots; spellings in the summer term.	30 minutes per day five days a week: ten minutes of daily reading, phonics/spelling and mental maths practice, e.g. Numbots. My Rising Stars Weekly Comprehension.	
Year 3	Year 4	Years 5 and 6
30 minutes per day: ten minutes of daily reading, phonics/spelling and mental maths practice		
Alternate weeks: either a piece of literacy or maths. My Rising Stars Weekly Comprehension.	A piece of maths and a piece of literacy. My Rising Stars Weekly Comprehension.	A piece of maths and a piece of literacy. My Rising Stars Weekly Comprehension.



## Emergency Planning

### Fire Drill

Fire drills are practised at least once per term. When the bells sound, everyone evacuates to the playground. We do this in silence.

### Evacuate

We might need to evacuate if there was a problem at school. An example of this might be a gas leak. We have arranged to evacuate to Rosebery school. Staff carry out regular 'table top' practices of procedures. Occasionally, we will enact a full evacuation. In the instance of a real evacuation you would be notified by Parentmail.

### Partial Lockdown

Schools are advised to be prepared to lock down schools partially. We practise regularly; we lock all doors and windows and stay indoors. In the instance of an actual partial lockdown, and when necessary, you would be notified by Parentmail.

### Full Lockdown

Schools are advised to be prepared to lock down schools 'fully' in extreme instances. We practise this with the children and it involves children hiding under tables and other safe places. In the instance of an actual full lockdown, you would be notified by Parentmail.

### Reasons which might lead to a lockdown

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.



# Useful School Policies

## Absences from School

Please avoid absence during term time. Your child will be disadvantaged if they miss school. The children already have 13 weeks holiday a year. When your child is absent, teachers do not provide 'extra work'. If a child is absent from school, parents should notify the school by phone and then by e-mail or in writing. If you do intend to take unauthorised absence, you must still notify Mrs Kenefick **two weeks** in advance. Please be aware that such absences will be noted by the Education Welfare Officer.

Reason for Absence	Category of Absence
Illness, medical appointments	Authorised. <b>Medical evidence must be provided for all appointments.</b> Parents should always try to secure appointments outside of the school day.
Funerals, sacramental occasions	'Exceptional Circumstances' authorised. Our expectation is that these occasions are rare.
School entrance exams	Unauthorised
Holidays and days out	Not recommended and unauthorised.
Dance, music exams	Unauthorised

## Safeguarding Children

At St Joseph's, we recognise that your child is your responsibility. We will work in partnership with you, we will share successes with you and discuss with you any concerns we may have.

Since our first priority is your child's welfare, there may be rare occasions when our concern means that we have to consult other agencies even before we contact you.

The procedures we follow have been laid down by the Surrey Area Child Protection Committee and we have adopted a Safeguarding Policy in line with this for the safety of all.

Our school Safeguarding Officer is Theresa Kenefick, with whom any concerns must be raised in the first instance. In her absence, Joanne Cullen, Heidi Shanks and Sophie Mundy are also Safeguarding Officers.

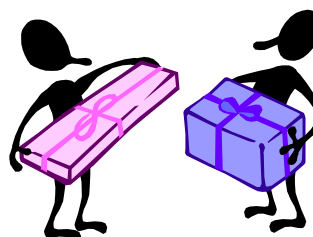
## School Supported Charities

On a national and international level we support the Catholic Charities: CAFOD and Missio.

Through our Parish, we support the local parish community, the Diocesan Lourdes Fund via the Group 24 and the Faith in Action Project.

We also support Jigsaw, the charity which supports children during times of loss and bereavement.

On an annual basis we select one charity as nominated by our families.



## How do we deal with bullying when it occurs?

**Defining Bullying:** a repeated and persistent act against an individual or group of people which causes considerable upset over a period of time. Quite often children and parents will say 'X was bullied today' when in fact it is an isolated incident or where friends have fallen out or a child is just having a bad day. Squabbles and fallouts are not bullying.

### For children we define bullying as:

*Bullying is when someone hurts you on purpose, not just once but several times on separate occasions. That person might do it on their own or they may have others with them. They might hurt you physically; they might hurt you with words or they might hurt your feelings. You might feel scared and you might feel like you need an adult to help you to make it stop.*

We are very lucky that very few incidents of bullying occur in the school but when they do we have a very clear approach for dealing with the incident. We are always keen to consult with parents about policies and procedures so please take time to look at the policy on the website and feedback any comments you might have. If you ever feel that your child or another child is a victim, please contact one of the teachers.

## The Internet Contract

**We have an internet safety contract to which the children learn and adhere.**

I will:

- only use the school's computers for schoolwork and homework.
- only edit or delete my own files and not look at, or change, other people's files
- keep my logins and passwords secret.
- not bring files into school without permission.
- not load anything from the internet without permission.
- be aware that some websites and social networks have age restrictions and I should respect this.
- only visit or search for sites that I know are suitable for school.
- only e-mail people I know, or a responsible adult has approved.
- always be polite and sensible.
- ask permission before opening an e-mail, downloading internet files or attachments from someone I do not know.
- not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- never arrange to meet someone I have only ever previously met on-line unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- I understand that the school may check my files and internet sites I visit.
- If I break this contract, I understand that I will lose the privilege of using the internet, either temporarily or permanently.



## Concerns and Complaints

If at any point during the year you have concerns or questions about any aspect of your child's progress or happiness at school please contact the class teacher who will be happy to meet with you. Generally, it is the class teacher with whom you should try to resolve any issues. All communications should be directed to [contact@stjosephs-epsom.surrey.sch.uk](mailto:contact@stjosephs-epsom.surrey.sch.uk).

If your concern is not resolved and you wish to take the matter further, then you will need to make your concern known in writing. At this stage the concern will be dealt with according to a complaints procedure and managed by a senior member of staff, but typically not the Headteacher. Parents should refer to the complaints policy on the school website.

In the unlikely event that the issue is not resolved please make a request in writing requesting a meeting with Mrs Kenefick.

If the Head Teacher has not been able to resolve the issues to your satisfaction, you may write to the Chair of Governors, c/o the school.

Copies of *Responding To Concerns About Surrey County Council Schools – Guidance for Parents, Carers and the General Public* are available on the Council's website: [Responding to Concerns about SCC schools](#), the Local Education Officer teams or the Surrey County Council Contact Centre 03456 009 009.

## Positive Working Relationships

At St Josephs, we continuously strive to develop excellent, constructive and supportive relationships with both colleagues and parents as we work together in the best interests of the children.

We are also clear that all staff working at St. Josephs School have the right to work within an environment which respects basic standards of courtesy and decency, and one which encourages constructive, supportive working relationships and practices with, and between, staff and parents. The school and governors accept that there are rare occasions where these relationships may become strained, and in such instances commit to striving to find positive resolution wherever possible.

**The Governors are also committed to ensuring that, should they have reasonable belief that a member of staff has been subjected to bullying, abuse, defamation or harassment – whether directly or indirectly, and whether in person, in writing or electronically – that they will conduct a full and thorough investigation, and if they deem it appropriate, use all powers available to them in order to ensure that the matter is dealt with both swiftly, and to the fullest extent available.**

## Section 4A Public Order Act 1986

A person will be guilty of an offence if she or he uses threatening, abusive or insulting words or behaviour or displays to another person any threatening, abusive or insulting written material, sign or any visible representation thereby causing that or another person harassment, alarm or distress.



## Personal mobile phones and mobile devices

The school accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.

The recording, taking and sharing of images, video and audio on any mobile phone occurs only when it has been explicitly agreed by the headteacher. All mobile phone use is to be open to scrutiny and the headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.

The Bluetooth or similar function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.

Parents and carers may use photographs and videos taken at a school event for their **own personal use only when the Headteacher has given permission**. Such photos and videos cannot be sold and **must not be put on any social media** due to existing Data Protection legislation, which in such circumstance is likely to be contravened. The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

Parents and carers **must not** photograph or video children on school trips. If this policy is breached then it is likely that you will not be permitted to attend any trips in the future.

## Children's mobile phones

**The school strongly discourages children from bringing phones to school.** Only year six are permitted to bring phones to school if they travel alone and their parents wish. Phones must be handed in and collected via the main school entrance. Any breaches to policy will result in the phone being confiscated and it not being permitted in future. No phones or tablets are permitted at school discos or other events; you will be called to collect your child immediately for any breach of this rule.

## Procedures for Booking After School Clubs

Towards the end of each term a schedule of after school clubs is sent to parents via Google Form. You should submit your form to school as soon as the link goes live. Clubs are offered on a first come first served basis.

For some clubs, such as Irish Dance, priority is given to existing members.

Clubs, especially football and dance, fill up quickly and provision outstrips demand. There is nothing we can do about this as supervision ratios must be adhered to. While it can be upsetting for children and frustrating for parents/carers, please do assist the administrative staff by remaining courteous in your communications with them.

Once club confirmations are confirmed on Tucasi, parents should email any queries to [clubs@stjosephs-epsom.surrey.sch.uk](mailto:clubs@stjosephs-epsom.surrey.sch.uk). Office staff do not deal with clubs at the reception desk.



# Supporting Your Child At Sporting Events

St Joseph's is recognised in the community for our excellent approach to sporting competition. When children take part in sporting events, we work hard with them to instil a good sporting attitude and respect for other players. It is very important to the children that they have parental support at events. Please help us with the following:

## Clothing

- Ensure that your child is dressed in proper school attire. Both the netball and football teams have school kits.
- Ensure your child has an extra warm layer like a fleece and a water proof. School colours of navy blue will help to maintain a sense of team unity.

## Snacks

- Provide your child with a snack if appropriate and always a bottle of water. Please do not give any snacks to other children without the parent's prior knowledge. **We are a nut free school.**

## Support

- If possible, attend the sporting fixture with your child.
- Let the staff organiser know, in advance, if you are DBS checked and willing to act as a 'fixtures assistant', i.e. take children to and from the toilet to ensure that children are only accompanied by DBS checked parents.
- Demonstrate good 'touch-line' behaviour to the children by:
  - cheering children on both teams in a good sporting manner;
  - respecting the referee and his/her decisions;
  - not coaching or instructing our children from the touchline. This is the role of our member of staff;
  - at the end, assist the staff member by encouraging your child to gather with the team to congratulate the other team.

## Transport

- Arrange transport for your child to and from the event.
- Any transport arranged between parents should be communicated in writing to the member of staff involved in the event.
- Our staff are not permitted to organise transport for individuals nor to transport children themselves, as this requires a business level of car insurance, not the usual social, domestic and pleasure.

## Thanks

Our staff dedicate a lot of time to preparing children for sporting fixtures such as netball, athletics, football, tag etc. They appreciate your support and are always pleased to hear your thanks for their involvement.

## Photographs

You may only take photographs of your child before and after sports events. However, at all sports fixtures, parents will be reminded that no photographs should be taken during the event. Some parents, from St Joseph's and other schools, do not give permission for photographs to be taken. There are also children whose identity needs to be protected.

## What to do if.....?

Situation	Action
<b>Absences/Lateness</b>	
Your child is ill or absent. Children who vomit or have diarrhoea should be kept from school for 48 hours after the event.	Leave message on the answer phone (before school if possible), send an email to the office or use the Parentmail APP for absences
Your child is going to be late to school	Phone School Office or send an email.
You require absence to attend a funeral or wedding etc.	Find a Permission for Compassionate Absence Form on the website on the parent pages and return in a labelled envelope or email.
You are planning to take an unauthorised absence during Term Time	Find an Unauthorised Absence Form on the website on the parent pages and return in a labelled envelope or by email.
Your child has an appointment	Inform office by email <a href="mailto:info@stjosephs-epsom.surrey.sch.uk">info@stjosephs-epsom.surrey.sch.uk</a> ; collect and return child at the School Office. You must provide medical evidence.
<b>Health and Safety</b>	
Your child develops head lice or an infectious disease	Clear your child before returning to school. Inform the school office.
You are worried about the safety of your child or another child.	Phone the school immediately and speak to Mrs Kenefick. In her absence speak to Miss Cullen.
You find school property at home	Please return to school as soon as possible
Your child needs to take medication during the school day.	Do not send child to school if they are likely to be sent home. Complete a Medication Form, available on the website on the parent pages, or email the school office, prior to sending medicine to school.
<b>Clubs and After School</b>	
Your child wishes to attend a club after school	Contact the school office. For queries use <a href="mailto:clubs@stjosephs-epsom.surrey.sch.uk">clubs@stjosephs-epsom.surrey.sch.uk</a>
<b>Financial</b>	
You think you may be eligible for free school meals	Obtain information from school office. You can do this in writing. Email <a href="mailto:karen@stjosephs-epsom.surrey.sch.uk">karen@stjosephs-epsom.surrey.sch.uk</a>
You are sending money to school	All payments should be made via Tucasi wherever possible. Otherwise, send in a sealed and labelled envelope via the Class Teacher or via the post box. Money will not be accepted if it is not labelled and in an envelope. Do not come to the office to make payments.

## What to do if.....?

### Equipment and Uniform

You think your child has lost clothing	Uniform is usually returned very quickly if it is labelled. Ask your child where they took it off! Check where they changed for a club. Look in the lost property box and around the cloakroom area.
You need to purchase school uniform	Uniform may be purchased at Stevensons (Lester Bowden) in Epsom or online; see uniform page for details.

### Changes to Your Details

The person who normally collects your child from school is changing	Contact the office via telephone or email.
You are changing address or phone number, including mobile	Give written details to the school office via email.
You are moving out of the area and changing school	Contact the Head teacher.
You are changing your emergency contact number	Give written details to the school office via email.
Your family domestic arrangements are changing	Contact the Head teacher.

### Concerns

You are worried about your child's progress	Make an appointment with Class Teacher via the email address <a href="mailto:contact@stjosephs-epsom.surrey.sch.uk">contact@stjosephs-epsom.surrey.sch.uk</a>
Your concerns persist	Consider speaking to Mrs Lohn, the SENco, if your child has an IEP.
Your concern has not been properly dealt with	Contact Miss Cullen or Mrs Kenefick.
You wish to contact the Governing Body	Write to the Chair of Governors, c/o the School.
Your car is blocked in by an inconsiderate parent/visitor.	If you can identify the person, speak to them politely. If not, contact the police.

### Other

You need a copy of school holiday dates/academic calendar	Visit the website on the parent pages or email the school office.
You wish to see the published OFSTED report	Go to Ofsted web-site: <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a> or the school website
You have mislaid or did not receive a letter from school.	Most are now sent via Parentmail. Check you junk mail box.

# School Dates for September 2022-2023

## Autumn Term 2022

**In-service day-school closed Thursday 1<sup>st</sup> September 2022 & Friday 2<sup>nd</sup> September 2022**

Return Monday 5<sup>th</sup> September 2022  
Half Term Break up Friday 21<sup>st</sup> October 2022 at 3.00 p.m.

**In-service day-school closed Monday 31<sup>st</sup> October 2022**

Return Tuesday 1<sup>st</sup> November 2022  
End of Term Break up Friday 16<sup>th</sup> December 2022 at 1.30 p.m.

## Spring Term 2023

Return Tuesday 3<sup>rd</sup> January 2023  
Half Term Break up Thursday 9<sup>th</sup> February 2023 at 3.00 p.m.

**In-service day-school closed Friday 10<sup>th</sup> February 2023**

Return Monday 20<sup>th</sup> February 2023  
End of Term Break up Friday 31<sup>st</sup> March 2023 at 1.30 p.m.

## Summer Term 2023

Return Monday 17<sup>th</sup> April 2023

**May Bank Holiday Monday 1<sup>st</sup> May 2023**

Half Term Break up Friday 26<sup>th</sup> May 2023 at 3.00 p.m.

Return Monday 5<sup>th</sup> June 2023

**In-service day-school closed Friday 30<sup>th</sup> June 2023**

End of Term Break up Friday 21<sup>st</sup> July 2023 at 1.30 p.m.





# How to Contact Us

Telephone: 01372 727850

## E-mail addresses:

[info@stjosephs-epsom.surrey.sch.uk](mailto:info@stjosephs-epsom.surrey.sch.uk) (for day to day issues; admin)

[clubs@stjosephs-epsom.surrey.sch.uk](mailto:clubs@stjosephs-epsom.surrey.sch.uk) (for club queries)

[contact@stjosephs-epsom.surrey.sch.uk](mailto:contact@stjosephs-epsom.surrey.sch.uk) (for contact with teachers about progress and other matters).

## Post Box

There is a post box attached to the wall outside the main entrance. We do not expect parents to come to the office with letters, forms or payments which could be placed in the post box. Please help us to keep the office queue down by posting everything and anything you can.

Better still... send it in a labelled envelope, via your child and the class teacher, who will ensure it reaches the office.