



# **Working with Families**

## **Welcome Information for New Families**

**2025-2026**



**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 Staff

## The Leadership

**Head:** Mr Tim Hallett  
**Deputy:** Miss Joanne Cullen

**SBM:** Mrs Andrea Cooke  
**Senior Leaders:** Mrs Christina Betts, Miss Sophie Mundy, Miss Heidi Shanks, Mrs Elaine Tobitt, Mr Tom Heley, Miss Rachel Wheeler

## The Admin Team

**SBM:** Mrs Andrea Cooke  
**Receptionist:** Mrs Enza Gough  
**Admissions/Pupil Data:** Mrs Sas Cardemone  
**Buildings and Maintenance:** Ms Teresa Cane

## Midday Supervisors

Miss Janine Jakubowski, Mrs Maggie Tickner, Mrs Teresa Wright, Ms Vinnie Lam,

## Caretaker

Mr Orlando Esteves

## Catering Manager

Mr Rob Valentine

## The Teachers

Mrs Christina Betts  
Mrs Katie Braid  
Miss Abigail Burden  
Mrs Katie Carter  
Miss Emma Cudmore  
Mrs Clare Davieson  
Mrs Megan Doneux  
Miss Olivia Goodman  
Mr Tom Heley  
Miss Alice Hill  
Miss Concetta Lepore  
Miss Sophie Mundy  
Mrs Gabriella McAdam  
Miss Jeri Murphy  
Mrs Rebecca Norman  
Miss Heidi Shanks  
Mrs Sinead Taylor  
Mrs Elaine Tobitt  
Mrs Jenny de Sausmarez  
Miss Monika Szilagyi  
Mrs Jenny Watts  
Miss Rachel Wheeler

## The Teaching Assistants

Mrs Fiona Almeida  
Miss Iwona Bobko  
Miss Georgia Bruce  
Mrs Mensia Davies  
Mrs Ruth D'Souza  
  
Mrs Sonia Esteves  
Mrs Emma Fonticoba  
Mrs Tina Gregory  
Mrs Angela Hampshire  
Mrs Jolanda Patella  
Mrs Claire Humphris  
  
Mrs Maryanne Klim  
Mrs Veska Kostovska  
Ms Janet Macias  
Mrs Nicola Mountford  
Mrs Denise McCrea  
Ms Clair McGrath  
  
Mrs Ursula O'Sullivan  
Mrs Chelsea Osgood  
Mrs Maria Salvadore  
Mrs Bernadette Simmons  
Miss Marlene Stevens  
Miss Sinead Tiller  
Mrs Elaine Van Loo  
Mrs Margo Maxwell

## Special Educational Needs

Mrs Catherine Lohn & Miss Jeri Murphy

## Swimming support staff

Natasha Chan and Patricia Leung

## Designated Safeguarding Leads

Tim Hallett, Joanne Cullen, Heidi Shanks, Sophie Mundy, Rachel Wheeler



## 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 Mr Christopher Donovan.

### 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.

Mrs Mo Johnson

Mrs Jane Stewart

Mr Paul Cullen

Mr Christopher Donovan (Chair) Mr Nathan Walters

### REPRESENTATIVE GOVERNORS

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

Mr Tim Hallett

Head Teacher Governor

Mrs Jane Goss

Local Authority Governor

Mr Trevor Foale

Parent Governor

Mrs Karen Hawkey

Parent Governor

Mrs Andrea Cooke

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.

## Winter Uniform from September 1st to April

Summer uniform may be worn throughout September

### Girls

- School box pleat skirt is mandatory, purchased from Stevensons.
- White long socks or navy tights. Navy socks are NOT permitted.
- School cardigan with the school motif, purchased from Stevensons.
- White long or short sleeved school blouse. Standard pointed collar, not rounded. Simple sleeves – no puff
- School Tie.

### Or

- Grey trousers ordered via school office or from Marks and Spencer. '**Girls Regular Leg Stain Resist**'. **Product code T761454**. Only these trousers are permitted

- Grey socks

- **Shoes:** Black leather school shoes with grip soles, with laces or straps to secure them. Pump/ballet style shoes are unsafe.

### Boys

- Grey plain front-pleated trousers (no pockets on legs).

- Grey socks.

- White long or short sleeved school shirt.

- School jumper with the school motif, purchased from Stevensons.

- School Tie.

- **Shoes:** Black leather school shoes with grip soles, with laces or straps to secure them.



30<sup>th</sup>

### Other Uniform for all children

- **Coats:** Plain navy with no motifs, no fur or no writing. **Reflector strips are encouraged but should be subtle.**
- **Ruck Sacks:** The school ruck sack is mandatory.
- **PE Kits:** Light blue aertex type T-shirt **with school logo**; plain navy blue school shorts; no tight lycra shorts; no football shorts.
- **Trainers** (with Velcro fasteners until child can tie laces). Girls need extra socks as tights may not be worn.
- **Tracksuits:** Plain navy tracksuit in addition to the PE kit. No stripes, no zips
- **Swimming:** see swimming section.

# Uniform (continued)

## Summer Uniform from May 1st to the end of term

### Girls

- Winter Uniform as before with white short sleeved blouse

### Or

- Summer blue and white chequered dress.
- White ankle socks or white long socks.



### Boys

- Winter Uniform as before with white short sleeved shirt.

### Or

- Grey plain front-pleated shorts (no pockets on legs).
- Grey ankle socks



## Swimming

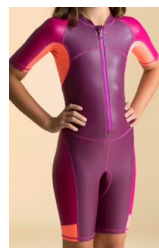
**Swimming is compulsory.** Over 95% of our children leave school as competent swimmers.

Swimming costumes must be single piece trunks for boys or full suit for girls. No item may be loose fitting. Swimming caps are compulsory for all regardless of hair length. Towels are required. All items must be labelled please.

**This is what is required as a one piece suit:**



**These are not permitted:**

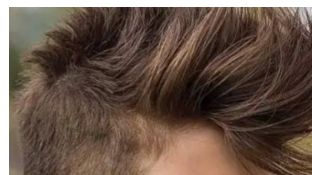
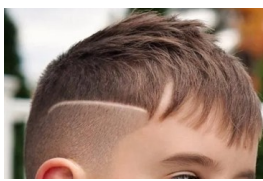
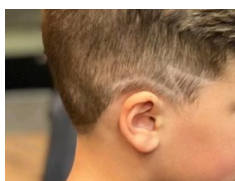


## Hair Length and Style

Hair which is long enough to tie must be off the face, boys and girls. All hairbands and clips must be navy blue. Any braided or beaded hair must also be with navy blue beads.

Hair may **not be shaven and shapes are not permitted**. Boys hair should be conservative in style and a reasonable cut. No gels and sprays are permitted.

**The following are not suitable for school.** (images from internet not our children). Please ensure that the adult who takes the child for the haircut is aware of this.



## 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 Mr Hallett.

There is one session each term and the dates will be confirmed in the calendar. The cost of a volunteer DBS clearance is £12.60 which we ask the parents to pay.

## 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 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.



## Travelling to and from school

If you make any alterations to the transport arrangements for your child, please notify the school office,

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.

**Parents are not permitted to park in the school car park.** You may **drop and go** 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 grass verges, in residents' areas and do not leave car engines running while waiting.

### Arriving and Departing

All gates open at 8.35am.

We allow children 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 8.45am 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 3.15pm 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 3.15pm.

**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. 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 3.05pm 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, Holymoore 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 our on-line system, Arbor. New parents will be sent a link to access.

### 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 Arbor in advance. 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, e.g. pesto.**

### School Fund - £35.00 per child payable in September

In order to supplement a limited budget we ask each family for a voluntary contribution of £35.00 per child per year (£70.00 per family) which is payable in September. We do not expect payment for child 3 or 4. How is the money used:

- One third is transferred into the Governors' fund. As a Catholic school, the Government holds our Catholic community liable for 10% of all building costs.
- To enhance the school resources and environment as identified during the school year where funding from the DfE does not meet needs
- To support school activities where other funds are not available .e.g shortfalls in trip and events contributions.
- To support any social and welfare needs identified for any child in need.

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

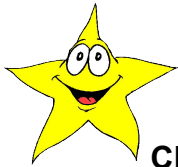
Swimming contributions are £55 per child or £110.00 per family. We do not expect payment for child 3 or 4.

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 £33.00 contribution, due to them swimming for just one term and in this instance £72.00 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.

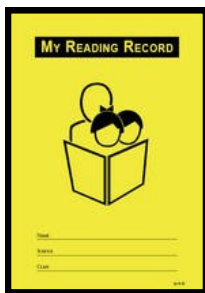
**Badges** You will see children wearing badges around the school, especially in year six. These indicate that the child has a role of responsibility, for example a member of the School Council, an Eco-Warrior, Art Ambassador, a Fitness Friend, a Prefect or House Captain or perhaps a member of the choir 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 the key vocabulary they should be able to read fluently can also be found in them.

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.

## Assemblies

On Wednesdays, 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. Our Forest leader now is Mrs Fonticoba.



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 support Missio
- Knock support Faith in Action
- Lourdes support HCPT
- Fatima support Jigsaw

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 8.45am with a rolling entry to class from 8.40am  
End of Day: 3.15pm

	Lunch	pm session
Reception	11.30 a.m.	12.00 p.m.
Year One	11.40 a.m.	12.40 p.m.
Year Two	11.55pm	12.55pm
Year Three	12.05pm	12.55 p.m.
Year Four	12.20pm	1.10pm
Year Five	12.30pm	1.20pm
Year Six	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	Years 3 to 6 also need
School ruck sack, purchased at Stevensons	A full pencil case—pencils, pen, colouring pencils, rubber, ruler, sharpener, pritt stick, protractor
Reading record and reading book	
PE kit and swimming kit	Years 2 to 6 require a <b>school pen</b> bought at the school office.

## Lost Property

There is no lost property storage. Children are required to keep their items safe. 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 on Arbor. For sports' clubs and Forest School children must bring a change of clothing. This keeps their uniform and PE kit fresh and clean. Children are not permitted snacks for clubs under any circumstances.

## End of day

At the end of the day, 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.

Children must not be given snacks or fruit at the end of the school day until they have left the premises.

# 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 stamp 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.

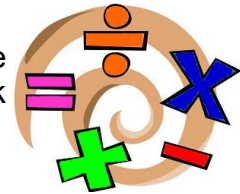
# Home Learning

**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. Boost, Times Table Rock Stars and Numbots.



**Spelling Shed**—See newsletter September

**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	
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.	A piece of maths and a piece of literacy.	A piece of maths and a piece of literacy.

# Assessment

One of the keys to success at St Joseph's is knowing where children are in their learning and what they need to do to improve.

We do this very well, so much so that children meet key end points successfully. Outcomes for the end of Reception, Year One Phonics, Year Four National Timetables Test and Year Six SATs are indicators of this success.

## Assessments

Children are assessed each term in maths, writing and reading. They are also tested on mental maths, key vocabulary and in spelling.

At the end of each term, children receive a certificate with shiny stickers, which records the level they have reached—diamond, platinum, gold, silver, bronze, glass or rose.

This approach highly motivates the children to work hard to improve. Parents are sent copies of the mental maths and spelling tests, so that they can support their child at home to plug gaps.

## Quizzes in History, Geography and Science

Very regularly, as part of routine learning, children in years 1 to 6 complete quizzes, which check that key knowledge is embedded, from topics they have studied during the academic year.

Towards the end of each term, quizzes counts as a final test fro the term and the scores from these tests inform the teacher's judgement as to whether your child is meeting expectation. The child needs to score at least 70% in each quiz to meet the expectation.

At the end of the year, the summer results are added to a judgment about the skills your child has demonstrated in their regular learning. This leads the teacher to summarise your child's outcome for the year.

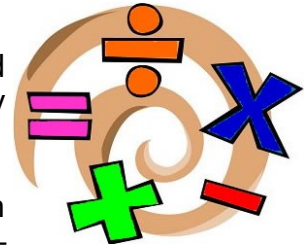
## Scholar Challenge in History, Geography and Science

The scholar challenge is different to the quizzes.

The challenges are completed by all children in July. They are a challenge to see how much a child remembers from all of their accumulated learning since year one. The children are awarded a badge to wear if they score highly in this challenge. The badges are worn with pride.

Quizzes and the scholar challenges are sent home to parents, with the answers.

There are no surprises—the children know the questions which will come up. In this way we hope that parents will work with the children to revise.





# 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 email.

## 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 email.

## 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 email.

### 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 Mr Hallett **two weeks** in advance. Please be aware that such absences will be noted by the Inclusion Officer. Please note, unauthorised absences of more than 5 days within 10 school weeks will be subject to fines from Surrey County Council. Please see Attendance Policy on the school website for more information.

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 Designated Safeguarding Lead is Tim Hallett with whom any concerns must be raised in the first instance. In his absence, Joanne Cullen, Heidi Shanks, Rachel Wheeler and Sophie Mundy are also trained Safeguarding Officers.

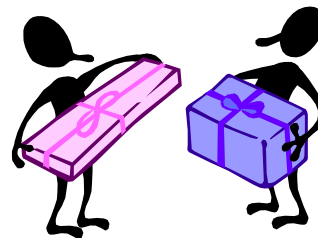
## School Supported Charities

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 which a member of staff says I can.
- 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 Mr Hallett.

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

For safeguarding reasons, parents and others who enter the school grounds are reminded that there should be no phones or other devices, including smart watches in use while on the school site. These devices should be in bags and pockets and under no circumstances carried in the hand. This includes the playground. The school accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.

There will be no phones or devices used at events (including sports and assemblies). We will provide a chance for you to take a photo of your child after the event.

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

**Only year six** are permitted to bring phones to school and only if they travel alone and their parents wish. **The school strongly discourages year 6 children from bringing phones to school. Phones must be dumb phones. No smart phones are permitted.**

Phones must be handed in and collected via the main school entrance or at the Whitehorse Drive gate. Any breaches to policy will result in the phone being confiscated and it not being permitted in future. No phones, smart watches 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 Arbor. 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 you have booked and paid on Arbor, your child's place is booked. 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.

## Attending Any School Events

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

**Park on the playground for large events.** 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.



# 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, football 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 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 Mr Hallett. In his 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 Arbor wherever possible. Otherwise, send in a sealed and labelled envelope via the post box. Money will not be accepted if it is not labelled and in an envelope.

## 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.
You need to purchase school uniform	Uniform may be purchased at Stevensons 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 Mr Hallett.
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 Arbor. Check you junk mail box.



# School Dates for September 2025-2026

## Autumn Term 2025

**In-service day-school closed Tuesday 2<sup>nd</sup> September 2025**

Return Wednesday 3<sup>rd</sup> September 2025

Half Term Break up Friday 24<sup>th</sup> October 2025 at 3.15 p.m.

Return Monday 3<sup>rd</sup> November 2025

End of Term Break up Friday 19<sup>th</sup> December 2025 at 1.30 p.m.

## Spring Term 2026

Return Monday 5<sup>th</sup> January 2026

Half Term Break up Thursday 12<sup>th</sup> February 2026 at 3.15 p.m.

**In-service day-school closed Friday 13<sup>th</sup> February 2026**

Return Monday 23<sup>rd</sup> February 2026

End of Term Break up Friday 27<sup>th</sup> March 2026 at 1.30 p.m.

## Summer Term 2026

Return Monday 13<sup>th</sup> April 2026

**May Bank Holiday Monday 4<sup>th</sup> May 2026**

Half Term Break up Friday 22<sup>nd</sup> May 2026 at 3.15 p.m.

Return Monday 1<sup>st</sup> June 2026

**In-service day-school closed Friday 26<sup>th</sup> June 2026**

End of Term Break up Friday 17<sup>th</sup> July 2026 at 1.30 p.m.

**In-service day-school closed Monday 20<sup>th</sup> July 2026**

**Tuesday 21<sup>st</sup> July 2026**



## 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 confidential 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.

## Parent Representatives for Other Languages

If English is not your first language or if you have various languages spoken at home, we have some parent representatives who can assist you if any school activities are new to you and need explaining.

They are people who have said that they are happy for other to contact them:

**Mrs Aranzazu Sagrario Escamilla for Spanish**

**Urszula O'Sullivan for Polish**

**Maria Salvador for Tagalog**

**Libera Del Grosso for Italian**

**Sonia Estevez for Portuguese**

Their contact details are available from the school office.