

St. Joseph's Catholic Primary School



The community of St. Joseph's School follows the example of Christ, accepting and respecting everyone, as we learn and grow together, safe in His Love.

School Brochure 2012 / 2013

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Dear Parents,

On behalf of all the staff and children, I would like to welcome you to St. Joseph's School. If your child is to join us soon, we hope that this is the beginning of a very happy time for you and your child.

We believe that school is a happier and more valuable place if staff, parents and governors can work actively together in the process of educating your child. The home/school partnership is an important ingredient in your child's education and we have always enjoyed strong and supportive links with our parents/carers.

Your child will benefit from our support and encouragement throughout their time at St. Joseph's. Our aim is for all children to become independent, adaptable, caring and tolerant and to achieve their full potential. To this end, we will ensure that the children receive a broad and balanced education and that the requirements of the National Curriculum are met.

We are proud of our achievements which include Healthy Schools Accreditation, Active Mark and Basic Skills Quality Mark. This last academic year we were awarded the NACE award for the work we do to support and encourage Able, Gifted and Talented children.

This brochure will tell you a great deal about the school but if you require any further information, please do not hesitate to contact my staff or myself.*

Our staff and governors look forward to meeting you many times during the course of your child's time at St. Joseph's.

Yours sincerely

(Mrs.) C.P. Jones B. Ed
Head Teacher

* The information in the brochure is correct at time of publication.

www.st-josephs.havering.lgfl.net



St. Joseph's is a Voluntary Aided Catholic Primary School situated in the heart of Upminster, Essex within the London Borough of Havering and the Diocese of Brentwood. We cater for boys and girls between the ages of 4+ and 11+, with 424 pupils currently on roll.

Our Mission Statement

The community of St. Joseph's School follows the example of Christ, accepting and respecting everyone, as we learn and grow together, safe in His Love.

The school buildings are spacious and well-maintained. The Juniors and Infants each have their own playground with Reception using theirself-contained playground as an 'outdoor classroom' throughout the year.



The school has a newly equipped computer suite as well as computers in each classroom, connected to the school's network system, and a trolley of twenty laptops and one of sixteen netbooks for independent learning. We can access the Internet via broadband and have our own web site. All classrooms have interactive whiteboards, multi media projectors, visualisers and a range of technologies to maximise the potential of ICT as a teaching and learning tool. We now have WiFi throughout the school.

We have a spacious hall used for assemblies, P.E and school dinners. The hatch is used for hot school dinners, music lessons and lessons outside of the classroom.

We are very proud of our hard-working School Council who act under the leadership of Mrs. Henry and the Head Teacher. Two pupils are democratically elected from each year (Yrs 1 – 6), with a Chair Person, ViceChair, Treasurer and Secretary elected from Year 6 to form the council. They remain in 'office' for the school year acting as ambassadors for the school and make recommendations for improvements and also fund raise for school equipment and charities both at home and abroad.

Head Teacher

Mrs. C. Jones / Mr. J. Johnson September 2012

Deputy Head Teacher

Mrs. S. Derbyshire

Teaching Staff

Mrs. S. Barry	Mrs. J. Carr	Mrs. A. Cripps
Mrs. D. Durell	Miss. L. Franks	Miss. S. Gray
Mrs. H. Henry	Miss. C. Hollinshead	Mrs. L. Jones
Ms. A. McKersey	Miss. A. Powell	Miss. C. Ramsay
Mrs. C. Ryan	Mrs. M. Skinsley	Mrs. J. Trapp
Mrs. N. Usher		

Teaching Assistants

Mrs. R. Betts	Mrs. J. Bright	Mrs. T. Butler
Mrs. S. Daniels	Mrs. M. Dennis	Mrs. N. Ferguson
Mrs. C. Hallmark	Mrs. M. Kavanagh	Mrs. J. Kyle
Mrs. J. Ward	Mrs. N. Winters	Mrs. M. Woods

Special Needs Assistants

Mrs. T. Faulkner	Mrs. D. Holmes	Mrs. P. Lammas
Mrs. A. Samson	Mrs. N. Scahill	Mrs. M. Walters

SENCO

Miss. J. St. Jorre

Music Co-ordinator

Mrs. L. Rice

Office Manager

Mrs. B. Frost

Finance Officer

Mrs. C. O'Connor

Admin Officer

Miss. C. Sait

Clerical Assistant

Mrs. C. Finigan

Site Manager

Mr. B. Maguire

School Meals Staff

Mrs. K. Bryant (Cook)	Mrs. J. Brooks	Mrs. J. Fellows
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Mid-day Assistants

Mrs. M. Alexandru	Mrs. J. Attwood	Mrs. P. Cherry
Mrs. J. Clark	Mrs. V. Clist	Mrs. M. Cole
Mrs. A. Daines	Mrs. S. Delventhal	Mrs. S. Ellis
Mrs. N. Ferguson	Mrs. C. Finigan	Mrs. S. George
Mrs. C. Gregory	Mrs. C. Hallmark	Mrs. M. Henry
Mrs. M. Kavanagh	Mrs. G. McCardle	Mrs. L. Morgan
Mrs. D. Plewa	Mrs. N. Scahill	Mrs. G. Thomas
Mrs. R. Underwood	Mrs. J. Ward	

OUR SCHOOL GOVERNORS

The Governing Body is made up of Foundation Governors appointed by the Bishop, elected parents and staff and representatives from the LA.

Governors have particular responsibilities laid down by law and share the task of leadership and management with the Head Teacher.

Governors are volunteers; they act as a 'critical friend', monitoring and evaluating the work of the school.

Our current Governing Body are listed below.

Chairman		
Cll. C. Barrett		
Vice-Chairman		
Mrs F Maude		
Foundation Governors		
Mrs. S. Davis	Mr. E. Dunlea	Mr. R. Durell
Rev. Fr. J. Farrell	Mrs. E. McCall	Mrs. A. Pavitt
	Miss. J. St. Jorre	
Parent Governors		
Mrs. N. Guynan		Mrs. J. Rhodes
Teacher Governor	Support Staff Governor	Head Teacher Governor
Mrs. L. Jones	Mr. B. Maguire	Mrs. C. Jones
Representative Governors		
Miss. B. Main		Mrs.F Fuller

LENGTH OF THE SCHOOL DAY

Morning Session	
Registration	8:55 am – 9:00 am
Lessons	9:00 am – 10:30 am
Morning Break	
	10:30 am – 10:45 am
Lessons	10:45 am – 12:00pm (Infants) 10:45 am – 12:10 pm (Juniors)
Lunch	
	12:00 pm – 1:15 pm (Infants) 12:10 pm – 1:15 pm (Juniors)
Afternoon Session	
Registration	1:15 pm - 1:20 pm
Lessons	1:20 pm – 3:15 pm
Total Class Time	4 hours and 50 minutes per day - KS 1 5 hours per day - KS 2

TERM AND HOLIDAY DATES – SCHOOL YEAR 2012/2013

Terms	Inclusive Dates
INSET Day	Monday 3rd September 2012 (No children in school)
Autumn Term	Tuesday 4 th September 2012 – Friday 21 st December 2012
Autumn Half Term	Monday 29 th October 2012 – Friday 2 nd November 2012
Christmas Break	Monday 24 th December 2012 – Friday 4 th January 2013
Spring Term	Monday 7 th January 2013 – Thursday 28 th April 2013
Spring Half Term	Monday 18 th February 2013 – Friday 22 nd February 2013
Easter Holiday	Friday 29 th March 2013 – Friday 12 th April 2013
Summer Term	Monday 15 th April 2013 – Tuesday 23 rd July 2013
May Day Bank Holiday	Monday 6 th May 2013
Summer Half Term	Monday 27 th May 2013 – Friday 31 st May 2013
Summer Break 2012	Wednesday 24 th July 2013 – Friday 30 th August 2013

INSET DAYS (4 further days are to be identified for staff training and development)

Caring for the Whole Child

At school we are concerned with the 'whole child' and not just academic achievement. After all, if your child isn't happy at school or at home, it is likely that he/she won't do very well. For this reason, each class teacher will be concerned with how children are getting on with each other and how they get on with adults. If a child appears to be unhappy or different from normal, the class teacher will probably raise the matter with the Head Teacher and in turn the school may contact you to discuss the matter.

Please see teachers **after** school as before school they are very busy preparing for the school day.

Child Protection

Staff members have a duty to safeguard and promote the well-being of the children in their care. The Local Authority requires that staff refer any serious concerns that they might have about any children to the Head Teacher or a senior member of staff.

To support us in this responsibility it would help if you would keep the school informed of any unusual or serious injuries which your child has suffered and of any circumstances at home which might cause a change in your child's behaviour at school.

This helps to monitor the welfare of our children so we can better meet their needs. Staff may sometimes want to speak with you to clarify the cause of a particular injury, explore any reasons for a marked change in your child's behaviour, or raise other concerns they may have.

Where staff members have serious concerns we are under a legal obligation to make a referral to staff at the Social Services Child Protection Team.

The school has close links with other support agencies. The Educational Welfare Officer, School Nurse and Educational Psychologist are regular visitors to the school and are available to give advice and help if the need arises. We also engage a Home School Support Worker to work with the children and families of local schools. She is available for support, guidance and can refer families on to organisations that may be able to help and advice in a range of circumstances.

Rainbows for all God's Children

We have introduced a 'Rainbows Club'. Rainbows is a programme for children who have suffered bereavement either through death, divorce or separation. Children are invited to join the programme if both parent and child agree. Members of our staff have been trained to facilitate the groups.



SCHOOL ROLL AND ORGANISATION

The current school roll is 424 divided into fourteen classes.

Your child's time at school is divided into three phases that are known as stages:

The **Foundation Stage** is the stage of education for children aged from 3 to 5, and covers previous nursery schooling as well as their Reception Year.

Key Stage One covers Years 1 and 2 (Infants)

Key Stage Two covers Years 3, 4, 5 and 6 (Juniors)

The classes at St. Joseph's are not constructed according to the ability of the children. They are generally allocated to a class by date of birth and so that there is a mix of boys and girls. Therefore classes contain children of a variety of abilities.

The school is two forms of entry. That means that there are two classes in each year with 30 children in each class.

CURRICULUM ORGANISATION

The school aims to provide a happy and secure environment for each child. It seeks to be a community which complements the home and Parish in attempting to live out the values of the Gospel. We ensure that the requirements of the National Curriculum are met and that all children receive a broad and balanced education.

The key elements which comprise the basic curriculum include:

- ◆ The *National Curriculum* for children of compulsory school age
- ◆ The Foundation Stage Curriculum for Reception pupils
- ◆ Religious Education for all pupils

The *National Curriculum* comprises:

- ◆ Four 'core' subjects: English, Mathematics, Science, and Information and Communication Technology (ICT); as well as...
- ◆ Six foundation subjects: History, Geography, Design and Technology, Physical Education, Art and Music.

As a Catholic school, Religious Education is treated as an additional core subject. Modern Foreign Languages are taught within the school. Italian is taught in Reception and Years 1 and 2, French is taught in Year 3, 4, 5 and 6.

These subjects alone are not intended to be a complete curriculum and other aspects will also include Personal, Social and Health Education (PSHE) – which also includes Citizenship as well as Sex and Relationship Education (SRE).

CURRICULUM ORGANISATION CONT.

Each term, a Newsletter is sent home to parents informing them of the work their child will be covering during the term and also ways for you to support their learning.

Our Homework Policy has been drawn up after consultation with parents, Governors and staff. The framework is devised to show progression as the children move from one Key Stage to another. The view was taken that homework tasks should become more specific, more demanding and more complex in nature as children get older.

Foundation Stage: As the year progresses children will take reading books home to share with you. They will also have a 'Day Book' for communication between home and school.



Key Stage One: Spellings Monday for a test on Friday and a piece of maths work weekly.

Key Stage Two: Spellings Monday for a test on Friday and three or four pieces of work weekly.

All children may be asked to do some research for their class topics. Children may be asked to take work home to complete. Children are encouraged to read regularly and we do not view this as homework.

We also have 'Big Talk' homework. Children are given topics to discuss at home to aid their work in school.

Key Stage 2 children have a homework notebook for both teacher and parent to sign.

CURRICULUM CONTENT

Early Years Foundation Stage

St Joseph's is guided by the key principles of The Early Years Foundation Stage (EYFS) enabling us to focus on the holistic development of each child and equip them with the strongest of foundations on which to build their future learning. We provide a safe caring and stimulating environment which enhances their development across the three prime areas of learning:

- ◆ Personal Social and Emotional Development
- ◆ Communication and Language
- ◆ Physical Development

These prime areas continue to be fundamental across the EYFS and are the foundation for the specific areas of learning:

- ◆ Literacy
- ◆ Mathematics
- ◆ Understanding the World
- ◆ Expressive Arts and Design

Through the organisation of our play based curriculum we seek to promote a rich and varied learning environment which gives children the confidence and skills to explore and learn in secure and safe, yet challenging, indoor and outdoor spaces. Our skilled practitioners create learning experiences and opportunities for all children based on an individual's interests and developmental needs.

CURRICULUM CONTENT CONT.

The EYFS also encourages practitioners, parents and carers to work together to help children develop to their full potential.

Most of the programmes of work are planned through topics or themes which cover the three terms of the year. Using information from ongoing observation and assessment during the year, activities are planned to build on what the children already know. They are given the opportunity to work in large and small groups on both adult directed and self-initiated activities to help develop concentration, personal and social skills and encourage independence.

Key Stage 1: Year 1 and Year 2

All class activities and lessons in Key Stage 1 are taught using a mixture of class, group and individual teaching methods. The National Curriculum in Key Stage 1 will be taught as part of carefully chosen topics but English and Maths are taught separately.

ICT is taught 'distinctly' as well as being used to support learning across the curriculum. Italian is also taught by our specialist teacher.

Key Stage 2: Years 3 – 6

Basic teaching methods in Key Stage 2 remain the same, i.e. a well-balanced mixture of teacher led class lessons, small group work and individual learning.

Skills in Mathematics and English are taught in a systematic and carefully planned way. Again, as in Key Stage 1, other subjects may be taught as topics.



ICT skills are developed systematically and children learn to use computers as a tool to aid learning across the curriculum. French is also taught.

COMPLAINTS ABOUT THE CURRICULUM

As a requirement of the Education Reform Act, the Local Authority has developed formal procedures which specify how complaints about the curriculum and collective worship are to be handled. (These procedures are not concerned with complaints about the actions of individual members of staff and Head Teacher, or matters other than the curriculum and collective worship).

When a complaint about such is made, it should be dealt with in the first instance, through informal discussions with the Head Teacher, as is the established practice within the school. In the rare instance where a matter cannot be resolved informally, the next stage is for it to be considered by the Governing Body as a formal complaint.

SCHOOL RULES AND DISCIPLINE

Children are expected to behave in a reasonable and responsible manner both to themselves and to others, showing courtesy to others and respect for their environment at all times. It is hoped that an imposed discipline will gradually give way to a growing sense of self-discipline. The school rules have been devised to maintain a secure, orderly and purposeful atmosphere for all who work in the school. A copy of our Behaviour & Discipline Policy is given to every parent.

If a child misbehaves or is persistently heedless of the school rules, the Head Teacher will ask the child to write a letter of apology which must be signed by the parents and returned to the Head Teacher. Should there be no improvement after this, the Head Teacher will seek to discuss the matter with the child's parents.

If a child is misbehaving in class or not working to the class teacher's satisfaction, the class teacher will judge the appropriate time to talk and seek their co-operation.

SCHOOL RULES AND DISCIPLINE CONT.

Our school looks to parental support in matters of discipline and assisting the development of good work habits on the part of the children.

A programme called Assertive Discipline is used in our school and Teachers, Teaching Assistants and Midday Assistants have all received training for this. The purpose of it is to encourage and reward positive or good behaviour. Rewards and sanctions have been drawn up between children and teachers and are displayed in our classrooms.

There are also rewards and sanctions for playground behaviour.

ASSESSMENT

At the end of each Key Stage (Year 2 and Year 6), children will complete the statutory Standard Assessment Tests (SATs).

In the Summer Term, all children are tested in Mathematics and English. The results of all tests are reported to parents.

During their first few days at school, we assess all new pupils; this is called On-Entry Assessment. This is also reported to parents.

At the end of the Foundation Stage, Foundation Stage Profiles are completed for each child and sent to the Local Authority.

This year the DFE have introduced a new phonics test for all year 1 pupils.

RELIGIOUS EDUCATION

In a Catholic School, the Religious Education received by the children helps the home in laying the foundations for the formation of a Christian person, as well as instructing the child in the basic levels of faith.

The 'Here I Am' programme has been followed for many years and is being replaced by a new National programme called 'Come and See'. The school works closely with the Parish Clergy on Sacramental preparation programmes. The children are prepared for the sacrament of Eucharist and reconciliation through Parish based programmes.

Parental involvement is essential to the success of these programmes and the Governors expect parents to support them. Meetings and talks for parents concerned are held on Saturdays and evening during the year.

SCHOOL ASSEMBLIES

Assemblies take place in school on the following basis:

Monday	Class prayers led by children and teacher
Tuesday	AM: Junior School Assembly – led by a particular class or member of staff. Parents of the children in that class are welcome
	PM: Infant School Assembly - led by a particular class or member of staff. Parents of the children in that class are welcome
Wednesday	Class prayers led by children and teacher
Thursday	Class prayers led by children and teacher
Friday	Whole School Assembly – led by a group of children or member of staff

SEX AND RELATIONSHIP EDUCATION

The School Governors, as required by the Education Act (1986), have determined a school policy for sex education. The Governors policy is that children should receive sex education suitable to their development and maturity. We follow a National Scheme recommended by our Diocese called 'Journey in Love'. A meeting is held for parents of Year 5 and 6 children which will explain in detail the work to be covered in class.

EXTRA CURRICULAR ACTIVITIES

In addition to lessons there are a number of activities which the school offers outside of the normal school day.

These currently include Football (Girls and Boys), Basketball, Cheerleading, Cross-Country running, Short-Tennis, Rugby, Netball, Athletics, Cricket, Rounders and Multi Sports. Some clubs are run by outside providers and therefore may have an additional cost attached.

Music Tuition

There are opportunities for Junior children to learn a musical instrument under the tuition of teachers from the Havering Music School. At present, the instruments taught are violin, cello, flute, clarinet, trumpet, trombone, cornet and tenor horn. Fees are chargeable for instrumental lessons and are currently £45 per term. Parents are notified when places become available.

SPECIAL EDUCATIONAL NEEDS

All children may experience some difficulties in learning from time to time. However some children do need extra help. We are fortunate to have the assistance of Miss. St. Jorre, our school's Special Needs Co-ordinator whose responsibility it is to give extra assistance to these children.

In some instances the child will be withdrawn from class for extra help. This is usually undertaken by our Special Needs Assistants. Targets for special needs pupils are included in their Individual Pupil Plans which are jointly agreed with the teacher, parents and our SENCO.

Mr. John Price is our school's Educational Psychologist; he makes arrangement for the smooth transfer of pupils with special needs. Any additional support is arranged prior to pupils starting school so that all children are given the best possible start. A policy on Special Education Needs is held in school and reviewed annually by governors. We also have an Accessibility Plan which details our work to ensure that our school is accessible to children with disabilities.

CHARGING FOR SCHOOL ACTIVITIES

The Education Reform Act 1998 states that education provided during school hours must be free of charge. The school therefore, may not charge for any activities which take place in school time, with the exception of instrumental lessons.

The school may charge for activities provided wholly or mainly outside school hours, as long as these activities are optional extras.

In order that school activities can take place, as in the past, the school may invite parents and others to make a voluntary contribution towards any aspect of the school's work e.g. visits, consumable items and artefacts etc. However, no pupil may be left out of an activity because his/her parents are not able to or do not wish to make a contribution.



ATTENDANCE

Our school attendance rate remains very good. All schools have been given an attendance target; St. Joseph's target is 96%. Therefore we encourage you to ensure that your child attends school every day, he or she should only be absent if the reason is 'unavoidable'.

In the school year 2010/2011 we reported the following attendance figures:

Attendance	96.7%
Authorised absence	3.2%
Unauthorised absence	0.1%

SICKNESS AND MEDICAL OR DENTAL APPOINTMENTS

We expect children to remain at home if they are ill. Coughs, colds and infections spread rapidly in a school environment. We consider it unfair to all if sick children are in close contact with other children and adults.

NB: If your child had diarrhoea or vomiting, you must keep him/her at home for 48 hours after the condition has stopped.

In the event of an unplanned absence

Parents/carers should contact the school on the **first day of absence**, in person or by phone by 9.30am, stating briefly the reason for the absence. If no message is received the school has a legal obligation to investigate the pupils' absence. We will attempt to call parents of those pupils who have not turned up for school or informed us about their absence.



When the child returns to school, he/she **must** bring a **written letter** of explanation signed and dated by a parent/carer. If a written explanation is not received, the school is legally obliged to follow up. Unexplained absences will be categorised as unauthorised after 3 weeks.

Routine appointments should ideally be made out of school hours.



We appreciate written notice the day before an appointment (which is accepted for authorisation) where these are unavoidable during school hours. If your child will miss registration and will need a school-meal booked for that day, please telephone the school office by 9:30am. Anyone collecting/returning your child should come to the main reception and report to the school office.

LATENESS

Children must attend school on time in order to be given a mark for the morning/afternoon session.

Parents/carers are expected to ensure that children are present at registration. Pupils arriving after the register has been called will be marked late. If you are running late in the morning, you should enter via the main reception and report to the school office.

Arrivals after 9:30am for the morning session and 1:45pm for the afternoon session will be counted as **unauthorised absence** unless the school receives a signed and dated letter from the parent/carer to explain the lateness.

HOLIDAYS DURING TERM TIME

'Schools must now be satisfied that the circumstances behind the request warrant agreeing to the absence, and considers that the leave of absence should be granted due to the special circumstances relating to that application'. *The Education (Pupil Registration) (England) Regulations 2006 No. 1751*

Holidays should **not** be taken during term time. In **exceptional circumstances** only, our Governors may allow you to take your child out of school for up to five days. Cheap family holidays are **not** classed as exceptional circumstances. Each request will be looked at individually. However you should be aware that it will be difficult to meet all the requirements of the National Curriculum in the time available if your child misses too much school.

If you do require time off during term time, a form (available from the school office) must be completed at least 14 days prior to the absence. The Head Teacher/Governors will consider this request and decide if an absence can be authorised. Absence for holiday may be recorded as unauthorised absence.



You will receive confirmation if this request has been authorised and a letter of explanation if the leave has not been authorised. If the request does not meet the criterion, the leave will not be authorised. If the leave is taken and given an unauthorised mark you may then be issued with a fixed penalty notice.

'The Penalty Notice will be issued in line with the Havering Code of Conduct – Penalty Notices. The fine is £50.00 per parent, per child, rising to £100 if unpaid after 28 days. If Payment is not received by 42 days the debt will be referred to the Debt Recovery Department, in addition, the Local Authority may consider taking a prosecution against you for the offence.'

SCHOOL UNIFORM

School uniform is a good way of helping children to feel part of the school community. It is also a practical way of dressing your child for school and we seek the co-operation of all parents in maintaining the **exact** uniform both during the summer and winter.

GIRLS	Boys
WINTER	
<ul style="list-style-type: none"> • Maroon Blazer with School Badge * • Maroon Cardigan • Grey Skirt / Tunic • White long sleeved shirt • School Tie * • Socks (White only) or Tights (Grey, Maroon or White only) • Scarf (Maroon or Grey only) • Hat (Maroon or Grey only) ** • Plain Black Flat Shoes (No 'fashion shoes', trainers or boots) 	<ul style="list-style-type: none"> • Maroon Blazer with School Badge * • Grey Jumper • Short Grey Trousers (Rec – Yr 5) or Long Grey Trousers (Yr 6) • White long sleeved shirt • School Tie * • Grey Socks • Scarf (Maroon or Grey only) • Hat (Maroon or Grey only) ** • Plain Black Shoes (No 'fashion shoes', trainers or boots)
SUMMER	
<ul style="list-style-type: none"> • Maroon Blazer with school badge * • Maroon Cardigan • Summer Dress * • Socks (White only) • Plain Black or Navy Blue Shoes or Sandals • White School Baseball Hat ** 	<ul style="list-style-type: none"> • Maroon Blazer with school badge * • Grey Jumper • Plain white Polo Shirt • Short Grey Trousers (Rec – Yr 5) or Long Grey Trousers (Yr 6) • Grey Socks • Plain Black Shoes (No 'fashion shoes', trainers or boots) • White School Baseball Hat **

Winter



Summer



Games / PE Kit

- White, round neck T-shirt with school logo **
- Maroon Shorts *
- St. Joseph's Tracksuit **
- Plain Black / Navy swimsuit/trunks and a white swim hat with school logo ** (Yr 4 and 5)
- Black Plimsoles (indoor PE)

Coats and jackets **must** be plain black or navy blue in colour, without any logos.

Infant children also need an apron for painting. These should cover their arms as well.

The items marked with * and ** are specifically designed for St. Joseph's.

Those marked with * are available from Kindas in Station Road, Upminster.

Those marked with ** are available from the school office on **Monday's** 8:30 am – 9:00am and 2:30 pm – 3:00 pm and **Wednesday's** between 8:30 am – 9:00am.

(Ties for young infants with an elasticated neck and are already 'knotted' are available from Kindas).

Hair

Functional and simple hair clips or bands are acceptable. They should be **plain** in design; either black, navy blue, maroon, grey or white. The best and most appropriate are 'scrunchies'. In order to comply with Health and Safety regulations all hair that can be tied back should be (regardless of gender).

Jewellery

The wearing of jewellery is **not** permitted in school, this includes earrings. If you intend to have your child's ears pierced, this **must** be done at the start of the longer summer break to ensure that they have healed before returning to school.

Names on items of school wear

Please ensure that all items of school wear and equipment are marked with your child's name. So many articles and items look the same that it is impossible to identify owners without a clear name tag or label.

Luke Smith

Lost Property

This is kept outside the Year 6 classrooms. We have designated prefects who regularly look through the lost property and return any named items to their rightful owner. It is for children to ensure that any discarded clothing is collected at the end of playtimes. Each term we have lost property on display for parents to have a look through. Items not collected at the end of the school year will be disposed of.

MEDICINES AT SCHOOL

The LA ruling is that no medicines can be given by staff members in school because of the possibility that they might be inappropriate, cause a reaction in particular cases, or be improperly given. Parents however are permitted to come into school and administer medicines.

Asthma and allergy related medication can be kept by the school office. Parents are asked to complete necessary forms to ensure proper permissions are given. (Please see the school office for a form).

Any requests beyond these guidelines should be discussed with the Head Teacher, who may seek advice from the school nurse and/or the LA.

ACCIDENTS AND EMERGENCIES

If your child is taken ill at school or has an accident, it may be necessary to contact you urgently. Please make sure that you keep the school office informed of any change of address, telephone number, place of work, hours of work and work telephone. New parents will be asked to fill in a form which asks for all this information. Should you change your place of work, please ensure that the school's information is updated.

SCHOOL MEALS

The Havering Catering Service provides our school meals on a ticket basis (currently £1.95 or £2.20 with a drink, on sale in the hatch on **Monday** mornings, 8:30 am – 9:00 am). You can order tickets by sending cash in an envelope, clearly marked with your child's name, class and how many tickets are required. You will also be able to buy dinner tickers over the phone directly from the Havering Schools Meals Service, (01708) 433119 Monday – Friday 9:00am – 5:00pm term time only.

A coloured band scheme has recently been introduced which enables your child to have the meal of their choice at lunchtime. Each day a meal consists of one item from each food group. This meal aims to give the balance of nutrients required by your child.

You can decide at home with your child what they would like for lunch and write on the back of their dinner ticket if required. When the register is called, your child will advise the teacher what colour dinner they would like and will be issued with a coloured band. This is shown to the cook at lunch time to ensure that they are issued with the dinner of their choice.

Copies of the school menu are sent home on a termly basis. On occasions, the Catering Service will have special menus which will also be sent home.

We are very proud that we are a 'Healthy Eating School' and our cook and her team provide a delicious selection of meals daily from the new Healthy Options Menu.

NB: Forms for *Free School Meals* are available from Student Finance Children's Services, The Liberty Centre, Romford, RM13RL (Havering Only) Telephone (01708) 433929. If you live outside the borough, please contact your own LA.

PACKED LUNCHES

A packed lunch may be brought to school in a sturdy container marked with your child's name and class. Drinks must be provided in a **carton** with a straw (no cans or glass bottles please). As a Healthy School we encourage parents to provide a healthy packed lunch therefore **no sweets or chocolate bars please**.



Children are encouraged to use good table manners under the supervision of our team of midday supervisors.

SCHOOL MILK AND FRUIT / PLAYTIME SNACKS



Foundation Stage and KS1 – Free fruit is provided daily as part of the National Fruit Scheme. Milk can be ordered termly (for a small charge) or you can provide a small carton of drink, with a straw, if you wish.

Key Stage 2 – Fruit can be provided on a daily basis (for a small charge)



Alternatively, children may bring in a healthy snack or a **plain biscuit only** as a snack each day.

Children are allowed to have a water bottle clearly labelled with their name for use in class.

LINKS BETWEEN HOME/SCHOOL

Links between Home and the school are very important.

At school we have developed a number of ways in which these vital links can be made.

- Parents Teacher Consultation Evenings
- Newsletters
- Diary Dates (at the start of each new term)
- Termly Curriculum Newsletters
- School Website
- Day Book (Foundation Stage)

Parental Involvement in Class

Another way in which we would encourage you to become involved in the School is by helping in class. Some parents find it easier to help out in a class other than their own child's. The teacher will ask you to help in a variety of ways, such as listening to children read, or accompanying children on school visits under the supervision of the class teacher. All parents helping in school on a regular basis are CRB checked, occasional helpers are List 99 checked.

PARENTS' EVENING

Parents are asked to attend two meetings with their child's class teacher to discuss their child's progress. One meeting is held early in the new school year (October) and a further meeting is held in mid-year (February).

You will receive your child's end of year report in July. You will then have the opportunity to discuss it with the teacher.

If you wish to make an appointment with your child's teacher outside of these meetings, we ask that you write to the teacher to ask for an appointment. The teacher will then contact you to arrange a convenient time. Please do not try to talk to the teacher before school as they will be busy setting up for the school day.

DOCUMENTS AVAILABLE FOR INSPECTION AT THE SCHOOL

The Freedom of Information Act 2000 states that schools should be clear and proactive about the information they will make public. Therefore there are a number of documents and policy statements which are available in the school office for you to inspect.

The Race Relations (Amendment) Act 2002 places a duty on all schools to:

- promote racial equality
- promote good race relations between people from different racial groups
- eliminate unlawful racial discrimination

Our school fully supports these statements and has a written Race Equality Policy.

The documents which are available include:

- The LA's Statement of Curriculum Policy
- All Statutory Instruments, Circulars and Administrative Circulars which have been sent by the DFE to school.
- All schemes of work currently used by teachers in the school.
- A copy of the LA's arrangement for the consideration of complaints, (for VA schools). A copy of that part of the trust deed which governs the provision for R.E.
- Policy for General Complaints