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 2017

CONTENTS

Contents 2
Letter from the Head Teacher 3
About the School 4
Our Staff Members 5
Our School Governors 6
The School Day 6
Term and Holiday Dates – School Year 2016/2017 and 2017/18 7
Inset Days 7
Holidays During Term Time 8
Pastoral Care / Pupil Welfare / Child Protection 9
School Roll and Organisation 10
Curriculum Organisation 11
Curriculum Content 12
Complaints about the Curriculum and Other Complaints 13
School Rules and Discipline 13
Assessment 13
Religious Education 14
School Assemblies 14
Sex and Relationship Education 14
Extra Curricular Activities 15
Special Educational Needs 15
Charging for School Activities 15
Pupil Premium 16
Universal Free School Meals And Pupil Premium 16
Sickness and Medical or Dental Appointments 17
Lateness 17
School Uniform 18
School Uniform Cont. 19
School Uniform Cont. 20
Medicines at school 21
Accidents and Emergencies 21
Packed Lunches 21
School Meals 22
School Milk and Fruit / Playtime Snacks 22
Links Between Home / School 23
Parent/Teacher/Child Consultation Evenings 23
Documents Available For Inspection At The School 24

LETTER FROM THE HEAD TEACHER

Dear Parents,

A warm welcome to St. Joseph's Catholic Primary School. I hope that you will find this brochure informative as it aims to give you a flavour of life at our school in addition to illustrating and explaining some of our distinctiveness as a Catholic school.

As a Catholic school community, we believe that all learning is about God, His world and our role within it. Our calling is to know, love and serve God, therefore we also have a duty to help our neighbour towards human wholeness; to nurture each other and bring out the best of our God-given gifts in one another in a loving and forgiving environment. This is reflected in our daily relationships and made explicit in 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.'

Positive relationships are the aim of every school. At St. Joseph's we strive to work with parents and carers to help each other to do our best for all children, reflecting the sentiments of our mission statement.

We are fortunate to have very supportive parents, governors and priests and we strive to work together to give every child a rewarding primary school experience as part of their faith journey. Our high expectations, academic aims and achievements are encompassed in the task of helping our children to become 'better learners,' rather than simply to 'learn better'.

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

Staff and governors look forward to meeting you many times during your child's time at St. Joseph's.

Yours sincerely

Bernadette A. Matthews. B.Ed. (Hons)
Head Teacher

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

ABOUT THE SCHOOL

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 well-maintained. The Juniors and Infants each have their own playground and Reception children use their separate self-contained playground as an 'outdoor classroom' throughout the year.

The school has a well-equipped computer suite as well as computers in each classroom, connected to the school's network system. We also have a number of laptops and netbooks for independent learning. We can access the internet via broadband and have our own website. All classrooms have interactive whiteboards, multimedia projectors, visualizers and a range of technologies to maximise the potential of ICT as a teaching and learning tool. We also have Wi-Fi throughout the school.

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

We are very proud of our hard-working School Council who act under the leadership of a teacher. Annually, two pupils are democratically elected from each year group (Years 1 – 6), with a Chair, Vice Chair, 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. They make recommendations for improvements and fundraise for school equipment and charities both at home and abroad.

OUR STAFF MEMBERS

Head Teacher		
Mrs B. Matthews		
Deputy Head Teacher		
Mrs S. Derbyshire (From 01.09.2017 Mr L. Daley)		
Assistant Head Teacher		
Mrs D. Durell		
Teaching Staff		
Mrs S. Barry	Mrs J. Brabin	Mrs V. Dare
Mrs D. Durell	Mrs L. Fagan	Miss N. Griffin
Mrs H. Henry	Mrs A. Inglefield	Miss L. Isaac
Mrs S. James-Gray	Mrs C. Plaza	Miss C. Ramsay
Mrs M. Skinsley	Miss J. St Jorre	Miss E. Tarten
Mrs R. Turner	Mrs N. Usher	Mrs C. Williams
Mrs K. Worgan		
Teaching & Special Needs Assistants		
Mrs L. Boatswain	Mrs T. Butler	Mrs J. Callow
Mrs S. Cassettari	Mrs K. Crickmar-Brooks	Mrs M. Dennis
Mrs N. Eaglen	Mrs T. Faulkner	Mrs N. Ferguson
Mrs M. Grannell	Mr J. Harrison-Yellop	Mrs C. Hill
Miss E. Hope	Mrs N. Kelleher	Mrs S. Kelly
Mrs P. Lammas	Mrs F. Nelson	Mrs C. Roberts
Mrs A. Sampson	Mrs N. Scahill	Mr P. Symes
Mrs M. Walters	Mrs J. Ward	Mrs N. Winters
SENCO	**French Teacher**	**Music Co-ordinator**
Miss J. St. Jorre	Ms J. Simonis	Miss C. Ramsay
Office Manager	**Admin Officer**	**Clerical Assistant**
Mrs J. Brailey	Mrs K. Marsh	Mrs C. Finigan
ICT Admin Officer	**Site Manager**	**School Cook**
Mrs M. Dennis	Mr A. Rendell	
School Meals Staff		
	Mrs J. Brooks	Mrs A. Taylor
Senior Midday Supervisor		
Mrs C. Finigan		
Midday Supervisors		
Mrs J. Attwood	Mrs F. Bannock	Miss S. Blunden
Mrs M. Chapman	Mrs J. Clark	Mrs V. Clist
Mrs M. Cole	Mrs L. Dyer	Mrs S. Ellis
Mrs K. Georgiou	Mrs L. Geraghty	Mrs D. Hamberger
Mrs G. Henry	Mrs A. Lyons	Mrs L. Morgan
Mrs J. Ngo	Mrs D. Plewa	Mrs L. Ryan
Mrs D. Schafer	Mrs J. Ward	Mrs S. Whitehead
Mrs J. Willis		

OUR SCHOOL GOVERNORS

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

Foundation Governors

Mr E. Dunlea
Mr R. Durell (Vice Chair)
Mr D. Fox
Mrs L. Jones
Mrs F. Maude (Chair)
Mrs A. Podmore
Fr J. Tuohy

LA Representative Governor

Mr S. Gregory

Parent Governors

Mrs M. Calver
Mr P. Durham

Staff Governor

Mrs C. Williams

Head Teacher Governor

Mrs B. Matthews

THE SCHOOL DAY

	Reception	Years 1 and 2	Years 3 and 4	Years 5 and 6
Gates Open	8.45 am – 8.55 am	8.45 am – 8.55 am	8.45 am – 8.55 am	8.45 am – 8.55 am
Morning Registration	8.55 am	8.55 am	8.55 am	8.55 am
Lessons	From 9.00 am	9.00 am – 10.30 am	9.00 am – 10.15 am	9.00 am – 10.30 am
Morning Break	**Variable**	**10.30 am – 10.45 am**	**10.15 am – 10.30 am**	**10.30 am – 10.45 am**
Lessons	Until 11.55 am	10.45 am – 11.55 am	10.30 am – 11.55 am	10.45 am – 12.10 pm
Lunch	**11.55 am – 1.00 pm**	**11.55 am – 1.00 pm**	**11.55 pm – 1.00 pm**	**12.10 pm – 1.15 pm**
Afternoon Registration	1.00 pm	1.00 pm	1.00 pm	1.15 pm
Lessons	1.05 pm – 3.15 pm	1.05pm – 3.15pm	1.05 pm – 3.15 pm	1.20 pm – 3.15 pm
End of School	3.15 pm	3.15 pm	3.15 pm	3.15 pm

TERM AND HOLIDAY DATES – SCHOOL YEAR 2017/18

School Term and Holiday Dates - September 2017 to July 2018

Dates include five non-pupil (INSET) days, highlighted in Green

2017	September					October						November					December					
Monday	4	11	18	25			2	9	16	23	30		6	13	20	27		4	11	18	25	
Tuesday	5	12	19	26			3	10	17	24	31		7	14	21	28		5	12	19	26	
Wednesday	6	13	20	27			4	11	18	25		1	8	15	22	29		6	13	20	27	
Thursday	7	14	21	28			5	12	19	26		2	9	16	23	30		7	14	21	28	
Friday	8	15	22	29			6	13	20	27		3	10	17	24		1	8	15	22	29	
Saturday	9	16	23	30			7	14	21	28		4	11	18	25		2	9	16	23	30	
Sunday	10	17	24			1	8	15	22	29		5	12	19	26		3	10	17	24	31	
2018	**January**					**February**						**March**					**April**					
Monday	1	8	15	22	29		5	12	19	26			5	12	19	26		2	9	16	23	30
Tuesday	2	9	16	23	30		6	13	20	27			6	13	20	27		3	10	17	24	
Wednesday	3	10	17	24	31		7	14	21	28			7	14	21	28		4	11	18	25	
Thursday	4	11	18	25		1	8	15	22			1	8	15	22	29		5	12	19	26	
Friday	5	12	19	26		2	9	16	23			2	9	16	23	30		6	13	20	27	
Saturday	6	13	20	27		3	10	17	24			3	10	17	24	31		7	14	21	28	
Sunday	7	14	21	28		4	11	18	25			4	11	18	25		1	8	15	22	29	
2018	**May**					**June**						**July**					**August**					
Monday		7	14	21	28		4	11	18	25			2	9	16	23	30		6	13	20	27
Tuesday	1	8	15	22	29		5	12	19	26			3	10	17	24	31		7	14	21	28
Wednesday	2	9	16	23	30		6	13	20	27			4	11	18	25		1	8	15	22	29
Thursday	3	10	17	24	31		7	14	21	28			5	12	19	26		2	9	16	23	30
Friday	4	11	18	25		1	8	15	22	29			6	13	20	27		3	10	17	24	31
Saturday	5	12	19	26		2	9	16	23	30			7	14	21	28		4	11	18	25	
Sunday	6	13	20	27		3	10	17	24			1	8	15	22	29		5	12	19	26	

Bank Holidays = Highlighted in red School Holidays = Highlighted in grey Inset Days = Highlighted in green

Autumn term: Tuesday 5 September 2017 to Wednesday 20 December 2017 (Half term – 20-27 October 2017)
Spring term: Thursday 4 January 2018 to Thursday 29 March 2018 (Half term – 9-16 February 2018)
Summer term: Monday 16 April 2018 to Friday 20 July 2018 (Half term – 26 May 2018 – 1 June 2018)

INSET DAYS

Your child will NOT attend school on INSET days. Please note that INSET dates are determined by the Head Teacher and will be different for each academic year.

The Inset Days for 2017/18 are as follows:

- Monday 4th September 2017
- Friday 20th October 2017
- Tuesday 2nd January 2018
- Wednesday 3rd January 2018
- Friday 9th February 2018

Holidays should <u>not</u> be taken during term time and requests for such absences will not ordinarily be authorised.

If you do require leave of absence time off during term time, a form (available from the school office) must be completed **at least 28 days prior to the absence**. The Head Teacher will consider this request and decide if an absence can be authorised. There is a separate, detailed policy on this topic.

You will receive confirmation of whether a request has been authorised or unauthorised. If the leave is taken and given an unauthorised mark you may then be issued with a fixed penalty notice by the Local Authority, if this equates to 5 days or more in an academic year.

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 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 child 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 Attendance and Behaviour Officer, School Nurse and Educational Psychologist are regular visitors to the school and are available to give advice and help if the need arises.

SCHOOL ROLL AND ORGANISATION

The current school roll is 424 divided into fourteen classes.

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

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

Early Years Foundation Stage (EYFS), KS1 and KS2

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

Early Years 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)

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 as laid out in The Beatitudes. We ensure that the requirements of the National Curriculum are met and that all children receive a broad and balanced education. To make our curriculum even more exciting and relevant to the 21st century, we have recently adopted the International Primary Curriculum, adapting and supplementing it to meet our needs. This cross-curricular approach includes all the requirements of the national curriculum.
For further information visit http://www.greatlearning.com/ipc/

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:

- **Core Subjects**: English, Mathematics & Science.
- **Foundation Subjects**: History, Geography, Computing, Design and Technology, Physical Education, Art and Music.

As a Catholic school, Religious Education is treated as an additional core subject. A Modern Foreign Language (French) is taught within the school in the Juniors.

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).

Each term, a Curriculum Newsletter is sent home outlining the work your child will be covering during the term to assist parents in supporting their child's 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.

Foundation Stage (EYFS): As the year progresses, children will take reading books home to share with you. Children will also bring home a variety of number and reading sheets for you to complete together.

Key Stage One (KS1): A variety of tasks including spellings, maths and literacy.

Key Stage Two (KS2): 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.

Key Stage 2 children have a homework notebook for both teacher and parent to sign. A letter at the start of each term provides specific details.

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 children's 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 teachers create learning experiences and opportunities for all children based on an individual's interests and developmental needs.

The EYFS also encourages teachers, 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 on-going 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 Stages 1 & 2

All class activities and lessons are taught using a mixture of class, group and individual teaching methods. The International Primary Curriculum will be taught as part of carefully chosen topics, with English and Maths being taught both discreetly and within topics.

ICT is taught 'distinctly' as well as being used to support learning across the curriculum.

French is taught in the Juniors by a specialist teacher.

COMPLAINTS ABOUT THE CURRICULUM AND OTHER COMPLAINTS

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.

When a complaint is made, it should be dealt with in the first instance through informal discussions with the Class Teacher, then 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 Chair of Governors, then the Governing Body as a formal complaint.

SCHOOL RULES AND DISCIPLINE

Children are expected to behave in a reasonable and responsible manner, 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 available from the school office.

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 'Stay on Green' Assertive Discipline is used in our school. The purpose of it is to encourage and reward positive or good behaviour. Rewards and sanctions have been agreed 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).

All children are regularly assessed in Mathematics and English. The results of these assessments are reported to parents formally in the end of year reports.

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.

There is also a 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 Catholic 'Come and See' programme is followed by the school. The children are prepared for the sacraments 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 selected Saturdays and evenings during the year.

SCHOOL ASSEMBLIES

Assemblies take place in school on the following basis:

Monday	Class prayers led by children and class teacher
Tuesday	**AM:** Infant or Junior School Assembly – led by a class or member of staff
Wednesday	Class prayers led by children and class teacher
Thursday	Class prayers led by children and class teacher
Friday	Whole School Assembly – led by the head teacher/deputy head teacher

Parents are also invited to attend their child's class assemblies which take place during the school year. The dates of class assemblies are published in the termly 'Diary Dates' which is sent home to parents and published on our school website.

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.

St Joseph's School follows a National Scheme recommended by our Diocese called 'Journey in Love'.

A meeting is held for the parents of children in Years 5 and 6 which will explain in detail the work to be covered in class.

EXTRA-CURRICULAR ACTIVITIES

School Clubs

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, Fencing, Rugby, Netball, Athletics, Cricket, Hockey, Multi Sports, Tri-Golf and Drama. Some clubs are run by outside providers and therefore will 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 paid directly to the Havering Music School.

SPECIAL EDUCATIONAL NEEDS

All children may experience some difficulties in learning from time to time. However, some children do need extra help from our Special Educational Needs Co-ordinator (SENCO) whose responsibility it is to advise in these matters. In some instances, a child will be withdrawn from class for extra help. This is usually undertaken by our Special Needs Assistants.

Our school's Local Authority Educational Psychologist 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, except for instrumental lessons.

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

In order that school activities can take place, the school requests that parents make a voluntary contribution towards a particular aspect of the school's work e.g. school trips, visiting workshops, consumable items and artefacts etc. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund an activity, the planned activity would have to be cancelled.

Families on a low income may be entitled to financial assistance with the cost of school activities and would need to discuss this with the Head Teacher.

PUPIL PREMIUM

Families on a low income may wish to register for Free School Meals. Pupils who have received Free School Meals in the past 6 years attract additional funding. This funding is called 'Pupil Premium' and provides a range of financial benefits.

If you wish to check your eligibility for free school meals, please contact:

Student Finance Children's Services
Borough of Havering
The Liberty Centre
Romford
RM13RL
Telephone (01708) 433929.

If you live outside the Borough of Havering, please contact your own Local Authority. The Student Finance Department is extremely helpful, staff are usually able to determine pupil premium eligibility instantly and your benefits can start as soon as the next day. No one will know you have registered and it will not affect any other benefits you are claiming.

UNIVERSAL FREE SCHOOL MEALS AND PUPIL PREMIUM

Infant pupils receive free school meals. If you are entitled to free school meals because of a low income, we still ask you to register your eligibility so that the school can receive Pupil Premium funding.

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 has diarrhoea or vomiting, health guidelines state that you must keep your child at home for 48 hours after the condition has stopped in order to prevent the spread of infection.

In the event of an unplanned absence

Parents/carers should contact the school ***on the first day of absence***, in person, by e-mail or phone call **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. The school may require a doctor's certificate if the absence is for more than 5 days or if the absence is attached to a school holiday/bank holiday weekend.

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 ordered for that day, please telephone the school office by 9:30am. Anyone collecting or returning your child should come to the main reception and report to the school office.

Please note that there are **no parking facilities for parents in the school's car park** when you are collecting/returning your child.

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 **in class** at registration time. Pupils arriving after the register has been called will be marked late. If you are running late in the morning, your child should enter via the main reception and report to the school office.

Late arrivals (more than 30 minutes after the registration time) for the morning/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.

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 SCHOOL UNIFORM	BOYS SCHOOL UNIFORM
WINTER	**WINTER**
Maroon blazer with school badge *	Maroon blazer with school badge*
Maroon cardigan	Grey jumper
Grey skirt or grey tunic	Grey shorts or long trousers
White **long sleeved s**hirt	White **long sleeved** shirt
School tie*	School tie*
Socks (white only – NOT grey) Tights (grey, maroon or white only)	Grey socks
Scarf (maroon or grey only)	Scarf (maroon or grey only)
School hat or plain hat (maroon** or grey only)	School hat or plain hat (maroon** or grey only)
Plain black flat shoes **No** 'fashion' shoes, flashing lights, trainers or boots	Plain black shoes **No** 'fashion' shoes, flashing lights, trainers or boots
SUMMER	**SUMMER**
Maroon blazer with school badge*	Maroon blazer with school badge*
Maroon cardigan	Grey jumper
St Joseph's maroon & white summer dress*	Plain white polo shirt
	Grey shorts (Reception to Year 5) or Grey long trousers (Year 6 only)
Socks (white socks only – NOT grey)	Grey socks
Plain black or navy blue shoes or sandals **No** 'fashion' shoes, flashing lights, trainers or boots	**Plain** black shoes **No** 'fashion' shoes, flashing lights, trainers or boots
White school 'baseball style' cap**	White school 'baseball style' cap**

****Infant Schoolbags:** Folder style bags sold by the School Uniform Shop .
****Junior Schoolbags:** Bags must be plain in colour (black, navy or burgundy) and appropriate for school. Pupils are not allowed to bring designer type bags to school. Burgundy rucksacks embroidered with the school logo are available to purchase form the School Uniform Shop.
School Coats: Plain in colour, black, navy or burgundy only.

SCHOOL UNIFORM CONT.

RECEPTION CLASSES		
FROM SEPTEMBER UNTIL OCTOBER HALF TERM	**FROM OCTOBER HALF TERM UNTIL THE EASTER BREAK**	**SUMMER TERM**
***All** Reception children will start school in **WINTER UNIFORM**.	Children must wear winter uniform. Boys have the choice of either long trousers or shorts.	Children must wear summer uniform and all boys must wear shorts.
YEARS 1 TO 5		
FROM SEPTEMBER UNTIL OCTOBER HALF TERM	**FROM OCTOBER HALF TERM UNTIL THE EASTER BREAK**	**SUMMER TERM**
Children must wear summer uniform and all boys must wear shorts.	Children must wear winter uniform. Boys have the choice of either long trousers or shorts.	Children must wear summer uniform and all boys must wear shorts.
YEAR 6		
FROM SEPTEMBER UNTIL OCTOBER HALF TERM	**FROM OCTOBER HALF TERM UNTIL THE EASTER BREAK**	**SUMMER TERM**
Children must wear summer uniform however Year 6 boys also have the option of wearing long trousers.	Children must wear summer uniform. Year 6 boys have the option of wearing either long trousers or shorts.	Children must wear summer uniform. Year 6 boys have the option of wearing either long trousers or shorts.

*All Reception children start school in winter uniform in order to save the costs of buying a summer uniform which children may have grown out of by the following summer term.

Games / PE Kit

**	White, round neck t-shirt with school logo
*	Maroon shorts
**	St Joseph's PE Bag
**	St. Joseph's tracksuit
	Plain black/navy swimsuit/trunks (Years 4 and 5 only)
**	White swim hat with school logo (Years 4 and 5 only)
	Black plimsolls (indoor PE)

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

*These items are specifically designed for St Joseph's School and can be purchased from Bespoke Schoolwear which provides an online mail order service.

**These items are specifically designed for St Joseph's School and are available from the school office. Please see below for opening times.

SCHOOL UNIFORM CONT.

The **school office uniform shop** will be open at the following times:

Monday Afternoon	**Wednesday Morning**
1.30pm to 4.00pm	9.30am to 12.00pm

Ties

Ties for young infants, with an elasticated neck and already 'knotted', are also available from Bespoke Schoolwear.

Hair

Functional and simple hair clips or bands are acceptable. They should be **plain** in design; either black, maroon, grey or white. The best and most appropriate are 'scrunchies'. 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.

Name labels 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 and it is impossible to identify owners without a clear name tag or label.
This includes purses and wallets.

Andrew Wilson

Lost Property

We have designated prefects who regularly look through lost property and return any named items to their rightful owner. It is for the children themselves to ensure that any clothing discarded in the playground 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 to children by staff members in school. Parents however are permitted to come into school and administer medicines if they wish to do so during the school day.

Long term and lifesaving medication, usually asthma pumps and epipens, can be kept by the school office. Parents are asked to complete the necessary forms to ensure proper permissions are given. (Please see the school office for a form). In some cases, a care plan will be required. This will be organised by the SENCO in conjunction with the child's parents and the school nurse.

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 number. New parents will be asked to fill in a form which asks for all this information. Should you change your place of work or telephone number, please ensure that the school's information is updated.

'Emergency contacts' are not restricted to parents. You may wish to nominate additional 'emergency contacts' i.e. adults who would be prepared to collect your child if they become unwell during the school day. Additional emergency contacts could be grandparents, aunts, uncles, neighbours, friends or other parents. Please ensure that your emergency contacts are aware that the school may call them if your child is unwell. We **always** try to contact parents in the first instance and would only use these additional contacts if all attempts to contact a parent directly have been unsuccessful.

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 fizzy drinks, sweets or chocolate bars please**. Please note that some of our children have severe food allergies including allergies to **nuts and eggs**. Therefore, please **do not include** these items in your child's lunch box.

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

SCHOOL MEALS

The Borough of Havering currently provides Universal Free School Meals for all children in Reception and Years 1 and 2. Alternatively your child may choose to bring a packed lunch to school.

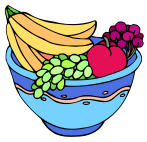
For Junior children, Havering Catering Service provides school meals which may be paid for using sQuid, a flexible & secure cashless payment service (www.squidcard.com). sQuid will provide you with a unique registration code for each child. The cost of a school dinner is £2.20. Drinking water is freely available for all children at lunchtime.

Copies of the school menu are sent home to parents. Each day a meal consists of one item from each food group. This meal aims to give your child a good balance of nutrients. On occasions, the Catering Service will have special menus which will also be sent home.

When the register is called, your child will advise the teacher whether they would like to order a school dinner for that day or whether they have brought a packed lunch.

We are very proud that we are a 'Healthy Eating School'.

SCHOOL MILK AND FRUIT / PLAYTIME SNACKS



Fruit

Foundation Stage, Year 1 & Year 2 – Free fruit is provided daily as part of the National Fruit Scheme.

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

Milk

Milk can be ordered termly (for a small charge) or you can provide a small carton of drink, with a straw, if you wish. Every child under the age of 5 is entitled to free school milk. If your child is over 5 they are entitled to subsidised school milk. If you would like your child to have milk in school please register online at www.coolmilk.com or complete a form (available at the school office) and send it directly to Cool Milk (Freepost). If you register by Tuesday of one week, your child will be entitled to milk from Monday of the following week.

Water

Children are encouraged to bring in a water bottle on a daily basis, 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.

- Letters/notes to class teachers
- Letters home to parents
- ParentMail emails and texts
- Diary Dates (at the start of each new term)
- Monthly Newsletter
- Termly Curriculum Newsletters
- Parent/Teacher/Child Consultation Evenings
- School website: http://www.st-josephs-upminster.net/

Parental Involvement in Class

Another way in which we would encourage you to become involved in the school is by helping in class. The teachers may ask you to help in a variety of ways such as accompanying children on school visits under the supervision of the class teacher. All parents helping in school on a regular basis are DBS checked. If you are interested in helping in school on a regular basis, please contact the school office.

PARENT/TEACHER/CHILD CONSULTATION EVENINGS

Parents are asked to attend two meetings with their child and 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 be given the opportunity to send in your feedback and discuss it with the teacher if required.

If you wish to speak with your child's teacher outside of these meetings you may do so by appointment. Please contact the school office. The class 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.

Pupils who are on the Special Educational Needs Register will also be invited to attend a review meeting each term.

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.

Other 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.