

St Joseph's



Parent Handbook

The Federation of St Joseph's Catholic
Junior, Infant and Nursery Schools
- Founded 1872 -



Contents

Contact details	1
Mission statement	2
Headteacher's welcome	3
Our vision	3
The school day	4
School meals	10
The curriculum	11
Behaviour chart	16
Pupil information	18
Safeguarding	19
Feedback	20
Community	21

Contact details

Address

**The Federation of St Joseph's Junior,
Infant & Nursery Schools**

Juniors

Crown Dale, London SE19 3NX

Infants

Woodend, London SE19 3NU

Telephone

0208 653 7195

0208 670 2385

Email

Juniors

office@st-josephs-jun.croydon.sch.uk

Infants

office@st-josephs-inf.croydon.sch.uk

Website

www.stjosephsfederation.co.uk

Senior Leadership Team

Headteacher:

Mrs. L Fernandes

Deputy Headteacher:

Mrs. V Gallagher

Assistant Headteacher:

Mr. C Defty

School Business Manager:

Mr. D Navarro

Designated Safeguarding Leads:

Mrs. L. Fernandes

(Headteacher)

Mrs. V Gallagher

(Deputy Headteacher)

Mr. C Defty

(Assistant Headteacher)

Mrs. K Flegg

(SENCO)

Mr. D Navarro

(School Business Manager)

Chair of Governors

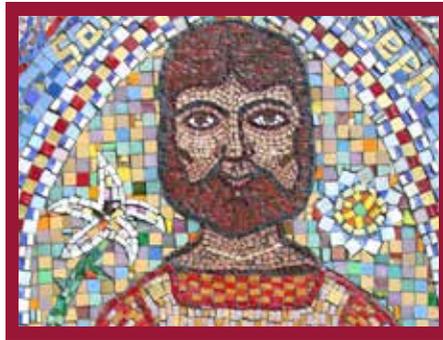
Mrs. M. Bailey

Mission statement

The Federation of St Joseph's Catholic Junior, Infant and Nursery School belongs to the local Catholic Communities. Our vocation is to educate the children with the Gospel values, traditions and beliefs of the Catholic Faith, and, in partnership with the parents and Parish communities, our ethos is integral to everything we do.

Regardless of nationality or background, we strive for excellence so that every child develops spiritually, socially and academically to their fullest potential. In collaboration with the children and parents, staff are continually promoting an awareness of, and the importance of, every child's emotional and physical well-being.

All staff promote and foster the talents of all our children, as well as a sense of caring for those who have particular needs, and a concern for justice in all who work.



Headteacher's welcome



Welcome to the St. Joseph's school family. We are a strong community where all stakeholders work together to achieve the best outcomes for our children. At St. Joseph's, everyone's voice is important, which is why we place such an emphasis on our pupil's active involvement in their learning and our whole school development.

Our vision is based on Christ's teachings and we live out these values in our daily lives. Everyone is unique and we celebrate our diversity, valuing individuals right to freedom of speech. 'Together We Can' is our motto and supports our belief that every child can succeed and thrive when we work together. As with all loving families, our children are our priority, our purpose and our joy.

Mrs Fernandes

Our vision

St Joseph's pupils are nurtured to:

- Have a strong moral purpose based on Christ's teachings of tolerance, respect and empathy.
- Be aspirational and reach their potential.
- Engage in a range of opportunities to become confident and articulate young people, with strong, independent thinking and reasoning skills and a lifelong love of learning.
- Confidently apply literacy and numeracy skills and to confidently use technology.
- Enjoy developing new skills and new knowledge to thrive in a fast-changing world.
- Develop their understanding of their local, national and global community and believe they can make a difference.
- Build on their knowledge of the past and present world they live in

The school day

Time	Action
8.45am	Gates open
8.55am	School doors close and registration begins
9.00am	Lessons begin
10.15am	Morning break
12.15 - 1.15pm	Lunch
3.00 p.m.	Infants - End of day
3.15pm	Juniors - End of day

Arrival at school

All pupils are welcome to arrive from 8.45am when the gates will be opened. At 8.45am, pupils should go straight into their class to complete early morning activities aimed at supporting learning.

If a child arrives after 9.00 a.m. they will receive a 'Late' mark and will need to report to the Junior office on Woodend. Continual lateness affects learning.

School collection

Staff will only release children to adults named on the 'Collection form' If another adult will be picking your child up, the office must be notified prior to collection.

Nursery and Infant children are collected from their classroom, juniors from the playground.

If your child must leave the school during the day for an urgent appointment that cannot be made before or after school, kindly inform the office. We will require appointment cards/letters to evidence appointments

If a child is collected late, the adult collecting will be asked to sign the 'Late Book' giving a reason for the delay.

Attendance

Attendance is key to learning and our school target is at least 97%. Therefore, students should only be absent if they are too ill to come to school. Absences must be reported before 8:30am and can be done so by calling the office or emailing on the following email address: absence@st-josephs-jun.croydon.sch.uk A reasons for the absence must be given. If we have not heard from you by 9.30am, we will contact you directly. When the pupil returns, they must bring a written note of explanation.

Persistent absences are addressed by referrals to our Education Welfare Officer (EWO) who works closely with the school

Holidays/Term Time Leave

We strongly discourage parents/carers from taking their children out of school during term time, as valuable learning time is lost. Holidays in term-time will not be authorised.

After School Enrichment Opportunities

Led by School staff and external providers, a range of after-school clubs are offered throughout the week. These include; sports, art, computing, chess, dance, music, debating and many more. We include our children's views in all aspects of school life and as a result, pupil voice has led to new clubs being added.

Medical needs

As part of the admissions procedure at St Joseph's, you will be given a Pupil Contact Information Form and Medical Form to complete. It is essential that we are made aware, in advance, of any medical conditions or allergies your child has, however slight (plasters, nut allergies, wasp stings, asthma etc.) so appropriate arrangements can be made. Parents and carers have a duty to provide these details and to inform the office immediately of any changes, especially emergency contact numbers. All information is treated confidentially and will only be shared with authorised agencies where necessary.

Accidents, Injuries and/or Sickness

If your child is injured at school, a member of staff qualified in First Aid will assess your child's need and apply basic first aid. If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately. A green wristband indicates that your child has had an accident and first aid has been administered and a red band is given for head injuries. For serious incidents/medical emergencies, an ambulance will be called immediately.

First aid information

Parents will be informed when a child receives first aid and information is recorded in an Accident book and a copy given to parents/carers.

Sickness

If your child feels unwell during school, we will contact you to collect them. Children who are unwell with vomiting or diarrhoea must remain off school for at least 48 hours.

Medicines

Should your child need to take prescribed medication on a permanent or temporary basis, we are able to administer it providing that you complete a Health Care Plan and deliver the medication in its original container with a label as dispensed by the pharmacy.

All asthma inhalers and epi-pens must be clearly labelled with your child's name and will be safely kept in the classroom.

Uniform

Our uniform is part of our school identity and defines us in the wider community. The children wear it with pride and it is an important part of our ethos and culture. Uniform unites us as a community as we learn, play and succeed together. Our pupils make a commitment when they put on their uniform that they will abide by the rules of the school community. We believe that having a uniform promotes equality and reduces the pressure to wear clothes with popular labels.

Autumn & Spring Terms

Nursery

- Maroon school track suit bottoms
- Maroon sweatshirt with school logo
- White polo shirt with school logo
- Grey/white socks
- All weather outdoor suit

Reception

- School maroon coat
- School maroon woollen hat
- Plain maroon scarf
- School maroon cardigan or jumper
- Polo shirt with school logo
- Grey pinafore dress, skirt or trousers
- Grey socks
- Grey tights
- Closed-toed, hard-soled, all black plain shoes with a flat sole
- All weather outdoor suit

Years 1 - 6

- School maroon coat
- School maroon woollen hat
- Plain maroon scarf
- School maroon cardigan or jumper
- Long sleeved white shirt with buttoned collar
- School tie
- Grey pinafore dress, skirt or trousers
- Grey socks
- Grey tights
- Closed-toed, hard-soled, all black plain shoes with a flat sole

Summer Terms

Nursery

- Maroon school shorts
- White polo top with logo
- All black closed-toed shoes
- White or grey socks
- Maroon school summer hat

Reception

- Pink & white striped summer dress
- Polo shirt with school logo
- Grey shorts
- All black closed-toed shoes
- White or grey socks
- Maroon school summer hat

Years 1 - 6

- Pink & white striped summer dress
- Short-sleeved white shirt with buttoned collar
- All black closed-toed shoes
- White or grey socks
- Year 6 may choose not to wear summer dresses
- Maroon school summer hat



PE Kit

Nursery & Reception

- Plain Maroon cotton sports shorts (not nylon),
- White P.E. Polo shirt, with the school logo
- Trainers (black or white), black plimsolls optional
- School maroon tracksuit bottoms and sweatshirts should be worn for PE in cold weather.
- white socks to be worn for PE
- Swimwear is one-piece costumes for girls and traditional trunks (not shorts of any sort) for boys (plain black or navy blue)

Years 1 - 6

- Plain Maroon cotton sports shorts (not nylon),
- White P.E. Polo shirt, with the school logo
- Trainers (black or white), black plimsolls optional
- School maroon tracksuit bottoms and sweatshirts should be worn for PE in cold weather.
- white socks to be worn for PE
- Swimwear is one-piece costumes for girls and traditional trunks (not shorts of any sort) for boys (plain black or navy blue)



Bags and belongings

A maroon rucksack with the St. Joseph's logo must be used for carrying books, homework, letters and other materials to and from school. Other rucksacks and large bags must not be brought into school.

Footwear

Pupils must wear closed-toed, hard-soled, all black plain shoes with a flat sole. Footwear with flashing lights is not appropriate for school. Boots and trainers are not allowed. Open-toed sandals or sling backs must not be worn, even in the Summer Term

Hairstyles / Make-up

Pupils' hair should be neatly groomed and professional at all times. Long hair (on or below the shoulders) should be tied back neatly in school colours. This is not only for reasons of smartness and appearance but also for health and safety.

Pupils may not wear excessive hair gel, designs or words cut into their hair or permanent or temporary coloured hair. Extreme hairstyles, such as Mohawks and Mohicans are not allowed. Haircuts should be no less than grade 3. Pupils are not allowed to wear fingernail polish or false nails. Make-up is not allowed.

Jewellery/Accessories

Pupils may not wear any jewellery except for one watch and one pair of small stud earrings (worn in the lower ear lobe). All studs and watches must be removed for PE. However, we strongly advise pupils not to wear watches or earrings on PE days, as the school will not take any responsibility for any watches or earrings that are lost. Please bear this in mind when considering having your child's ears pierced.

Naming Clothing and Property

Please ensure all clothing and property is clearly marked so that lost articles may be easily traced and returned. The school cannot accept responsibility for loss or damage of pupils' property and valuables.

School meals

School Lunch

St. Joseph's is committed to healthy eating and we ask that parents/carers encourage their child to choose healthy options. Children will be reminded to drink water throughout the day and water is made available at tables during lunch time.

At St. Joseph's, we operate a cashless dinner money system. This means that dinner money can be paid either with a Paypoint card or online with your own secure log in details and payment made in advance

Please remember this is a NUT FREE zone.

If your child wishes to change from school dinners to packed lunches or vice versa, we must be notified a week in advance.

Party Bags and treats

Please do not send in birthday party food or bags for pupils in your child's class.

We are a NUT FREE ZONE because some pupils have severe nut allergies

If you would like to treat your child's class, please bring in fruit or donate book/books to their class library.



The curriculum

Aim high, dream big... That's what we encourage each child to aspire to, by fostering in them the self-belief needed to achieve their goals.

We are a strong community guided by a strong moral purpose based on Christ's teachings.

Our curriculum is based on the requirements set out in the National Curriculum documents with the addition of many and varied extension activities. We provide a curriculum that is broad, balanced, and based on the needs of the individual. RE is central to all we do in school, with many cross-curricular links to all other subjects. The National Curriculum consists of core subjects: R.E, English, Maths, Science, Computing and foundation subjects, Design Technology, PSHE & Citizenship, History, Geography, Music, Art and P.E.

Our curriculum is aspirational and engaging and it is enhanced by bringing learning to life through extra-curricular opportunities which enrich children's cultural capital. Our curriculum promotes high standards in R.E, English and Mathematics and also embraces an emphasis on all foundation subjects.

Every child is unique and has the right to a curriculum which extends them to discover their true strengths. Pupil voice plays a vital role in our curriculum design. Our pupils understand that their voice is important and that it contributes to our school's development. We want our pupils to be active learners in charge of their future.

At St. Joseph's, learning is exciting and curriculum coverage is based on the National curriculum and statutory requirements. However, our curriculum is also unique and bespoke to our school. Our school ethos is based on Christian values and Christ's message of love, forgiveness and respect. We want our children to be aspirational, confident young people, with moral purpose and the confidence to know they can make a positive impact on our world.

There is a reflective culture, based on self-evaluation and an appreciation of the next steps to further improve. Children actively drive their learning through collaborative and individual work. They are encouraged to discuss ideas, ask questions and investigate concepts.

They have access to learning beyond the classroom and to a range of cultural experiences to support high expectations and future ambitions. Our curriculum is underpinned by a philosophy of 'believing and achieving'.

Our parents are actively involved and come in on a regular basis to support learning through sharing their expertise. Future career development is part of our curriculum by providing pupils with ideas for professions which they can aspire to.

Thematic approach

We adopt a thematic approach with an emphasis on cross-curricular links. This enables our children to apply core skills of reading, writing and mathematics, whilst extending their vocabulary, knowledge and understanding, in a range of contexts.

Through the wider curriculum, children engage in topics celebrating diversity and developing enterprise skills. We have focused weeks that include wellbeing, anti-bullying, keeping healthy, staying safe, creative arts and stem activities (Science, technology, engineering and mathematics).

We believe in the philosophy that 'children should be taught how to think, not what to think'. Staff promote pupil-initiated learning to support positive outcomes. Teacher assessment and planning leads to innovative lessons offering challenge and support.

At St. Joseph's we work closely with parents/carers so that each child is given the chance to reach their potential. Working together, we have high expectations which empower our children to look beyond barriers and strive for excellence.

How do we monitor your child's progress?

Teachers keep detailed records of the areas of study experienced and skills learned by each child. Parents/carers are updated termly through a parent/teacher contact meeting and an end of year report. However, parents/carers are always welcome to have informal meetings with their child's teacher, at a mutually convenient time, or to arrange a more formal meeting if needed.

Senior Leaders are always available to meet with you, should you have any questions. At St. Joseph's School we have an 'Open door' policy and we work closely together to achieve excellence.

Children with special educational needs will have a SEND Support Plan monitored by our SENCO with input from outside specialists as needed. Additional support is also offered by several Learning Support Assistants.

Parental involvement

Our school is not just a building, but a caring community of people who strive for excellence and nurture young people to be the best they can be.

We believe our children learn best when families are involved and success depends on our school community working closely together to achieve excellent outcomes. Parents are the first teachers of their children. We establish a close home-school partnership, as we highly value the help and support parents give.

Equality of opportunity

At St. Joseph's School, we expect work of a high standard. Each child's work is valued and we ensure that every child meets their potential. Pupils make excellent progress from their starting points in Nursery and Reception and those joining the school in year make equally strong progress.

We are inclusive and challenge any discrimination on the grounds of race, gender or ability. There is a complete Equal Opportunities and Multi-Cultural Statement as well as an Anti-Bullying Policy. All key policies can be viewed on the school website.

Spiritual development

Religion is central to life at school. It encompasses the school Mission Statement and we live and work according to Gospel Values. We create an atmosphere which supports parents and carers in fostering the faith of their children.

The children at St. Joseph's have the opportunity to participate in whole-school and class assemblies as well as participating in daily prayer. You will be notified when your child's class assembly is due to take place. Masses are celebrated in the local parishes on the major feast days and other masses are celebrated in school to mark important events.

As a school community, we support the children (mainly in year 3) who are preparing for the First Sacraments in their parishes.

In school, we use 'The Way the Truth and the Life', together with other resources, to promote spiritual, moral, social and cultural knowledge and understanding.

Emotional Health and Wellbeing

This is an important element which supports successful learning and helps our pupils to thrive and to continue to develop as confident, happy and aspirational young people.

We will work closely with you and, where necessary, work with external agencies to support pupils and families. At St Joseph's we ensure that vulnerable children and young people have individual support plans and we put in place planned and structured intervention work addressing the issues identified. We are aware that social and emotional skills are an integral part of the curriculum and of PSHE due to their impact on teaching and learning.

Home Learning

At St Joseph's we believe that education is a partnership between school, parents and the community. An element of this is the link between classwork and your child's experience outside school. We use Google Classroom to set tasks and communicate with parents/carers. Work set may be in a variety of ways.

By involving you and your child in carefully chosen home tasks, we can develop this link in a positive and meaningful way.

Your child should:

- Remember to take the work home and return it on time.
- Ensure they know what to do BEFORE they take it home and ask their teacher for help if they don't know what to do.
- Make you as their parents aware they have homework.
- Present their work as neatly as possible.
- Attempt their work first before asking for help at home.

You as the parent should:

- Support the homework policy by working in partnership with your child and their teacher.
- Ensure work is received from/ returned to school.
- Provide a quiet, suitable place to complete tasks, with minimum distractions.
- Encourage your child to complete the work neatly and to the best of their ability (but please do not do it for them!)
- Listen to spellings/tables and read instructions to children where necessary.
- Encourage your child and praise them when they have completed homework.



Behaviour chart

Exceptional super star	Role model	Ready to learn	Time to change	Unacceptable behaviour
<p>Process</p> <ul style="list-style-type: none"> - Consistent fantastic effort or achievement 	<p>Process</p> <ul style="list-style-type: none"> - Praise from adults 	<p>Process</p> <ul style="list-style-type: none"> Start the day - Verbal reminder might be needed 	<p>Process</p> <ul style="list-style-type: none"> - 2nd warning - 3rd warning 	<p>Process</p> <ul style="list-style-type: none"> - Not changing behaviour - Very serious incident
<p>Consequence-reward or sanction</p> <ul style="list-style-type: none"> - Pupil sent to SLT for special Gold/Silver sticker - Classroom reward - Golden certificate - Golden Tea Party 	<p>Consequence-reward or sanction</p> <ul style="list-style-type: none"> - Sticker - Team point - Raffle ticket - School games sticker - Well done postcard from teacher/TA 	<p>Consequence-reward or sanction</p> <ul style="list-style-type: none"> - Reminder of the class charter and expectations 	<p>Consequence-reward or sanction</p> <ul style="list-style-type: none"> - Short time out of class - to paired class or class of teacher's choice - Loss of time during playtime (thinking wall) - 5 minutes per incident - Moved to sit on their own in class - Middle Leader staff involved as necessary <p>A behaviour for learning book may be introduced for a 2 week period - reports to DH/AHT on a daily basis</p>	<p>Consequence-reward or sanction</p> <p>One of the below will apply depending on circumstance</p> <ul style="list-style-type: none"> - Child spends session/half a day in a different class - Child spends at least half a day with a member of SLT (no playtimes) - Parents meet with HT, DH and Class teacher - Fixed term external exclusion - up to 5 days at home with work set
<p>Communication</p> <p>Celebration letter sent home from HT/DHT (HT/DHT will only write to consistently exceptional children at their discretion)</p>	<p>Communication</p> <p>Praise from adults within the classroom - verbal and written</p>		<p>Communication</p> <ul style="list-style-type: none"> - Adult speaks to child 1-1 - Middle Leader staff involved as necessary - Behaviour for learning text sent home/discrete communication at home time 	<p>Communication</p> <ul style="list-style-type: none"> - Member of SLT informed and consequences discussed - Home contact book established if appropriate - Telephone call home from SLT followed by meeting

Pupil information

Digital Images, Photographs and Video Footage

There are often occasions during the school year where photographs and/or video recordings of the children are made by staff, other parents/carers and the press. These may be published within the Federation or in wider publications, e.g. websites and newspapers.

Please complete the consent form in the pupil registration pack for the use of photographs/recordings of your child by the school.

If you do not wish for digital images, photographs and/or video footage of your child to be taken, please make your wishes known on the consent form in the pack.

PTA

The school is fortunate in having a flourishing PTA which organises many events throughout the year. The association is governed by a committee elected at an annual general meeting in the Autumn term. The PTA will always welcome new members to the committee and any offers of help will never be refused. So please get involved!

St Joseph's Website

Please visit our website at www.stjosephsfederation.co.uk for up-to-date information and details of upcoming school events.

You can also follow us on twitter where we regularly share news stories and events from across the Federation.

Safeguarding

Safeguarding Children at St Joseph's

The school and its staff and governors are committed to safeguarding the welfare of our pupils and to providing a safe environment for the children to learn. Within the school and on related school trips and other activities, we have robust systems to ensure the safety and healthy development of all our pupils.

There are occasions where it is necessary to refer an incident to Children's Services. Usually the parent or carer of the child concerned will be informed of this decision. However, the school is not obliged to inform parents and carers of this decision.

The Designated Senior Person responsible for Child Protection is Mrs. Gallagher (Deputy Headteacher) A full copy of the Safeguarding Policy can be obtained from the School website.

Feedback

The school works closely with parents, and we hope you will be extremely pleased with the education, quality of care and other “extras” your child receives whilst at St Joseph’s. If this is the case, please feel free to express your feelings of satisfaction, either verbally or in writing to a member of staff. We welcome positive comments and take pride when our successes are celebrated and acknowledged. However, if you are unhappy with any aspect of your child’s education, we also need to know. In this case, you should first speak to your child’s teacher. We find that many concerns or potential complaints can be resolved happily through discussion.

If your concern is of a broader nature, or you have already raised it with the teacher and are not satisfied, please discuss it with the Headteacher or a member of the SLT.

The Governors of the School have arrangements for considering complaints and if you are still dissatisfied when you have discussed the matter with the Headteacher you should ask for a copy of the school’s complaints procedure from the school office or write to the Chair of Governors via the school.

We are a reflective school and continue to have high expectations for everyone in our school community.



Working together as a strong community

We keep our rules to a minimum, but they are there for a good reason, to promote high standards of health and safety. They always apply to all parents, staff, governors, pupils and members of our school community.

Please:

- Always drive carefully and park with consideration for the safety of the children when arriving and leaving school.
- Park considerably in neighbouring roads and do not block driveways.
- Remember Woodend is a restricted area at certain times.
- Do not bring dogs onto the school site unless you have an assistance dog.
- Remind your child about road safety and ensure that younger children are closely supervised and kept well away from the driveway entrance.
- Remind your child not to cycle or scoot on the school premises.
- Talk to your child’s class teacher whenever you have concerns or need clarification on any school matter.

- Come to the Junior School Office if visiting during the school day.
- Check your child’s clothing regularly to ensure that it is still clearly named.
- Always be on time for school.
- Read school correspondence to keep informed (Weekly newsletter/school website)
- Look after the School environment.
- Please do not use your mobile phone on school premises. Your time is better spent talking to your child.

St Joseph's

www.stjosephsfederation.co.uk

Infants & Nursery

Crown Dale, London SE19 3NX
020 8670 2385
office@st-josephs-inf.croydon.sch.uk

Juniors

Woodend, London SE19 3NU
020 8653 7195
office@st-josephs-jun.croydon.sch.uk



- Founded 1872 -