



**WELCOME TO
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

Parent Handbook 2024-25

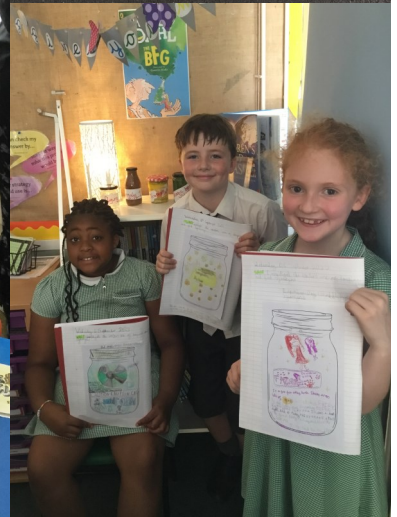
Taking you step-by-step through starting school



**WALKING IN THE FOOTSTEPS OF JESUS,
LOVING AND SERVING TOGETHER**

Our Head Teacher says...

Welcome to St Joseph's Catholic Primary School. We're delighted that you have chosen our school for your child. Thank you... you have made a good choice!



Walking in the footsteps of Jesus,
loving and serving together

Key Information

Welcome

Welcome to St Joseph's Catholic Primary School. We are so pleased you have chosen to send your child to our wonderful school and we look forward to working with you in a happy and productive partnership.

As a school with a solid Christian foundation our main aim is to help your child walk alongside us in the "Footsteps of Jesus." This is the school's longstanding aim and is something we try to make a reality within our school community through service to each other through the things we say and do. Although our foundation means our values and actions are rooted in the Christian Catholic tradition, we welcome children and families of all faiths and no faith, and are proud of the diversity and beliefs that are already represented within our school population.

Our ethos is that our children come first and are at the centre of our happy, thriving school which aims to provide a village school atmosphere within easy walking distance of the bustling market town of Malmesbury. Our hard working and dedicated staff are committed to providing the best possible education through a vibrant, fun and interactive curriculum. Our aim is to ensure that each child is challenged and aspires to reach their very best.

Finally, as a school rooted in the Christian faith, we also believe in acting on our convictions to be stewards of God's creation. As part of this we are very proud to have been one of the only schools in Britain that have been successful in receiving a Salix grant to ensure that we can become as carbon neutral as possible with respect to how we use and consume energy.

We hope that this Parent Handbook will provide new and existing parents with an overview of the school's organisation and day to day operation. The school website provides wider details of school organisation and areas covered within this handbook.

Thank you again for choosing St Joseph's to be your child's school.

Kind regards,
Paul Bacon

About the Headteacher

Paul Bacon:

I have been a headteacher for 20 years and have had headships in a variety of international, rural & urban schools. I have taught and worked overseas, in Wiltshire and in inner city schools. Prior to joining St Joseph's I worked in an interim full time and co-headship in another Catholic school in Wiltshire. I am not a practising Catholic but am committed to church school and Catholic education. I have a mature family with three children who have all progressed through primary and secondary education. I have a passion for developing a broad, balanced and hands on curriculum.

Daily Organisation

The school day

The school gate opens at 8.30am and again at 3.20pm. School gates are locked at 8.50am. Late arrivals must report to reception.

Registration: 8.50am

Morning Break: 10.40am-11am

Lunch time: 12 noon to 1pm

End of Day: 3.20pm KS1 / 3.25pm KS2

Morning and afternoon routines

Morning Drop-off: Parents and carers are welcome to drop their child / children at the classroom door or in the main school playground. We encourage children's independence but also welcome all at the start of the day. The Headteacher and class teachers are on the gate or playground at morning drop-off. This allows parents to give quick messages that may be of importance at the start of the day. For a more in-depth conversation please book an appointment either directly with the teacher or through the school office.

Key Information

After-School Pick-up

Parents and carers are welcomed onto the school playground at the end of the day to collect their children after school. The teachers will make sure children are released from their class directly to the parent or carer. If you are unable to pick your child up from school, please advise us of the name of your responsible adult. If, for some reason, you are late collecting your child, the school will arrange for them to go to Opportunities Club should there be a Potluck space available. There is a charge for this service.

Wrap-around Clubs

Our Opportunities Club provides breakfast and after school wrap around care, as well as holiday clubs. Breakfast and a hot dinner is available. All bookings must be made using the club booking form available to download from the school website, or in hard copy from the school office. We recommend booking at least 2 weeks in advance and all bookings must be accompanied by the correct payment using **ParentPay** or agreed childcare voucher provider. Pot luck places may be available at short notice. See the school website for more information and full Terms & Conditions.

Attendance and absence

As a school, we are committed to promoting excellent levels of attendance and punctuality as this enables children to take full advantage of the educational opportunities available to them. We also recognise that positive behaviour and good attendance has a significant impact on your child's attainment and life chances.

What to do if your child is unwell

If for any reason your child is unable to attend school, please let the school office know before 8.50am. Our Attendance Policy states that from both a compassionate and safeguarding perspective we need to verify absences on a daily basis. Your pro-active contact saves unnecessary phone calls when your child is not in school.

If a child has repeated bouts of sickness or diarrhoea, parents are requested to keep their child out of school for 48 hours after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

Promoting good attendance

Our school policy aims to support all pupils to achieve high levels of attendance and punctuality and our goal is that all children have above 95% attendance. We are required by law to contact parents where attendance is a concern. This contact will normally be when absences are above 5% and attendance begins to get close to 90%. Full details about our approach to supporting good attendance can be found in our Attendance Policy.

Medical Appointments

Wherever possible parents should try to make medical and dental appointments outside of school time. Where this is not possible parents should try to make appointments so that they coincide with the start or end of the day. We expect children to be in school after a morning appointment or before an afternoon appointment. Parents must sign their child out of and back into school, through the school office.

Requests for absence

Beyond exceptional circumstances, we are not permitted to authorise term time absence. Our school's and the government's expectation is that all family holidays and other absences should take place during the school holidays. School holiday and additional school closure dates are published in advance of each new academic year. Parents are also notified, in advance, of proposed assessment dates and every effort should be made to avoid absences during these periods. Requests for absence must be made using the appropriate form. This can be found in the office or on the school website. If holidays are taken during term time, this may result in a penalty notice for each child and each parent.

Emergency school closures

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather please see the School Website, our Facebook page or class Dojo, for advice on school closures in the case of snow.

If school closure is announced during the day due to severe weather conditions, every effort must be made to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please nominate an adult to collect your child in your absence. Opportunities Club can also be utilised at short notice. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Key Information

Health and wellbeing

Safeguarding

Designated Safeguarding Leaders (DSLs)

St Joseph's School considers the safeguarding of children to be paramount. We are committed to safeguarding your child and our staff. We have a duty to ensure that no child or staff member is at risk of harm, at any time, particularly when they are in school. The government advise that: "the action we take to promote the welfare of children and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play".

To support us in meeting this requirement we have a school safeguarding team. The following staff have a key responsibility to take action if they have concerns:

- Designated Safeguarding Lead are Mr Paul Bacon
- Deputy Designated Safeguarding Lead are Mrs Debbie Cambray-Smith
- Designated Safeguarding Governor is Kirsty Martin, Chair of the IEB

When we have concerns about safeguarding or child protection we will discuss these with you. If children say something that concerns us, we will talk to you about this. We do this from a neutral perspective to clarify our understanding. Very often this will lead to no action but where we feel that something is of concern we are legally required to report this to children's services. If we feel talking to you might put your child at greater risk we will contact the Multi Agency Safeguarding Hub (MASH) directly and won't talk to you first.

Behaviour for learning

St Joseph's School seeks, through its Behaviour for Learning Policy, to develop an ethos wherein good behaviour choices are encouraged and self-discipline underpins all expectations. Behaviour choices are underpinned by the school's ethos of "Walking in the footsteps of Jesus" and the expectation that everyone is kind, considerate and compassionate in their thoughts, words and actions. Good behaviour choices are recognised through certificates, stickers and awards.

Incidents of poor choices of behaviour are dealt with immediately and appropriate sanctions are put in place. Where appropriate we will also make contact with parents as we believe pro-social behaviour is something that every member of our school community will support and we do not believe in working alone when behaviours are to the detriment of learning, and the happiness and wellbeing of anyone in our school and wider community.

We will always try to be proactive in enabling children to make good choices but where normal consequences are not successful we will work with outside agencies to develop behaviour plans and may also use exclusions and expulsions as sanctions or to protect other children and school adults.

Medication

St Joseph's Catholic Primary School recognises its common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency. Staff at St Joseph's Catholic Primary School are therefore expected to do what is reasonable and practical to support the inclusion of all pupils. However, as they have no legal or contractual duty, specific staff may be asked, but cannot be directed, to administer medicine. This means that class teachers, for example, cannot be expected to administer medication although they may agree to do so following training or guidance. All medicines will only be accepted for administration on completion of a consent form (see school website) by a parent or carer. Non-prescription medicines will be administered if there is a compelling reason for doing so, for example, seasonal use of antihistamines.

Medicines should only be brought into school for administration in the school day when essential. Parents are encouraged to look at dose frequencies and timing so that, if possible, medicines can be taken out of school hours. In the case of some prescription medicines parents are asked to ask doctors for timed-release medication for a minimum number of daily doses and if possible provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

Administering medicines

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;

Key Information

- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- Where specific training is required beyond that outlined by the pharmacist or doctor the school will ensure that this is undertaken prior to any medication being administered. School staff may need time to do this and the school will require the parent to administer the medicine until this training is completed;
- The medicine should be clearly marked with the child's name and class name;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member in the Medication Book held in the school office (see appendix 2 and 3). In the case of pupils who self-medicate, e.g. asthma inhalers, these will be kept in the classroom and a record kept when the child self-administers

The school accepts no responsibility for out of-date prescribed medication.

No other medication should be brought into school by the children, including cough sweets, eye drops, skin cream etc. Please inform the school office of any medical changes.

First Aid

Any child requiring first aid will be dealt with by a first-aider. You will receive an accident report form by email via Medical Tracker to notify you of any accidents or incidents in school. If the accident involves a head injury you must acknowledge the email upon receipt by clicking on the acknowledgment link. If the accident is serious, the school will contact parents by phone and/or the ambulance service if necessary.

Illness/accidents

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Parents are required to complete an 'Emergency Contact Information' card at the beginning of each school year. This is to ensure we have up to date information to contact the appropriate person in an emergency. Parents are required to provide at least two alternative emergency contacts (other than themselves) and provide updates when those contact details change. If we are unable to contact you and we are concerned about your child's wellbeing, we will seek and act in loco parentis to follow medical advice.

Area health and school nursing team

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as advice on managing medical health conditions, medicals, hearing / vision tests and flu immunisation. The nurses' team is also available for any advice or issues you may want to discuss. We will always inform you if there are any health professionals scheduled to be in the school or to work with your child.

Curriculum and Learning

The spiritual dimension

As a Catholic school and in line with the foundation of Catholic education, we view parents as the first educators of the child and recognise that we have been entrusted by you to be active partners in this provision. To this end our aim is to provide a caring community in which each child has the opportunity to fulfil their academic potential whilst at the same time deepen their understanding and application of the Christian Catholic faith.

We believe that all elements of the curriculum should have a spiritual dimension and develop a deeper relationship with God through mindful reflection, prayer and worship. This is centred through whole school worship and celebrated in classrooms, and within the wider community. All staff, governors and children work hard to promote our mission statement by living as Jesus taught us, so that we can work, learn, play and grow together. We do this through our foundation which states "Walking in the footsteps of Jesus living and serving together".

At a deeper level, through our partnership with home and parish, we strive to accompany your children as they travel on their faith journey. Children will live their faith, always aware of the presence and love of Christ, guiding them through life. Our curriculum is designed to be creative, inspiring and challenging, to provide opportunities for the children to develop as independent, resilient, confident and successful learners. They will have high aspirations and will know how to make a positive contribution to their community and in the wider society. Religious Education is a core subject which is taught for 10% of time, throughout the week.

Key Information

Phonics, Reading and Mathematics

Success in early reading and mathematics are the keys that open the door to almost all areas of the curriculum. Without a secure understanding of phonics, early reading and basic number operations, children will struggle to make progress as they journey through school and life. It is for this reason we ask all parents to work with us to support and encourage children's learning in these three key areas.

Phonics and reading

Reading is a life skill that needs to be developed and encouraged at an early age. We want all of our children to become keen and avid readers in their Reception year, developing their skills as they continue through the school. We unlock children's ability to decode words through a systematic approach to phonics. This starts in Reception and is developed through Year 1, 2 and beyond. This is then built on as children learn to apply their phonic knowledge through spelling and writing and through deepening their knowledge and understanding of words and the meaning they convey through their own independent reading and writing.

To support children as readers we encourage parents and carers to read to, with and alongside their child. We also encourage parents and carers to frequently talk and discuss the world around them so that alongside books children are exposed to a broad and deep vocabulary. To support children's reading journey, every child takes home an ability or phonic phase matched reading book and record. Parents and carers are encouraged to read on a daily basis and provide the class teacher or other teaching staff with feedback on how things have gone. At a basic level, this helps us to know any sounds, words or concepts your child has found difficult.

Reading books, phonemes or spellings are sent home each week. Although reading every day has been shown to make a real difference, we also recognise that you have busy lives and therefore are grateful for anything you can do. With respect to reading our recommendation would be that children read their books a minimum of 3 times each.

Early number and computation

In the same way phonic understanding unlocks independent reading and writing, understanding basic number operations and place value are the keys that open the door to mathematics. From Reception this starts with understanding what digits are and that digits hold a value. This is then extended to help children understand the relationships between numbers and basic operations (addition and subtraction). As children move beyond basic operations they deepen their understanding of number relationships and learn about multiples and how quantities can be shared (multiplication and division).

Wider mathematical understanding is developed through exploring the relationship between objects (shape, space and measure) and how numbers and properties can help us to understand the mathematical world.

Supporting your child to count, weigh, measure and compare will be things that we will provide you with guidance on and will be things that will enable all children to become confident mathematicians

The Wider Curriculum

Our aim is to provide a broad and wide ranging curriculum. Where possible we support this provision through interactive lessons supported by trips, visitors and visits to the locality. Our philosophy is to make our curriculum as relevant to children's interests and our historical location as possible. Details of our curriculum can be found on the curriculum or class pages tab of the school website. If you have special fields of interest that you are willing to share and that might add to our curriculum, we would love to hear from you.

Assessment

We assess and evaluate children's progress regularly through our daily interaction, marking and termly assessments. We hold pupil progress meetings three times a year where we explore trends in pupil outcomes and look to celebrate successes or identify actions to address areas of concern. These meetings are led by the school's English and Maths Subject leaders and by the school's SENDCo and head-teachers.

Special Educational Needs

At St Joseph's we recognise that all children have individual needs and should be treated as individuals. All children have the right to an inclusive, broad, balanced and relevant curriculum including extracurricular activities where appropriate and full access to the National Curriculum. We believe in providing every possible opportunity to develop the full potential of all our children, within a supportive, secure and stimulating environment. Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate

Key Information

programmes of study to match individual learning needs.

Physical Education and activity

Sport and activity for all

We encourage children to be physically active for sustained periods of time and leading to healthy and active lives. We aim to achieve this through our PE curriculum, Forest Schools, after school clubs, interschool sport and physically active adult and child led playtimes. For all pupils, our goal is to provide sport and physical activities that engage and excite all pupils, including those that might be less active.

Swimming

We believe that swimming is a life skill and an essential element of education that ensures that all children can enjoy and also be safe in water. For this reason swimming is part of our PE curriculum that all children within any academic year will experience.

Inter-School Sports

St Joseph's School is an active member of the local School Sport Partnership and participates in and regularly achieves highly in a variety of inter-school sports events. This includes netball, football, tennis, cricket, rugby, hockey, athletics and cross-country running. If we are playing a sport at another venue we will try to arrange transport – but parents may be responsible for organising transport amongst themselves.

School trips and visits

We endeavour to enrich our curriculum at every opportunity as possible. Where visits happen within the school's immediate environment (within walking distance), we ask parents to sign a general consent. When trips and visits require coach or private vehicle travel we will always seek your permission before any activity takes place during or after school. Where a trip or visit is likely to incur additional costs we will aim to let parents know about this as far in advance as possible. Where we can spread payments across several weeks we will also seek to do this, (please see the section on making Voluntary Contributions).

Peripatetic Music

Music is important to us and we have a part-time specialist music teacher. We have an active choir who sing in the local community. St Joseph's also allows private music tuition to take place during school time and we are currently offering piano lessons.

Mealtimes and Snacks

Food and mealtimes are an important element of the school day. Primarily food gives the children the energy needed to learn and keep going across the day. In addition, we also see mealtimes as an important element in strengthening community in a socially interactive way. Our lunch time in particular is organised so that children have the time to play but also eat together without being rushed. We believe that through this, children's relationships and friendships can be strengthened alongside the important element of being able to refresh themselves physically.

School Meals

Our school meals are freshly prepared and cooked on site by a dedicated catering team. All meals aim to meet the government's nutritional standards and are served in the dining room from 12noon.

Packed lunches*

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to make healthy choices. If your child brings a packed lunch to school, it must be in a suitable unbreakable container, clearly labelled with your child's name and class. Children who have elected to have a packed lunch also eat these in the dining room.

Ordering and paying

The Government Universal Infant Free School Meal Grant pays for children in Reception, Year 1 and 2 to have a free school lunch. We do not assume that your child would like to take up this free meal, and so you will need to order menu choices two weeks in advance using your ParentPay account. Parents of children in Year 3, 4, 5 & 6 will also need to order and pay for their school meal two weeks in advance using their ParentPay account. The current cost of a KS2 school meal is £2.60 per day. For parents who are in receipt of qualifying benefits and apply for a Free School Meal, the booking process is the same via your ParentPay account.

Key Information

Break-time snacks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has a special dietary need or allergies, please inform the school. Children in Key Stage 2 (Year 3, Year 4, Year 5 and Year 6) may bring a healthy snack* from home. Children should not bring in **crisps, sweets or chocolate bars / biscuits** for snack time.

Water and milk

Hydration is an important element of a healthy lifestyle and, as such, we encourage children to drink water across the day. We provide all children with fresh water. Children up to the age of five are entitled to free school milk and this will need to be ordered through the Cool Milk Scheme. The office will assist with this process.

Water bottles

Parents may send their child to school with a small, refillable, water bottle if they wish. Drinking water is available in all class rooms. Please label water bottles clearly.

***Please note:** We are a nut free school. Children must not bring, or consume, any product that has nuts as a specified ingredient on the school site.

Finance

Free school meal eligibility (The Pupil Premium)

Parents in receipt of certain benefits can apply for Free School Meals. We strongly encourage parents to do this regardless of whether they wish their child to have a free meal each day as doing this significantly benefits the school. Applications for FSM are important as successful applications release government grants that enable us to maintain support staff numbers, subsidise trips and provide additional educational support for children. Please talk to the School office if you feel your family circumstances meet this criteria. All applications are treated confidentially.

Making a payment: ParentPay Account

We aspire to be a cashless school. Each child/family will be registered for a personal ParentPay account and you will use this account to make payments for school trips, to purchase school uniform, order and pay for school meals and for some Parent Friend's Association events. We will also use your ParentPay account for communications home and to obtain permissions for school activities. When your child is admitted on to the school roll, log in details are generated and you can then manage your ParentPay account and ensure it is kept up to date.

Voluntary contributions

Trips, visits and visitors off and on the school site are frequently included in our educational provision to deepen and enrich children's learning. Where these events incur additional costs we will invite parents to make a voluntary contribution to cover costs. We do this because we are not permitted to make charges for provision where this is seen to be part of the curriculum. As our funding does not go beyond normal day to day provision, we make voluntary contribution requests as, without these, enrichment activities may be compromised and the trips, visits or visitors can be cancelled. We will always try to keep costs to the minimum and our requests are never in excess of the per pupil costs. This means that we never overcharge to cover the costs of parents who are not willing to make contributions. Parent's whose child is in receipt of free school meals will have a subsidised cost and should discuss this with the school office or headteacher(s). Parents will be notified of school trips via their ParentPay account, where payment and permissions can be given.

School uniform

We hope that children will be proud to be a part of St Joseph's School and to wear our simple but defining school uniform. We ask that all parents choosing to send their child/ren to our school support our school uniform policy. This request is detailed in our 'School Uniform Policy' and to this end, parents whose children attend in incorrect clothing will be contacted by the Headteacher or class teacher. To enable all parents, regardless of means to support our policy, we have a supply of new/used uniform available to order at an un-prohibitive cost. Please contact the school office. If you have spare uniform you no longer need, please bring it into school as it may be of use to another pupil.

Key Information

The winter and spring uniform:

- Short or long-sleeved white shirt, to be worn with a tie
- Green jumper or green cardigan
- Grey trousers (regular or tailored, not boot-cut or leggings), grey skirt or pinafore dress
- Black, green or grey socks or tights
- Plain black shoes without coloured laces. Fashion shoes, trainers and boots are not appropriate for school.

The summer uniform:

- Grey shorts or a green and white striped or green and white checked dress
- Dark or white sandals (socks or tights must be worn)
- Black, green or grey tights or black, dark green, grey or white socks

All children should have a waterproof coat with a hood in school every day. **No** children are allowed to wear trainers unless they are taking part in a PE lesson.

PE Kit

For PE all children will need:

- A yellow polo shirt and green shorts with training shoes for outdoor games.
- A tracksuit in the green school colour.
- Spare socks should be brought to change into and girls will not be allowed to take part wearing tights.
- For swimming sessions a swimming cap must be worn.
- All pupils will require trainers for PE lessons.

Lost Property

As you can imagine, managing a class of children's clothing is not a simple undertaking. For this reason all items of clothing, including shoes, must be clearly labelled with your child's name. We will do all that we can to locate missing belongings but can't be held responsible for lost items of clothing, particularly if these are un-named.

Un-united items of clothing are put in the school lost property box located in the staff entrance to the school which is accessible to parents at the start and end of the day.

Long hair

If your child has long hair, this must be tied back in bunches or in a plait during school hours. Hair should be tied back with a plain or dark coloured 'tie' and in keeping with school colours. Nail varnish, dyed hair or fashion/extreme hairstyles are not permitted.

Jewellery and other valuables

Jewellery, including rings and necklaces are not permitted as these can easily be caught during PE and at playtimes. Pupils are allowed to wear one stud 'type' earring in each ear. Children should be able to take studs out or be willing to have these taped for PE lessons. Other piercings are not allowed. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. For safeguarding reasons, children are not allowed mobile phones or other video capturing devices in school (e.g enabled Smart Watches or pens). Allowances with respect to mobile phones are made for Year 6 children who, with parental consent, walk on their own to and from school. Smart watches must have all communication or media playing capability disabled whilst your child is on the school site (please see Use of Mobile Devices in School Policy).

Book Bags

Children must bring their book bags into school every day. Parents are reminded to check their child's book bag every day for homework and letters from school. Notices and other school communication may also be emailed to parents directly.

Working in partnership

Parental involvement

As detailed in the Curriculum and Learning section of this handbook, as a Catholic school parents are seen as the first educators of the child and you have entrusted us to be active partners in this provision. To this end our aim is to provide a caring community in which each child has the opportunity to fulfil their academic potential whilst at the same time deepen their understanding and application of the Christian Catholic faith. We can only achieve this responsibility if we are able to work in a meaningful and proactive partnership with those at home. It helps us to know if things are

Key Information

not going right or if children are facing challenges beyond the school gates. To this end we welcome contact through both formal and informal means and aim to keep an open door for parents at all times. This doesn't mean we can respond to communication immediately but will always endeavour to do so as quickly as possible.

From a home perspective, we also recognise that children make maximum progress when home and school are aligned. Enriching experiences, conversations about learning and at a more basic level, supporting reading and homework is also an essential part of this partnership. It allows the pupil to develop self-discipline, motivation, improve standards and potential build character and capacity beyond the classroom environment.

Parent Consultations

These occur twice a year. These meetings give parents the opportunity to meet with their child's class teacher for a ten minute appointment. It is preferable if you attend without your child or other siblings. Please be aware that appointment times are in the afternoon and early evening. So if you are a working parent or carer, you may need to change your normal working or childcare schedule. Parents are encouraged to discuss any issues with their class teachers on an ongoing basis. Please do not wait for parents evening if you would like to discuss an issue with the class teacher.

Communication from school to parents

Most communication from school will either be either through teacher e-mail, e-mail through your Parentpay account, in the school newsletter, in pupil's book bags or by class Dojo. Please ensure these are checked regularly and emails checked on a daily basis.



Meet the Staff

Our current members of staff are:

Mr Bacon — Headteacher and Designated Safeguarding Lead

Mrs Cambray-Smith — Deputy Designated Safeguarding Lead

Sharon Carpenter - Special Educational Needs Co-Ordinator

Miss Rebecca Just – St Teresa Class Teacher

Mrs Debbie Cambray-Smith and Miss Keely Weatherall – St Lawrence Class Teachers

Miss Katherine Thomson – St Francis Class Teacher

Mr Harry Wilkinson— St Scholastica Class Teacher

Mrs Alison Smith – St Teresa Class Teaching Assistant

Miss Molly Carvey—St Teresa Class Teaching Assistant and Opportunities Club Manager

Mrs Hanna Webb—St Lawrence Class Teaching Assistant, Lunchtime Supervisor and Emotional Literacy Support (ELSA)

Mrs Sarah Raines—St Lawrence Class Teaching Assistant and Lunchtime Supervisor

Mrs Sarah Bennett—Higher Level Teaching Assistant

Miss Sarah Wiseman – St Francis Class Teaching Assistant, Lunchtime Supervisor & Breakfast Club

Mrs Alice Allott—St Scholastica Class Teaching Assistant and Lunchtime Supervisor

Mrs Anita Druce – School Business Manager

Mrs Tracey Ainsworth—Administrative Assistant

Mrs Mel Weeks – Lunchtime Supervisor

Mr Isaac Owen – Lunchtime Supervisor and Forest School Leader

Mrs Sharon Rexworthy – Catering Manager

Miss Jade Hext—Catering Assistant

Mrs Louisa Avis—Opportunities Club

Mr Daniel Cole—Opportunities Club

Mrs Terry Jones - Parent Support Advisor

Term Dates 2024-25



St Joseph's Catholic Primary School

Term Dates including 5 Staff Development days identified by

SCHOOL TERM AND HOLIDAY DATES 2024-2025

September 2024							October 2024							November 2024						
M		2	9	16	23	30	M		7	14	21	28	M		4	11	18	25		
Tu		3	10	17	24		Tu	1	8	15	22	29	Tu		5	12	19	26		
W		4	11	18	25		W	2	9	16	23	30	W		6	13	20	27		
Th		5	12	19	26		Th	3	10	17	24	31	Th		7	14	21	28		
F		6	13	20	27		F	4	11	18	25		F	1	8	15	22	29		
Sa		7	14	21	28		Sa	5	12	19	26		Sa	2	9	16	23	30		
Su	1	8	15	22	29		Su	6	13	20	27		Su	3	10	17	24			

December 2024							January 2025							February 2025						
M		2	9	16	23	30	M		6	13	20	27	M		3	10	17	24		
Tu		3	10	17	24	31	Tu		7	14	21	28	Tu		4	11	18	25		
W		4	11	18	25		W	1	8	15	22	29	W		5	12	19	26		
Th		5	12	19	26		Th	2	9	16	23	30	Th		6	13	20	27		
F		6	13	20	27		F	3	10	17	24	31	F		7	14	21	28		
Sa		7	14	21	28		Sa	4	11	18	25		Sa	1	8	15	22			
Su	1	8	15	22	29		Su	5	12	19	26		Su	2	9	16	23			

March 2025							April 2025							May 2025						
M		3	10	17	24	31	M		7	14	21	28	M		5	12	19	26		
Tu		4	11	18	25		Tu	1	8	15	22	29	Tu		6	13	20	27		
W		5	12	19	26		W	2	9	16	23	30	W		7	14	21	28		
Th		6	13	20	27		Th	3	10	17	24		Th	1	8	15	22	29		
F		7	14	21	28		F	4	11	18	25		F	2	9	16	23	30		
Sa	1	8	15	22	29		Sa	5	12	19	26		Sa	3	10	17	24	31		
Su	2	9	16	23	30		Su	6	13	20	27		Su	4	11	18	25			

June 2025							July 2025							August 2025						
M		2	9	16	23	30	M		7	14	21	28	M		4	11	18	25		
Tu		3	10	17	24		Tu	1	8	15	22	29	Tu		5	12	19	26		
W		4	11	18	25		W	2	9	16	23	30	W		6	13	20	27		
Th		5	12	19	26		Th	3	10	17	24	31	Th		7	14	21	28		
F		6	13	20	27		F	4	11	18	25		F	1	8	15	22	29		
Sa		7	14	21	28		Sa	5	12	19	26		Sa	2	9	16	23	30		
Su	1	8	15	22	29		Su	6	13	20	27		Su	3	10	17	24	31		

key:

- School Holiday
- Bank holiday
- Term Time

Term dates summary:

Term 1	02 September to 23 October 2024	38 days
Term 2	04 November to 20 December 2024	35 days
Term 3	06 January to 14 February 2025	30 days
Term 4	24 February to 04 April 2025	30 days
Term 5	22 April to 23 May 2025	23 days
Term 6	02 June to 24 July 2025	39 days
TOTAL		195 Days

Bank and Public Holidays 2024/2025

Christmas Day Holiday	25th December 2024
Boxing Day Holiday	26th December 2024
New Years Holiday	1st January 2025
Good Friday	18th April 2025
Easter Monday	21st April 2025
May Day Holiday	05th May 2025
Spring Bank Holiday	26th May 2025
Summer Bank Holiday	25th August 2025

Happy and Dedicated

St Joseph's is a happy school with hard working and dedicated staff that are committed to developing each child's full academic and spiritual potential. We all recognise that our purpose is to provide the very best quality learning experience for each child within a secure and happy environment where mutual respect is paramount.

We aim to...

- Provide children with opportunities to excel in all areas in an environment where they feel loved and developed as individuals.
- Celebrate achievements in all aspects of the children's work.
- Be committed to a high standard of teaching.
- To develop well rounded individuals, who are confident, independent learners, secure in their own talents and skills.
- Recognise that children have a right to achieve, irrespective of their academic or social ability, to be creative in their lives and to find fun in learning.
- Act as good role models, emphasising respect and kindness – working towards common goals with a commitment to our own continuing professional development.

The children at St Joseph's School will be noted for being happy, confident, motivated, well behaved, smart and caring and as such will be a respected part of the community.



**WALKING IN THE FOOTSTEPS OF JESUS,
LOVING AND SERVING TOGETHER**