



Parent Handbook

Taking you step-by-step through starting school

Welcome to
St Joseph's Catholic
Primary School



Walking in the footsteps of Jesus, loving and serving together



Step 1

STEP 1: PUPIL ADMISSION FORM

St Joseph's Catholic Primary School

Your child's birth certificate/passport must be presented for copying and placing on file at the time of your child's admission to primary education

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s):	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):	
Middle Name:	Date of Birth:	[] [] [] / [] [] [] / [] [] []
Address:	Position in Family:	1 [] 2 [] 3 [] 4 [] 5 []
	Home Telephone No:	
	Post Code:	

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Name:	[] Mr [] Mrs [] Ms	Name:	[] Mr [] Mrs [] Ms
Relationship:	[] Mother [] Father [] Guardian	Relationship:	[] Mother [] Father [] Guardian
Address:		Address:	
Telephone Numbers:		Telephone Numbers:	
Mobile:		Mobile:	
Work:		Work:	
Date of Birth:	[] [] [] / [] [] [] / [] [] []	Date of Birth:	[] [] [] / [] [] [] / [] [] []
National Insurance Number:		National Insurance Number:	
Email:		Email:	

The School communicates with parents via email so please provide a current email address. Children's & parents' details are checked to see if additional funding is available.

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Please attach any copies of any court orders and any details about others with personal responsibility in case of Emergency.

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please tear here

Elizabeth Christopher, Headteacher, says...

It's great news that you have chosen our school for your child. Thank you!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01666 822331 and we will be happy to help!

Term dates

On page 15 you will find term dates.

Welcome

Welcome to St Joseph's Catholic Primary and I look forward to getting to know you and your child.

STEP 1: PUPIL ADMISSION FORM

St Joseph's Catholic Primary School

Foster Parents Details if Necessary			
Name:			
Authority:			
Previous School			
Child's previous school or playgroup:		Telephone Number:	
Reason for leaving:			
For pupils being admitted into the Reception Year only, please include the number of terms spent in pre-school education, where known: [] terms.			
Does your child have a brother or sister in the school? If so please state			
Name:	Class:	Year:	Date of Birth: []/[]/[]
Name:	Class:	Year:	Date of Birth: []/[]/[]
Name:	Class:	Year:	Date of Birth: []/[]/[]
Name:	Class:	Year:	Date of Birth: []/[]/[]
School Meals (Reception to Year 2 being entitled to the universal free school meals)			
Are you entitled to claim free school meals for your child? YES [] NO []			
If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: www.myfreeschoolmeals.com			
Not applicable to Nursery children.			
Dietary Needs			
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork, halal etc			
Medical Information			
Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			
Permission to see the Doctor			
Does your child suffer from any medical conditions eg. Asthma, Diabetes, Epilepsy? Please provide details below:			
Permission to see the Doctor			
I give permission for the school to contact the Dr if necessary? YES [] NO [] if you do not tick an option, we will assume consent is given.			

Step 1

Step 1

STEP 1: PUPIL ADMISSION FORM

St Joseph's Catholic Primary School

Travel to School	
Please advise us of the main way your child will regularly travel to school: Bus [] Walk [] Car [] Train [] (please tick as appropriate)	
Services Children in Education	
Are you a Services Family? YES [] NO []	
Special Needs	
Do you consider your child to have a disability? YES [] NO []	
If Yes, please select all that apply from the list below.	
A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.	
<input type="checkbox"/> Mobility <input type="checkbox"/> Hand Function <input type="checkbox"/> Personal Care <input type="checkbox"/> Eating and drinking <input type="checkbox"/> Medication <input type="checkbox"/> Incontinence <input type="checkbox"/> Communication <input type="checkbox"/> Learning <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Behaviour <input type="checkbox"/> Consciousness e.g. seizures <input type="checkbox"/> ASD/Aspergers <input type="checkbox"/> Palliative care needs <input type="checkbox"/> Other Disability/Health problem:	
Medical Clinics	
Does your child attend any medical clinics? - YES [] NO []	
If Yes, please give details in the box below :	
Ethnicity	
The Department for Education (DfE) has asked for the collection of information on ethnicity and first language of all pupils.	
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other white background	Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background
Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	Other <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish an ethnic background category to be recorded
FIRST LANGUAGE	
The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.	
If English is an additional language what level do you consider your child to be at	
Fluent [] Average [] Poor [] No English Spoken [] (please tick as appropriate)	
Child's Country of Birth:	Child's Nationality:

Please tear here

RELIGION

Anglican Baptist Buddhist Christian Church of England Hindu Jehovah's Witness Jewish Methodist
 Mormon Muslim Plymouth Brethren Quaker Roman Catholic Sikh United Reform Church No Religion
 Other (Please specify):

DATA PROTECTION STATEMENT: The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: []/[]/[]
Signature of Father/Guardian	Date: []/[]/[]

FOR SCHOOL USE ONLY

Birth certificate/passport copied

Start Date []/[]/[]

New Class:

CTF/Records requested



"I really love the school and I like the way the boys are taught. They are learning how to care for others and discovering more about their religion. I like the fact the teachers can concentrate on each child individually. We have been made to feel welcome by everyone at the school and the other parents. The twins love going to church services with their classmates at school and when we are at church as a family on Sundays they like seeing friends from school there."

Jay Cha and Alex Park live in Malmesbury with their twin sons, Aidan and Brendan, aged seven.

Step 1

Step 2

How you can help your school and your child Don't let them miss out on Pupil Premium Funding

From September 2014 ALL infant children, those in reception, year 1 and Year 2, will be entitled to free school meals. However, if your child would have been entitled to free school meals under the old system because you are receiving qualifying benefits, the government will give your school a **Pupil Premium of £1,300**. But for the school and your child to benefit from this money we need to know that you are receiving a qualifying benefit. If you are, please let us know by completing the form below.

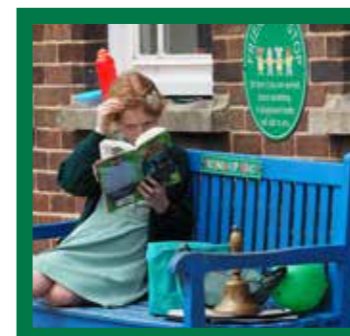
- For your child's school to receive the Pupil Premium you must be in receipt of one of the benefits listed below.
- Use this form if your child **attends school within Wiltshire, on a full-time basis**. If you live in Wiltshire, but your child attends a school in another Local Authority area (e.g. Somerset, Hampshire or Swindon), you should apply via that Local Authority.
- We are now able to check entitlement via a secure government website, which links to your benefit providers. However, if the eligibility checking service (ECS) has not been able to verify your entitlement, we will then need to contact you to ask for evidence to show you are currently in receipt of one of the eligible benefits.
- If you are currently also applying for free school meals for an older brother or sister (in the junior or secondary education), your infant child can be included with them on the standard free school meal application form. In that case you do not need to bother to complete this form.

I confirm that I am currently in receipt of one, or more, of the benefits below. Please tick the box(es) to indicate which benefit(s) you are currently in receipt of. Without this information we cannot process this claim.

<input type="checkbox"/>	Income Support
<input type="checkbox"/>	income-based Job Seekers Allowance (NOT contribution based JSA)
<input type="checkbox"/>	income-related Employment and Support Allowance (NOT contribution based ESA)
<input type="checkbox"/>	support under Part VI of the Immigration and Asylum Act 1999 - National Asylum Seekers Support (NASS)
<input type="checkbox"/>	the guarantee element of State Pension Credit
<input type="checkbox"/>	Child Tax Credit (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012)
<input type="checkbox"/>	Working Tax Credit 'run-on' - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit

If you currently receive Working Tax Credit (other than the 'run-on') you are not eligible to claim.

Please turn over



Please tear here

Applicants details (Parent/Carer) please complete **all sections** as clearly as possible

Mr/Mrs/Miss/Ms			
Legal First Name			
Legal Surname*			
Address			Post Code
Date of Birth*			Telephone Number
			Mobile Number
National Insurance Number or NASS Number*			
(this can be found on your benefit letter or tax credit notice)			

*** We cannot process your application without these**

Please complete details below for **ALL Infant children** that you wish to claim for in respect of Pupil Premium (they may go to different Wiltshire schools).

Legal First Name	Legal Surname	Date of Birth	Male or Female	School Attended	Your relationship to the child
		[]/[]/[]			
		[]/[]/[]			
		[]/[]/[]			
		[]/[]/[]			

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information.

I agree that you will use the information provided to assess the eligibility of my child's school to receive Pupil Premium in respect of my child. I understand this information may be shared with organisations you work with to provide services to me.

Signed..... Date []/[]/[]

The completed form can be returned to your child's school. They will forward it to us on your behalf. If you prefer, you can send it direct to:

Free School Meals, Children's Services, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JN

(Tel) 01225 713780 (Fax) 01225 713812 (Email) fsm@wiltshire.gov.uk

(Web) www.wiltshire.gov.uk/freeschoolmeals

Permission slip for local visits and the use of photographs within school.

During the school year we will – on many occasions – need to walk your child u[p] to church to meet buses and taxis and to visit the town hall and library. We may also make local visits within Malmesbury related to our topics, and local coach trips to places such as Lackham.

If you are happy with your child joining such visits would you please complete and return the attached form as soon as possible.

Separate permission slips will be issued, as appropriate, for swimming and trips outside of the local area.

We would also like to use photographs of children for displays within school and on our school website as this can be a motivating factor. Sometimes the local media make a request to photograph children when they are covering a school project. We have concerns about pictures and names of children appearing on the Internet so the following guidelines are being followed for security reasons.

- If a child's work appears on the website, and a name is shown, it will only be the child's first name.
- If a child appears in a photograph on the website then no name will be shown.
- At no time will both a photograph and the name of a child appear together on the website.

Please indicate on the reply slip attached if you are happy for your child's photograph to be used in this way.

Thank you all very much for your co-operation in these matters.

Yours sincerely

Mrs E Christopher

I give my permission for my child:

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to attend local visits during their primary schooling at St Joseph's. I understand that groups will always be properly supervised and that the correct adult/pupil ratios will be observed at all times.

Signature of Parent/Guardian:	Date: []/[]/[]
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Please print name:

I give / do not give* permission for my child's photograph to be used by the local media, on school displays or on the school website.

Signature of Parent/Guardian:	Date: []/[]/[]
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Please print name:

Please tear here

Agreement / eSafety Rules

- ✓ I will only use ICT in school for school purposes and when supervised by an adult.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will open/change/delete only my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, or unpleasant messages are sent to me, I will tell my teacher immediately.
- ✓ I will not give out my own details, such as my name, phone number or home address.
- ✓ I will never arrange to meet someone.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will not use Internet chat-rooms in school, which have not been approved by my teacher.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

Dear Parents

ICT including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school.

Parent/ carer signature

We have discussed this and

(child name)

agrees to follow the eSafety rules and to support the safe use of ICT at St. Joseph's Catholic Primary School.

Signature of Parent/Guardian:	Date: []/[]/[]
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Please print name:

Class:

Key Information

What are our school times?

Start of the day: 8.50am.
Morning Break: 10.30am-10.45am.
 Lunch time is from 12 noon to 1pm.
End of Day: 3.20pm

The school gate is opened at 8.35am and 3.15pm. School gates are locked at 8.50amam. Late arrivals must report to reception.

Wraparound Clubs

Breakfast and After School Club

Our Breakfast Club is available from 7.30am-8.30am Monday to Friday at a cost of £3 per day, per child, and includes breakfast consisting of toast/cereal and milk. Our After-School Club runs Monday to Friday from 3.20pm-6pm at a cost of £10 per day, per child, and includes high tea and refreshments. If you would like to book your child a place, please access 'For Parents' on the school website and download and complete the relevant booking form and return it to the school office. **Bookings must be made and paid at least one week in advance.**

Arrivals and departures

Morning drop-off

Parents and carers are encouraged to leave their children at the front gate at morning drop-off. This is to encourage children's independence. However, during the first few weeks of school in September, parents and carers may walk their Reception year children down to the class gate at the lower end of the playground.

The Head Teacher (or class teacher in the Head Teacher's absence) will be in the playground at morning drop-off. If parents would like a quick word with the Head Teacher then this is an opportunity to do so, but for a more in-depth conversation please book an appointment.

After-School Pick-up

Parents and carers need to come into the school playground to collect their children after school. In St Anthony and St Aldhelm classes, the teachers will make sure the children are let out of their classroom only when the parent or carer can be seen. If you are unable to pick your child up from school, please inform the school as to who will pick your child up at the end of the school day.

Uniform

At St Joseph's, the school uniform is rigorously applied. Please see the 'School Uniform Policy' for information. Parents whose children attend school in the incorrect clothing will be contacted by the Head Teacher or class teacher. There is a large supply of used uniform available in the school, please see the School Office. If you have spare uniform you no longer need, please bring it into school so it can be passed on to someone who may need it. Items of uniform can be purchased at reasonable

cost from many high street retailers, or from the school office. The school also has a large selection of nearly new uniform available. The uniform consists of:

Boys

- Short or long sleeved white shirt, to be worn with a tie.
- Green jumper.
- Grey trousers
- Black shoes.
- Grey or black socks.
- During the summer term grey shorts may be worn with sandals. Socks must be worn at all times..

Girls

- White shirt , to be worn with tie.
- Dark green cardigan.
- Grey skirt or pinafore dress.
- Black, dark green or grey tights or white socks.
- Black shoes.
- During the summer term a green and white striped or checked dress may be worn with sandals.
- Socks (or tights) must be worn at all times.

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 school colour will also be required.
- 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; this will avoid children returning to school with wet hair.
- All pupils will require trainers for PE lessons.

Book Bags

Children are to bring their book bags into school every day. Parents are reminded to check their child's book bag every day for homework. School notices and other school communication will usually be e-mailed to parents directly.

Food in school

School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. All hot lunches are served in the dining room from 12noon to 12.30pm irrespective of class. Packed lunches are also eaten in the dining room, between 12.30 – 1pm. Chartwells currently provide St Joseph's School with hot school lunches.

Ordering and paying

Parents need to pay for hot lunches a week in advance, ordering before 9am the preceding Monday. Meals for all year groups must be ordered online by parents. Registration is via www.wiltshireandswindon.mealselector.co.uk.

Free school meals

All children in Reception and Years 1 and 2 (Key Stage 1) can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive certain benefits. For more information, please contact the school office. All applications are treated confidentially.

Packed lunch

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 the child's name and class. Children should not bring in any drinks for lunchtime.

Fruit and drinks

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 in writing or by email so their needs can be accommodated.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring a healthy snack from home. Please ensure children do not bring in crisps or chocolate bars for snack time.

Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Parents should send their children to school with a suitable, refillable, water bottle. Drinking water is available in all class rooms. Please label water bottles clearly.

Please note that we are a nut free school; so children should not bring any nut related products to school



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and absence

At St Joseph's Catholic Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

The school is required to provide attendance records to Wiltshire Council. For any absence, parents are required to inform the school **before 8.50am**. Parents can send in a written note, email or telephone explaining the absence. If a child has sickness or diarrhea, 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.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SAT's) and they should make every effort to ensure their child attends school during that period.

Request for absence

With this in mind, the Government and Local Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this could result in a penalty notice and parents could be fined.

Religious Education at St Joseph's

The school follows the 'God Matters' scheme of work. This includes teaching about the Catholic Church and other faiths.

Jewellery and other valuables

Jewellery, including rings, must not be worn to school as nasty accidents can occur. Pupils are allowed to wear one earring in each ear. Other piercings are not allowed, including single ear piercings. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school. If your child has long hair, they are required to tie their hair back during school hours. Hair 'ties' should be a plain dark colour in keeping with school colours. Nail varnish is not to be worn by any children at any time.

Lost Property

The school does **not** have a lost property box. Please ensure all items that come into school are clearly named, so any lost items can be reunited with their 'owner'.

Sport

Inter-School Sports

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities. St Joseph's school participates in and regularly achieves highly in a variety of inter-school sports events, including netball, football, tennis, cricket, rugby, hockey, athletics and cross-country running. So that all pupils develop a healthier and more active lifestyle, we are using our Sports Premium Funding to introduce an exciting and wider range of physical activities which include:

- Ballroom dancing coaching for all classes.

- Circus Skills workshop.

- Street Dance workshop.

- Skateboard and Scooter workshop.

- Six week Canoeing and Kayaking course for year 6.

- Outdoor physical and team activities across the whole school such as high ropes and water sports.

We aim to utilise our funding throughout to provide a sport or physical activity to engage and excite all pupils, including the less active. We will be continuing as members of the Malmesbury Sports Cluster and we aim to participate in all festivals, tournaments and any other opportunities that are available to us.

Music

Music is important to us and we have a part time specialist music teacher. St Joseph's also allows private music tuition to take place during school time and we currently have teachers for piano and woodwind.

Clubs

A variety of after-school clubs are provided – some run throughout the school year, others only for a term. Please see the school

newsletter for further details. The school has a number of clubs. These have included:

- Football.

- Netball.

- Tennis.

- Sewing.

- Jazz Dance.

School trips

The children go on a variety of school trips throughout their time at St Josephs. The school will send a letter to parents either via book bags, or by email with details of the trip and the cost if applicable. Attached to the letter will be a return slip that parents are to sign to authorise attendance on the trip. Also, a medical form is attached to the letter which must be completed for **every trip**.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Good Behaviour

St Joseph's school seeks, through its Behaviour Policy to develop an ethos wherein good behaviour and discipline are expected. Good behaviour is recognised through certificates, stickers and awards. Any incidents of poor behaviour are dealt with immediately and appropriate sanctions are put in place.

Special Educational Needs

At St Joseph's we recognise that all children have individual needs and should, as far as possible, be treated as individuals. All children have the right to an inclusive, broad, balanced and relevant curriculum including extra-curricular 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 programmes of study to match individual learning needs.

Access

All pupils are admitted to our school in the same way regardless of ability or handicap. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

Frequently Asked Questions

Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

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 or our Facebook page, for advice on school closures in the case of snow and other major weather events.

Collecting your child

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 and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing / vision tests. The nurses' team is also available for any advice or issues you may want to discuss.

Medical conditions

Parents need to sign their children out of and back into school, at the School Office, if their child needs to attend a medical appointment.

Medication

The school is not permitted to administer medication unless it is a long term condition that requires prescription drugs. For example: inhalers, epi-pen. All medication permitted to be administered by the school has to be prescribed by a doctor. The medication must be provided in its original packaging with the prescription label attached detailing the dose and frequency allowed. Parents are required to provide a signed letter authorising the school to administer the prescribed medication. Parents are also responsible for ensuring the medication held in school is within date. 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 etc.

Please inform the school office of any medical changes.

Sickness

If a child has sickness or diarrhea, 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.

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 the school has up to date information to contact the appropriate person in an emergency. Parents are required to provide alternative emergency contacts (other than themselves) and provide updates when those contact details change.

First Aid in school

Any child requiring first aid will be dealt with by a first-aider. An 'accident report form' will be put into your child's book bag if the accident involves a head injury. If the accident is serious, the school will contact parents and/or ambulance service if necessary.

Working with parents Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal means and will contact you if there are any problems. Our policy is to keep an open door for parents at all times but we do encourage parents to book an appointment for a mutually convenient time.

Classroom Visits by Parents

Parents are welcome to visit their child's classroom after school on Wednesdays. This is an opportunity for your child to show you what they have been working on in class. It is not the time for a meeting with the teacher. If you would like to speak to the class teacher please arrange a separate appointment.

Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held twice a year for you to discuss the progress

of your child. End of year reports are sent to parents during July. Parents are requested to read the report and complete the form provided and return to school. Parents are encouraged to discuss any issues with their class teachers on an on-going basis.

Parent Consultations

These occur twice a year, in October/ November and March. 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.

Communication from school to parents

Most communication from school will either be emailed, in the school newsletter or in pupils' book bags. Please ensure these are checked regularly and emails checked on a daily basis.

News

The school sends out a weekly school newsletter. The newsletter can be found on the St Joseph's School website and a link is emailed directly to parents. A copy is also placed on the school notice boards and a few copies in the school office. If you want to put something in the newsletter, please inform the School Admin Officer.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

Parents and Friends Association (PFA)

St Joseph's Catholic Primary School has an active Parents and Friends Association (PFA) that supports the Governing Body and school life as a whole. Throughout the year, the PFA organise a range of events for children and adults. Some events are purely social occasions and others have a more serious fundraising element to support the 10% capital funding needed to run the school and purchase items which benefit all the children. All PFA activities are intended to be good fun for all and as such we like to share the workload amongst as many helpers as we can.

The PFA is an inclusive group and we always welcome new members – we are glad of any help that you wish to offer.

Staff and governors

Our current members of staff are:

Mrs Lizzie Christopher – Headteacher
 Mrs Clara Hand – St Anthony Class teacher
 Mrs Ellie Green – St Anthony Class teacher
 Miss Rachel Soper – St Aldhelm Class teacher and Special Educational Needs Leader
 Mrs Ann Wood – St Lawrence Class teacher
 Mr John Dawson – St Francis Class teacher
 Miss Jenny Westaway – St Scholastica Class teacher
 Mrs Alison Smith – St Anthony Class Teaching Assistant
 Mrs Mandy Payne – St Aldhelm Class Teaching Assistant
 Mrs Wanda Fitch – St Lawrence Class Teaching Assistant
 Mrs Suzanne Jones – St Francis Class Teaching Assistant
 Mrs Ceridwen Owen – St Scholastica Class Teaching Assistant
 Mrs Rosa Rozalen-Breton – Additional Teaching Assistant and lunchtime supervisor
 Mrs Sarah Bennett – Additional Teaching Assistant and lunchtime supervisor
 Mrs Nicola Finlay – Additional Teaching Assistant and lunchtime supervisor
 Mrs Elaine Pearce – School Business Manager
 Mrs Linda Byrne – Office administrator
 Mrs Nicola Kershaw – Office administrator
 Mrs Mel Weeks – Lunchtime supervisor
 Mrs Kelly White – lunchtime supervisor

Our current members of the governing body are:

Mr P.J O'Brien – Chairman
 Mrs Nuala Oughton – Vice Chairman
 Mrs Theresa Adams – Foundation Governor
 Mr Steve Brady – Foundation Governor
 Mrs Teresa Keigher – Foundation Governor
 Mrs Niamh Marshall – Foundation Governor
 Mr Mike Barber – Foundation Governor
 Mr Tim Farnfield – Parent Governor
 Mr Colin Kershaw – Local Authority Governor
 Mrs Elaine Pearce – Staff Governor
 Mrs Lizzie Christopher – Head teacher
 Mrs Lise Nielsen – Clerk to governors



“Staff at the school have also supported me, both as a single parent and as a student with a dream of working in Education myself... I have also benefited from being able to access the school’s parent support worker. She has helped me handle difficult situations in my private life.” Candy Jones lives in Malmesbury with her children, Jake, aged seventeen, Emily, aged thirteen, Isabelle, aged eight, and Finley, aged five.

Term 1 2016	Thursday 01/09/16	Friday 21/10/16	Monday 24/10/16 - Friday 28/10/16
Term 2 2016	Monday 31/10/16	Friday 16/12/16	Monday 19/12/16 - Monday 02/01/17
Term 3 2017	Tuesday 03/01/17	Friday 10/02/17	Monday 13/02/17 - Friday 17/02/17
Term 4 2017	Monday 20/02/17	Friday 07/04/17	Monday 10/04/17 - Friday 21/04/17
Term 5 2017	Monday 24/04/17	Friday 26/05/17	Monday 29/05/17 - Friday 02/06/17
Term 6 2017	Monday 05/06/17	Friday 21/07/17	Monday 24/07/17 - Friday 31/08/17

Training days

1st September 2016
 2nd September 2016
 31st October 2016
 1st November 2016
 24th April 2016



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.

"St Joseph's is very much a family school. The children respect the teachers and there is good discipline throughout the school. Although we are not Catholics we have been made to feel very welcome by everyone at the school.. It is a good environment for them to be educated in and I am pleased they are getting the benefits of being at a faith school." Sophie and Paul McCarthy live in Malmesbury with their sons, Ciaren, aged eight, and Ewan, aged six.



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