



St Joseph's

Catholic Primary School

PARENT HANDBOOK

BELIEVE ACHIEVE SUCCEED



Our Mission Statement

Believe, Achieve, Succeed

We believe in an outstanding Catholic Education. We believe in embodying and fostering the Gospel Values; faith, love and hope. We believe in being living witnesses to the teachings of Christ in our school, homes, parish and wider community.

All faiths and differences are celebrated; God-given talents are nurtured. We believe that every child has the right to succeed.



WELCOME TO

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

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St Joseph's Catholic Primary School

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Telephone: 01444 452584

Email: office@stjosephshh.org.uk

Website: www.stjosephshh.org.uk

Headteacher: **Mrs Catherine Walker**

Assistant Headteachers: **Miss L Brown,**
Mrs M Dewdney, Mrs C Rogers



Dear Parents and Carers,

If you are a new parent or carer to our school – welcome to St Joseph's. We hope that you and your child will enjoy being part of our school community.

We hope you will find this booklet a valuable source of information. It is designed to give you important information about our school. Please keep it safe and refer to it when required. Please do not hesitate to contact us if you have any further questions about any aspects of school life.

Mrs Catherine Walker Headteacher

Miss L Brown, Mrs M Dewdney, Mrs C Rogers Assistant Headteachers

Our LEARNiNg Skills



The School Office

The office staff have a wealth of information and are willing and happy to help. The school office is a really busy and important hub of the school.

We have a constant stream of visitors, deliveries, phone calls, faxes, emails, notes, letters, money, parcels, first aid requirements, lost property, request forms, trip forms, children, parents... They also have the 99% of their other jobs to do!

Please help us to remain efficient and helpful by doing the following:

- Read the newsletters and any other letters sent home. Check your child's book bag for other messages
- Return permission slips and/or reply to letters promptly by using the parent boxes located at the school entrance and next to the school office
- Inform the school by 9.30 am if your child is absent. To make life easier for parents we use Studybugs, this is a free app for reporting your child's absence

- Messages can be emailed to the school office at the following address: office@stjosephshh.org.uk
- We are a cashless office and as such, we would ask that parents pay for things such as trips, non-uniform days, clubs via our online payment portal.
- Our newsletters are published every other week. Please read our newsletters carefully. They contain lots of information. They are also published on the school website along with all letters sent from the school.

Communication

The school uses a messaging service called Studybugs. It is a handy tool to help us keep you informed and up to date. We may use it to tell you about school closures, club cancellations, or to remind you of a non-uniform day. It is vital you keep the office informed if you change your email address at any time.



Emergency Contacts

Please ensure that the school office always has up to date emergency contact names and numbers. This is particularly important if you or other emergency contacts change mobile phones.

The School Day

Some of the timings may vary slightly for new children whilst they are being settled in to school. The information below is typically what happens for the school as a whole.

Breakfast Club

7.00 – 8.30am

Our Breakfast Club, run by Pioneer Childcare, is open every day that the school is open to children. Booking is essential. Please contact Pioneer Childcare directly 01444 411388 or enquiries@pioneerchildcare.co.uk

School Opens

8.30am

The school gates are unlocked and children should go straight to their classroom ready for registration. Early Years and Year 1 parents are permitted on site and can take children to their classroom door. All other parents should drop-off in the top garden.

Registration

8.40am

Children should be in class by 8.40am ready for registration. Register is open from 8.40am to 8.50am after this time they will be marked as late. The gates will remain open until 8.50am. Children arriving after this time should come via the school office.

Morning Break

Early Years/KS1 – 10.25-10.45am

Lower KS2 – 10.45-11.05am

Upper KS2 – 11.05-11.25am

Children in Reception, Years 1 & 2 are offered a free piece of fruit. If your child is under 5 you can register for free milk via Coolmilk. Milk for older children is also available if paid for and ordered in advance. Older children may also consume fruit brought from home at this time.

Lunchtime

Early Years and KS1 12.00pm

KS2 12.15 pm

Registration and afternoon lessons commence

Early Years and KS1 12.55pm

KS2 1.10 pm

Afternoon Break

Early Years and KS1

2.00 – 2.10pm

End of the school day

Early Years/KS1 – 3.00pm – collection from classroom door

Lower KS2 – 3.10pm – Year 3 – collection from classroom door / Year 4 collection from top garden

Upper KS2 – 3.15pm – collection from top garden

Children are not allowed to leave the care of staff until their parent/carer has arrived and personally collected them. Sometimes a different person will need to pick up a child. Please inform the school office who is going to, or who is permitted to collect a child. Staff will only release children to known adults. A form is available for you to complete listing all those who are permitted to collect your child. This saves parents calling to let the school know.

After School Clubs

3.20-4.15pm

We offer after school clubs every day for different year groups. You will need to apply for these on a termly basis. Some of the clubs are run by our teachers and others by external providers. A charge is made for all clubs.

Wraparound Childcare

3.15-6.30pm

Our fantastic after school club is open every day that school is open to pupils and is run by Pioneer Childcare. For further information and to book your place please contact Pioneer Childcare – 01444 411388 enquiries@pioneerchildcare.co.uk

Coming to school

Parents/carers are responsible for ensuring that their children get to school safely. The school gates are opened at 8.30am and children should not be left unsupervised outside the gate before this time. We encourage as many parents as possible to walk to school. It is better for your child's health, reduces pollution and eases congestion.

Parking

If you do need to use a car **PLEASE DO NOT PARK ON THE ZIG ZAGS OR YELLOW LINES AROUND THE SCHOOL AREA.** No parking is permitted on school premises. Please consider everyone's health and safety and park legally in the surrounding area or the Orchards Car Park opposite the school. Permits are available to buy from the school at the beginning of each academic year.

Scooter and Cycle Shed

Children are welcome to park their scooters or bikes in the bicycle shed but must remember the following: Scooters and cycles are left at the owner's risk. The school cannot be held responsible for lost or damaged scooters and bicycles. All scooters and bicycles should be clearly named, preferably engraved. Parents are responsible for supervising children using scooters and bicycles on the way to and from school. Scooters and bicycles must not be ridden on the premises.

Office hours

The school office is open from 8.30am-9.15am and 2.45pm-3.30pm

Seeing staff before school

Once your child has been settled into school we ask that parents please do not come into classrooms at the start of the school day. This is a very busy time of day as teachers need to spend time with the children and liaise with teaching assistants. Instead, messages should be passed on via a note or by visiting/calling the school office. All parents who need to go into school must sign in at the office and must wear a visitor badge.

We have a large amount of people working in the school, including volunteers and students. It is really important that everyone knows who is who and that security remains tight. Your help in this matter would be much appreciated.

Seeing staff after school

Parents can often speak briefly to a member of staff or pass on messages when children are collected. If you would like to make a longer appointment with any member of staff, please do so via the office.

Home time

Parents and carers are welcome to wait outside their child's outside classroom door, or the lower playground for upper KS2.

Children are not allowed to leave the care of their teacher until their parent/carer has arrived and personally collected them and when they have told their teacher that they can see the person picking them up.

Some older children may have parental permission to go home independently and may leave the premises on their own.

Home time supervision

Parents must supervise their children once their child has been handed over to them. Parents are responsible for their own children at home time.

Running late?

Occasionally parents may get delayed when coming to pick up their child. If this happens, please call the school so that we can explain to your child why you are late and put their mind at ease. Your child will wait at the office for you to collect them.

Dogs

Dogs are not permitted on the school premises. Please ensure that you control your dog outside the school gates so that children can freely come to and leave school without feeling scared. Some children are not confident with dogs and therefore we need dogs to be kept clear of the school gates themselves.

Starting School

Induction for new Reception children

At St Joseph's we aim to ensure that all children settle in to Reception quickly and happily. Our induction programme provides a number of opportunities for you and your child to meet our staff, get to know them and share information. This includes:

- **Parent Information Evening** – an opportunity for Parents to meet staff, ask questions and find out more.
- **Story-time Session** – children will be invited to spend an hour with their new teacher to listen to a story.
- **Home Visits** – the teacher and a member of the support staff will visit you and your child at your house to share information such as medical issues, special educational needs or any other matters. These visits take place at the start of the school year.

Settling In

Our staff have plenty of experience to help your child come happily to school and settle in. Some children can find it difficult to settle at the start of the day, particularly when they are new. This is perfectly normal; please try not to worry about this. Children usually settle very quickly when their parent has left. We will let you know if your child does not settle quickly. Please be positive and encouraging. Sometimes children go into school more easily with a friend. Talk to your child about who they would like to go into school with. Arrive a couple of minutes early and try to link up with your child's chosen friend.

Tell your child what you are going to be doing when they are at school. Tell them that you will be at work, shopping or meeting someone and tell them that you (or someone else) will be back and will pick them up.

When you say "goodbye", smile and be positive and don't prolong it. Sometimes it can be very hard for parents to "let go" when their children start school. Being consistent with children is essential.

Sometimes handing over your child to a member of staff demonstrates your trust in that person that they will care for and look after your child.

Remember to ensure your child has sufficient sleep and plenty of time to play quietly when starting school. Children do get very tired when new routines and challenges are introduced.

Do ask your child how they got on at school but remember that they may just want to switch off. Sometimes asking them one thing that they did, or what made them happy today, or who they played with may be enough.



Deferment

By law a child must start school in the term following their 5th birthday. However, the school cannot hold a place open for a summer born child whose parent wishes to defer starting until the following September. If you wish to defer entry, please speak to the school.

There is some flexibility as to when a child can start full and or part time. Your child can attend school full time from the beginning of term regardless of their birth date. However, for children born between January and August, please advise us if you would prefer your child to start part time.



Snacks, Drinks and Lunch

Fruit and Vegetable Scheme

We participate in a Government-funded Fruit and Vegetable Scheme. Each morning break children in Reception, Years 1 and 2 are offered a piece of fruit or vegetable such as an apple, carrot, banana, pear, raisins etc. Parents are not charged for this.

Drinks

Milk can be ordered for Reception, Key stage 1 and 2 children. Children under 5 are entitled to free milk, but this must still be ordered. Please enquire at the school office for a form or apply online at www.coolmilk.com. Children who do not have milk can access drinking water throughout the day.

Water Bottles

Children are encouraged to have a named clear plastic water bottle which is kept in the classroom to enable them to have a drink at any time throughout the day. Drinking water is vital to a child's health and wellbeing.

Drinking sufficient water helps improve mental and physical performance. Concentration is improved which leads to more effective learning and working. Water bottles are available to buy from the school office.

Snacks

Parents do not need to provide children in Reception, Years 1 and 2 with a snack because of the free scheme in place. Children in other year groups may bring in a healthy mid-morning snack, but not sweets, chocolate, gum, biscuits or bars. Permitted snacks include fruit and vegetables. Snacks need to be kept separate from their lunchbox.



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School Meals

Children in Early Years and Key Stage 1 are entitled to a free hot meal. This is called Universal Infant Free School Meals. Children in KS2 can order and pay for a hot meal, alternatively, any child is permitted to bring a healthy packed lunch if they prefer.

Packed lunches

Children who opt for packed lunches will need a named packed lunch container. When preparing your child's packed lunch please note that the following are not allowed:

- Glass bottles or jars
- Fizzy drinks
- Sweets and chocolates
- Foods containing nut or nut products, including sesame
- Hot drinks/soups in a flask

At school we encourage healthy eating. Please join us in encouraging children to have a healthy balanced lunchtime meal. If your child has a nut allergy or any other food allergy, please make sure you have noted this on their Registration Form.



Lunchtime

Children eat their lunch in the hall. When it is warm enough children can have their lunch outside on picnic benches and blankets. Our Mid-day Meals Supervisors look after the children during lunchtime and there is always a first aider on duty.

Some new Reception children can find lunchtime a little daunting and can take a long time to eat their lunch. Please ensure that your child:

- Can wash their hands
- Can open all their food packages/containers
- Has food that they are familiar with and like
- Doesn't have too much to eat!

Free School Meals

FREE SCHOOL MEALS

Why wouldn't you?

Applying for **PUPIL PREMIUM** couldn't be easier. All it takes is for you to complete a Form from our school office and then we do the rest.

It can also be accessed via the link on our website!

Not sure if you qualify? Come into our school office for a Chat or email us at: office@sjosephshh.org.uk.

All applications are treated with the utmost discretion and children in receipt of PUPIL PREMIUM are not identifiable in any way.

PUPIL PREMIUM money is paid to the school and can be used by us to:

- Contribute towards trips and residential:
- After School Clubs;
- Specific resources;
- One-to-one sessions to support and extend learning;
- Pupil Premium Grant

If you receive **any** of the following then you could qualify for the **extra support**:

- Universal Credit Child Tax credit; Working Tax Credit run-in
- Income Support; Income-based Jobseeker's Allowance
- Income related Employment and Support Allowance; Support Under Part 6 of the Immigration and Asylum Act 1999;
- The guarantee element of Pension Credit

Our School Behaviour Protocol

All staff uphold high expectations of behaviour. We shine the light on good behaviour and use the restorative behaviour system to support children when they make the wrong choice. Please refer to our Behaviour Policy for more information.



We want all the children in our community to flourish so we have introduced The Thrive Approach in order to support their emotional and social development. Our aim is to help your children feel happy and secure, able to enjoy friendships, relate well to others and be ready and able to learn.



Medical information

Absence

It is extremely important that you inform us about any absence as soon as possible. Where necessary we may need to contact the parents of a child who has failed to arrive at school. Please report any absence to school office by 9.30am, preferably by the Studybugs App.

Sickness

Please do not send your child to school if they are unwell. Although we wish to encourage good attendance, children who are ill must stay at home. Please note in particular that if a child has had sickness and/or diarrhoea they must not come back to school until 48 hours after the last bout of vomiting/diarrhoea.

Please see the information at the end of this section from the Health Protection Agency. Please consult your doctor if you are in any doubt whether to send your child to school or not.

Sickness/Accidents in school

The school has members of staff available to administer First Aid. In the event of an injury/illness which requires immediate attention, parents will be informed at once. If you cannot be contacted, the emergency contact numbers you have given the school will be used. If no contact can be made, appropriate action will be taken by the First Aider or an appointed person as deemed necessary at the time. In an emergency the emergency services will be contacted. All accidents are registered in the accident book.

If your child bangs his or her head at school, your child will be given a sticker (we may telephone you too). Parents should also tell the school if a child has banged his or her head elsewhere.

Medicine in School

Usually medicines can be administered around the school day. The school will administer antibiotics if the medicine is to be administered 4 times per day following completion of a consent form. If your child is prescribed medicine for a special circumstance, for example a long term health problem, a "Request to Administer Medicines" Form must be obtained from the Office and completed. Parents are responsible for ensuring that medicines are within the use by date and are collected when no longer required. Any medicine that is administered in school is recorded.



Auto-Injectors (Epi-Pens, Jext pens etc)

Auto-injectors are kept in the School Office. Parents/carers are to provide the school with 2 auto-injectors and complete a consent form giving full details of the allergy.

Inhalers

For asthmatic children, the school requires 2 inhalers – one for the classroom and a spare to be kept in the school office. Consent forms will require completion.

Other Medication

In certain conditions, such as epilepsy, mid-day dosage of medication may be essential for proper management. It is the parents' responsibility to ensure that the medicine or tablets are clearly labelled with the child's name, and the instructions (frequency, timing and amount to be given) and a 'Request for the school to administer medicines' must be completed.

Health Care Plans for Children with Medical Needs

The school is required to use Health Care Plans to identify the level of support needed in school for pupils who have severe medical needs. It is the responsibility of the parents/carers to inform the Headteacher of their child's medical needs if treatment or special care is needed at school.

Following identification of a child with a medical need the Headteacher will refer to the School Nurse for advice on the individual pupil's care requirements. School Nurses will be asked to support the school with the development of health care plans. School Nurses may draw upon the expertise of other specialists to assist them in complex cases.

Usually there will be no specific diagnosis and for most conditions there is no specific treatment. A longer period of exclusion may be appropriate for children under age 5 and older children unable to maintain good personal hygiene.



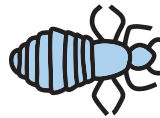
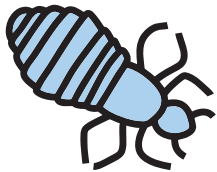
Extract from Guidance on infection control in schools and other childcare settings issued by the Health Protection Agency

	Recommended period to stay off school (once they are well)	Comments
Rashes and Skin		
Chicken Pox	5 days from onset of rash	You do not have to wait until the spots have healed or crusted
German measles	5 days from onset of rash	The child is most infectious before the rash appears
Impetigo	Until lesions are crusted or healed	Antibiotics may speed up healing
Measles	5 days from onset of rash	Measles is now rare in the UK
Ringworm	None	Treatment by the GP is important – scalp ringworm needs treatment with antibiotics
Scarlet fever	5 days from commencing antibiotics	Treatment recommended for the affected child
Slapped cheek or fifth disease (parvovirus)	None	Exclusion is ineffective as most transmissions take place before the child feels unwell. Occasionally, parvovirus can affect an unborn child. If a woman is exposed early in pregnancy (before 20 weeks), she should promptly inform whoever is giving her antenatal care
Warts and verrucas	None	Cover the verruca when going to a swimming pool
Diarrhoea and vomiting		
Diarrhoea and/or vomiting (with or without a specified diagnosis)	Until diarrhoea or vomiting has settled (no vomiting in previous 48 hours)	Usually there will be no specific diagnosis and for most conditions there is no specific treatment. A longer period of exclusion may be appropriate for children under age 5 and older children unable to maintain good personal hygiene.
Respiratory		
Flu (influenza)	None	Usually there will be no specific diagnosis and for most conditions there is no specific treatment.
Tuberculosis	The CCDC will tell you what to do	Treatment is recommended though non-infectious coughing may still continue for many weeks.
Whooping cough	Five days from starting antibiotic treatment	Treatment is recommended though non-infectious coughing may still continue for many weeks
Others		
Conjunctivitis	None	If an outbreak occurs, contact the CCDC
Head lice, nits	None	Treatment is recommended
Mumps	Five days from onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation.

Head lice – prevent and treat

Please regularly check your child's hair for head lice. Wash the hair using ordinary shampoo, then use a wide toothed comb to straighten the hair. Switch to a fine tooth comb, ensuring that the teeth of the comb slot into the hair at the roots, to catch any lice. We ask that long hair is tied up as it reduces the spread of head lice.

Further information about head lice is available from school, the school nurse, health visitor, pharmacist or family doctor. It can be helpful to let the office know if you find head lice so that we can alert other parents. Although staff do not actively check children's hair for head lice, when it does come to our attention, we inform parents.



What are head lice?

Head lice are small insects that live on people's scalps. (A single insect is called a louse.) They spread from one person to another through head-to-head contact. You might feel repulsed at the thought of having head lice, but they are harmless and fairly easy to treat. Sometimes head lice are called nits, even though the word 'nits' really means the shells of their eggs.

Having head lice is nothing to be ashamed of. It does not mean you don't keep yourself clean. Head lice can't tell the difference between clean hair and dirty hair. They just want to survive, and to do that they need someone's head to live and breed on. But if you do find head lice, you need to know how to deal with them quickly.

Key points about head lice:

- Head lice are basically harmless.
- You can catch head lice if your hair touches the hair of someone who already has them. But head lice move slowly. Your hair needs to be touching someone else's hair for about half a minute to catch lice.
- Chemical treatments for head lice can work well, although lice are becoming resistant to them. Resistance means not all the lice are killed by the treatment.
- Head lice treatments are safe, but you shouldn't use them unless you know for certain that you/your child has head lice.
- You will know for certain you have lice only if you find a live louse in the hair. Having nits (the shells of lice eggs) is not a sign that you have head lice.
- You might wish to try removing the lice with a special comb, although researchers aren't sure if this works.

School Uniform

At St Joseph's we have a long tradition of wearing our smart blue uniform. This encourages a sense of identity and pride in our school. All parents who accept a place at St Joseph's must ensure their child wears the correct uniform.

You can buy logo uniform from www.sussexuniforms.co.uk

Many items such as shorts and shirts can also be bought in local supermarkets.

Friends of School (our parent association) sell second-hand uniform very cheaply in March and October every year. If you need second-hand uniform at other times please contact the school office.

We have a summer uniform and a winter uniform.

September to October half-term:
Summer Uniform

October half-term to Easter holidays:
Winter Uniform

Summer term: Summer Uniform

Parents can choose to switch to Winter Uniform earlier than October half term if the weather is cold.

Reception Uniform – Summer

- Blue & white gingham checked dress/ playsuit *or* white polo shirt and grey school shorts
- Royal blue logo V-neck jumper *or* cardigan
- Grey or white school socks
- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)
- Coat (any) and sun hat (royal blue baseball cap)

Reception Uniform – Winter

- White polo shirt (no tie)
- Grey trousers *or* grey pinafore dress
- Royal blue logo V-neck jumper *or* cardigan
- White or grey school socks *or* grey or navy school tights (no trainer socks)

- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)
- Coat (any)

Years 1-5 Uniform – Summer

- Blue & white gingham checked dress/ playsuit *or* white polo shirt and grey school shorts (no cargo shorts)
- Royal blue logo V-neck jumper *or* cardigan
- Grey or white school socks
- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)
- Coat (any) and sun hat (royal blue baseball cap)

Years 1-5 Uniform – Winter

- Long-sleeve white buttoned shirt
- School tie
- Grey trousers *or* grey pinafore dress
- Royal blue logo V-neck jumper *or* cardigan
- White or grey school socks *or* grey *or*

navy school tights (no trainer socks)

- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)

Years 6 Uniform – Summer

- White polo shirt and grey school shorts/ trousers *or* white polo shirt and grey school skirt
- Royal blue logo V-neck jumper *or* cardigan
- Grey or white school socks
- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)
- Coat (any) and sun hat (royal blue baseball cap)

Year 6 uniform – Winter

- Long-sleeve white buttoned shirt
- School tie
- Grey trousers *or* grey school skirt
- Royal blue logo V-neck jumper *or* cardigan
- White or grey school socks or grey or navy school tights (no trainer socks)
- Black shoes suitable for school (no trainers, Crocs or open-toed sandals)
- Coat (any)

PE Kit – all years

- Navy blue t-shirt with logo
- Navy blue shorts
- Black plimsolls
- Trainers
- PE bag
- Navy blue tracksuit optional

Rules on hair, jewellery and make up

- No extreme haircuts or hair dye.
- Long hair must be tied back. Hair accessories should be black, white or royal blue.
- Children can only wear a watch and small earring studs (in pierced ears). No other jewellery is allowed, for safety reasons.
- No make-up, no nail polish and no transfer tattoos.

Optional uniform items

Sussex Uniforms sell these items in school colours with logos if you would like to buy them but they are not compulsory.

- Coat
- Rucksack
- Baseball cap

School shoes

School shoes should be sensible, suitable for school and plain black. Knee high boots and shoes with large heels are not permitted. Open toed sandals are not appropriate for school.



Book Bags

School book bags can be purchased from Sussex Uniforms. These are used to help keep reading books in good condition.

Please clearly label every item of your child's uniform. It will help us return any mislaid uniform quickly. Our uniform suppliers also offer a name tape service. If you have any questions about the school uniform, please ask.

Top Tips for Reception Children

Wearing a school uniform for the first time can be very exciting for new children. Below are some suggestions for parents when preparing their child to wear a school uniform and to become more independent:

- Teach your child how to take their shoes on and off. Purchase shoes with “Velcro” or teach them how to tie their laces.
- Avoid difficult buttons on clothes.
- Have a trial run the day before. Let them get dressed themselves!
- Help children practise getting dressed and undressed e.g. taking a jumper or coat on and off. Some girls find it difficult to get their dresses off for PE and their tights on afterwards – do practise with your child!
- Help your child to manage clothing when using the toilet.
- Show your child where their clothes are labelled.

The teacher or teaching assistant will help children having difficulties until they become better at dressing themselves.

Sun Cream and hats – Be safe in the Sun

Parents are encouraged to apply sun cream before school in the morning as a base cover. Children may bring sun cream into school provided the bottle is labelled. Spray sun cream is not allowed. Children should be taught by parents how to put sun cream on – you will know how much your child needs. Members of staff cannot put sun cream on your child. Children should also have a hat at school on sunny days: either a school sun hat or other smart hat without a logo.

Coats

All children should bring a coat/ waterproof into school every day. Please note that Reception children in particular spend a lot of their time outdoors. They may be doing “messy” activities in their coats such as gardening, chalking, painting, working with sand and water.

Second Hand Uniform

The Friends of School hold second hand uniform sales once a term.

Accidents

Occasionally children do have accidents and a change of clothing is necessary. We do maintain a small supply of clean clothing. If your child does have an accident, please wash and return the clothing as soon as possible. If your child is prone to this, please provide a spare set of clothes in a bag. Please note that members of staff may need to help your child with toileting, personal hygiene and changing wet or soiled clothes.

Labels and Lost Property

Please make sure that every item of clothing and equipment is clearly labelled and encourage your child to become self-reliant about possessions.

This includes naming coats, socks and plimsolls. It is amazing how much lost property we accumulate! Lost property is kept in a yellow box under the canopy outside Y2 & Y3 classrooms,

Swimming

Children in Years 3 go swimming for one term each. Children will require a labelled swimming bag containing a swimming costume and towel. Goggles may be worn if they wish. Jewellery should not be worn for swimming. (Further information is given to parents nearer the time).

Forest School

Our extensive grounds and lovely woods are home to Forest School. Every child within the school will experience Forest School sessions during the school year. Please see separate leaflet.

Bringing things to school

Please do not let children bring toys into school unless requested by the teacher in order to support the curriculum. Your class teacher will tell you if and when Show and Tell is. This is an opportunity for children to bring in any item related to something done in school and to say a sentence (or more!) about it.

If your child would like to bring something else in, please check with the teacher first. Please ensure that favourite toys are not brought to school and that all items to be returned home are named. We cannot be responsible for items that are brought into the school which then get swapped, lost or broken.

Valuables

Any money brought to school must be given directly to a member of staff in a named envelope. Electronic games and other toys should not be brought onto the premises without permission. The school cannot be responsible for valuable items brought into the school by the children or parents. Watches must be removed for P.E.

Mobile Phones

Children in Years 5 and 6 may bring in a mobile phone but it should be turned off and left at the school office during the day. Phones must not be used during the school day. The school cannot be held liable for any phones brought into school, even if they are left in the school office. Parents must give written permission for their child to bring a mobile phone.

Jewellery and other personal effects

Jewellery is not to be worn except for small plain stud earrings. These must be removed prior to PE lessons for safety reasons.

Members of staff are not permitted to remove or insert earrings and cannot accept responsibility for the safe keeping of such items. We recommend that children only have their ears pierced at the beginning of the Summer holiday so that earrings can be removed in September when coming to school. We strongly recommend that children do not wear earrings to school and that they do not have their ears pierced during term time.

Children who wear earrings may be prevented from participating in PE, including swimming. The final decision as to whether a pupil may participate without removing all personal effects rests with the teacher.

Long hair must be tied back at school for safety reasons and to help stop the spread of head lice. Nail varnish is not to be worn.

Attendance and Absence

Expectations

We expect that all pupils will:

- Attend school regularly.
- Attend school punctually.
- Attend school appropriately prepared for the day.

We expect all parents and carers to:

- Encourage regular school attendance and be aware of their legal responsibilities.
- Ensure that their child(ren) arrive punctually by 8.50 am and are prepared for the school day (please note that the school gate opens at 8.30 am and parents and carers are responsible for their child(ren) before this time).
- Contact the school whenever the child is unable to attend school.
- Inform the school by 9.30am, at the very latest, on the first day of the child's absence.

- Contact the school whenever any problems occur that may keep the child away from school.
- Book family holidays during school holidays unless there is an exceptional circumstance or significant educational benefit.
- Arrange wherever possible for medical appointments to be made outside school hours. If this is unavoidable then the child should be removed from school for the minimum amount of time possible.

We expect the school (staff and governors) to:

- Encourage good school attendance and provide a safe and welcoming learning environment.
- Keep regular and accurate records of attendance and monitor all pupils. attendance.

- Contact the parents or carers as soon as possible when there is unexplained or irregular absence.
- Refer irregular or unjustified patterns of attendance to the EWO (Education Welfare Officer) on one of their regular monitoring visits to the school, if not resolved with parents.
- Work with the EWO if further action, such as the issuing of a penalty notice or a court prosecution, is required. (Fine of up to £2,500 and/or 3 months imprisonment).
- Keep parents informed about attendance issues and report annually to them on their child's attendance record.
- Work with other local schools and agencies to improve attendance.
- Keep to Government and local authority guidelines.
- Set and publish attendance targets as statutorily required.

The local authority expects an average of at least 95% attendance. This allows for an average of 9. days of authorised absence per child in each school year. This should cover all absence including sickness, medical appointments and authorised holiday absence. The local authority is responsible for monitoring attendance through the EWOs. OfSTED will pay special attention to primary schools that have an overall attendance rate of less than 95%.

Term Time Absence

The school strongly advises parents and carers to book family holidays during the school holidays to minimise any disruption to their education. Any absence requests for term time holidays will not be authorised. Absence will only be authorised in exceptional circumstances.

The procedure for requesting absence in school time will be:

- The parent or carer will obtain a “Withdrawal from Learning” form from the school office.
- The parent or carer will fill in and return the form which should include a full explanation of why the request is exceptional. Parents may submit a separate letter if they wish.
- The Headteacher will decide whether to authorise the absence in line with this policy, local guidelines and Government guidelines.

The Headteacher will consider:

- The form and any letters from the parent or carer.
- The age of the pupil.
- The time of year proposed for absence (and the impact on the planned curriculum and assessment)
- The nature of the absence and the parental wishes.
- The overall attendance pattern of the pupil (including sickness and medical appointments over the last 12-18 months).
- The pupil's stage of education and progress (based on discussion with

the class teacher and including consideration of any Special Educational Needs).

- Any other specific guidelines as previously agreed with Governors, such as overall attendance record to date.

The Headteacher may request to meet the parent to discuss the form. The Headteacher will return the form to the parent or carer, indicating whether authorisation is given and signed by the Head (or the Deputy in the Head's absence).

The Headteacher has the authority to authorise absences that are unavoidable at short notice (e.g. a funeral). This does not include cheap last minute holiday offers.

Absence will only be authorised in unavoidable and exceptional circumstances.

HOLIDAYS SHOULD NOT BE BOOKED DURING TERM TIME

There is a clear link between pupil progress and pupil absence.



Fixed Penalty Notices

The Education Welfare Service has asked us to inform parents that they intend to focus on pupils with 10 or more unauthorised sessions of absence in a 10 week period. This means that children who miss FIVE days of school are more likely to be referred for a Fixed Penalty Notice (fine).

We recognise that some parents are unable to take leave during the school holidays and that trips abroad are much cheaper during the term. However there is a clear link between children who miss school and the progress that they make. Pupils who are "off" disrupt the learning of other children and cost the school resources as we try to help them catch up.

Internet Usage

Responsible Use of the Internet

St Joseph's offers supervised access to the internet to enable pupils to research information from museums, libraries, news providers and other sources as part of their learning. We believe that there are considerable educational benefits to be gained from the directed use of the internet within the curriculum, although there are understandable concerns about undesirable materials.

We will take reasonable precautions to protect your child, including supervising their internet use. We have purchased internet access from an educational supplier that operates a filtering system to restrict access to inappropriate materials. We will ask parents or carers to confirm that internet access has been approved. Parents and children will be asked to sign an agreement that they will support and abide by our e-safety rules.

Safeguarding and Welfare

Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The school has a number of policies to keep children safe and well. These are also available on our school website.

In the interests of health and safety, parents, carers and volunteers must:

- Sign in and wear a visitor badge (unless accompanied by a member of staff or for events such as assemblies in the hall).
- Have an Enhanced DBS (Disclosure and Barring Service) check if they have regular contact with children in the school. The DBS check must be completed via the school office. A DBS check from another organisation is not sufficient.

- Not be under the influence of alcohol or any other substance which may affect their ability to care for children, if helping in school or on school trips.
- Ensure that children cannot access any medication at any time.
- Not administer first aid, unless their qualifications have been checked by the school office, and school policies understood. (There could be exceptions in emergency life-saving situations).
- Follow the school's policies on sickness, accidents and medicines in school
- Follow the school's behaviour policy and related policies when helping in school.
- Follow the school's "no smoking" policy. This includes not smoking near the school gates.
- Not bring dogs on to the school premises without prior consent.
- Supervise their child at home time.



- Report any health and safety concerns, accidents, hazards and faulty equipment to a member of staff or the school office.
- Not use cameras (including camera phones) without consent from a member of staff. Mobile phones should be switched off or silenced in school.

Safeguarding is the action taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Anti-Bullying Advice for Parents

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Not all unkind behaviour is bullying, but we take unkindness seriously.

If your child has been bullied

- Calmly talk with your child about his/her experience.
- Make a note of what your child says – who was involved, how often, where it happened and what happened.
- Reassure your child that he/she has done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur he/she should report them to the teacher immediately.
- Make an appointment to see your child's class teacher.
- Explain to the teacher the problems your child is experiencing.

When talking with teachers about bullying

- Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school – let us know if things improve, or not.

If the bullying continues

- Keep a diary – you or your child could make a note of bullying incidents: who-where-when.
- Contact the school again – arrange to see the teacher or headteacher.
- Email or write to the school – put your concerns down in writing.
- Write to the Chair of Governors – if you are still not satisfied.

If your child is bullying others

- Talk with your child and explain that what he or she is doing is unacceptable and makes other children unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how she/he can join in with other children without bullying.
- Make an appointment to see your child's teacher to discuss how you and the school can work together to overcome the problem.



Is bullying a major problem in our school?

No – but we want to maintain a high profile to prevent it or stop it early should the need arise. No school can ever say that there is never any bullying, but we do want to be proactive and work with parents and the school council to ensure children feel safe and are happy at school.

- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when he or she is co-operative or kind to other people.

If you think your young child is being bullied, but you're not sure, then ask a few simple questions:

- What did they do at school today?
- Did they do anything they liked?
- Did they do anything they didn't like?
- Who did they play with?
- What sort of games did they play?
- Did they enjoy them?
- Can you draw a picture of the best thing at school?
- Would they have liked to play with someone else?
- Are they looking forward to school?



General Information

Our Friends of School (FOS)

St Joseph's School has a Friends of School Association that plays an important role in the life of our school.

FOS aims not only to raise vital funds for the school, but to provide social opportunities for the whole family and school community. FOS regularly organises cake sales, Summer & Christmas Fairs, Easter competitions, discos, refreshments at school productions and events.

FOS communicate with parents through Class list. Don't forget to register. Full details are in your starter pack for parents.

We encourage everyone to get involved in our events and activities. It's a fantastic opportunity to share talents and help to provide a fantastic resource, which is a successful tool within the school community.

We hold meetings usually two or three times per term. It is a great way to meet with and get to know other parents. Meetings are advertised on newsletters. If you would like any further information about how to be involved please speak to the Chair of FOS.

Volunteering

Adult volunteers are welcome in school to assist with a variety of activities. It is sometimes helpful for teachers if a helper can commit to a set time and day, but it need not be for a whole year or term. Even an hour per week for a few weeks is helpful. We do not permit parents to help in their own child's class, as some children find it difficult to "share" a parent.

Signing In

Please note that all visitors and volunteers must sign in at the school office and obtain an official visitor badge.

This excludes special events such as assemblies and concerts where parents have been invited to come into school.

Checks

Volunteers are seen by children as safe and trustworthy adults. All volunteers who help on a regular basis, or who work directly with children or who are likely to be unsupervised in charge of children, need to obtain an enhanced Disclosure and Barring Service Disclosure.

No smoking or alcohol

Smoking is not permitted on the school premises or outside the school gate. When working with children, adults (staff and volunteers) must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Students

The school sometimes has students from local universities, colleges and secondary schools who work in the school. They make a valuable contribution to children's learning as well as gaining work experience or professional qualifications. All students undergo checks and an induction process.

School website

Our website is a useful tool to access information about our school. It is updated on a regular basis to keep things as relevant as possible.

Dates, newsletters and other important information are available here: www.stjosephshh.org.uk

Term Dates

Term dates will be given to parents and carers in advance via the school's newsletter and will be published on the school website. Some of the dates for INSET days, when the school is closed to pupils for staff training, may need to be confirmed during the year.

Parental Permission

There are a number of forms and permission slips that we may ask you to complete. Please assist us by returning them promptly. If you have any questions regarding these forms or need help to fill them in please see a member of staff in the Office, who will gladly assist you.

Permission for Internet Access and Photographs

As part of our school's ICT programme, we offer pupils access to the internet. We require all children to obtain parental permission and to understand the rules for safe internet use. At school we regularly take photos and occasionally film children. This contributes an important part to the educational experience that we offer.

Local visits within the local area
Occasionally children are taken on local visits. This could include going to Church, observing local architecture, visiting

nearby schools etc. There would always be an appropriate level of supervision and children would only undertake activities suitable for their age. We need your permission to take children off of the premises. For school trips further afield we would provide you with additional information and seek your approval.

Children walking home

(For parents/carers of older children only)
Some older children walk home on their own. Parental consent must be received prior to us releasing children.

School Nurse

The School Nurse regularly carries out routine checks on children in the school. There is a screening programme for children in Reception and Year 6. We are required to ask your permission for any routine health checks undertaken in school. We will seek further permission from you for any additional checks that may be required.

We hope this Handbook is useful for parents and carers. Please keep it in a safe place and refer to it when required. If you have any other questions – do ask!

Results

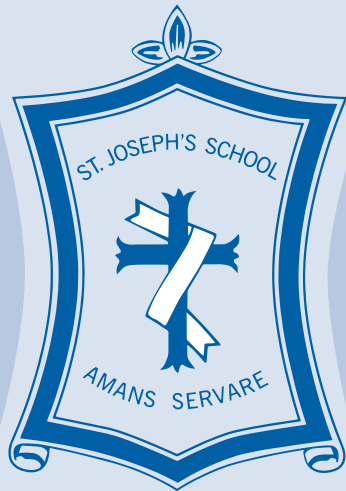
For our most up to date results please visit our school website or contact our school office.

Website

For more information about our school, including admissions, policies and inspection reports, please visit our website: www.stjosephshh.org.uk or telephone (01444) 452584.



BELIEVE ACHIEVE SUCCEED



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