

*To follow in Jesus' footsteps  
Caring for each other when we work, play and pray*



***St Joseph's Catholic Primary School:  
Prospectus 2021-2022***

**[www.stjosutton.net](http://www.stjosutton.net)**

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## MISSION STATEMENT

*'To follow in Jesus' footsteps caring for each other when we work, play and pray'*

- **St Joseph's Catholic Primary School aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels.**
- **Our school is committed to the widest and fullest education of all pupils in a partnership between home, school, parish and community.**
- **Our school aims to create a happy, ordered environment where all members feel secure, valued and respect each other.**

## Aims of the School

We believe that people learn best in different ways. At St. Joseph's Catholic Primary School we provide a rich and varied learning environment that allows children to develop their skills and abilities to their full potential.

Our School aims through the values of the Gospel to provide the highest standard of education by:

- Living the Mission Statement through our Caring Code and providing equality of opportunity.
- Providing a Catholic Christian setting in which children can become confident, resourceful, enquiring and independent learners.
- Fostering a growth of commitment to the love and service of Christ through the teaching and practices of the Catholic Church.
- Promoting respect and understanding of other cultures and religions.
- Recognising that parents are the prime educators and encouraging a close partnership between home and school.
- Educating the whole child to become happy, confident, caring, responsible future citizens.
- Providing a broad balanced National Curriculum underpinned by the Catholic Ethos.
- Encouraging high standards of behaviour and all-round achievement for each child.
- Setting targets to enhance the quality of teaching and learning.
- Working in partnership with the Parish, local community and industry to develop an understanding of the wider world.

Our Mission Statement and Aims underpin every aspect of day-to-day life in our school community. To help achieve these aims our school offers a happy, safe and welcoming atmosphere.

Children are encouraged to learn through first-hand experience in a stimulating environment. Staff development is a priority, and the school boasts a highly professional team with considerable expertise.

The Academy Committee commit themselves to supporting the development of our school.

## Principal's Welcome Letter

Updated Autumn 2021

Dear Parents,

I warmly welcome you to St. Joseph's Catholic Primary School. This prospectus will give you some information on the aims, organisation and activities of the school. I hope you will find it useful and that it gives you a flavour of life at St. Joseph's.

We are proud of our Catholic tradition and believe that as well as their physical, intellectual and emotional needs, children need to grow up with insight into the spiritual dimension of life. Our school aims to provide a continuing Catholic, Christian ethos. Children are encouraged, to the best of their ability, in a happy and stimulating environment.

We provide a wide range of learning opportunities for all children to help them grow into independent and responsible young people. We believe that life outside school is equally important to development. Children may wish to take advantage of a range of extracurricular activities which we offer.

You are entrusting your children into our care; we appreciate that as parents you have a great deal to contribute and we value that tremendously. We believe that we can only achieve the best for your child if the home and school work together in unison. Therefore, we hope to work in partnership with you to provide the best possible education for your child. Parental involvement and close links with our Churches and communities, creates the happy family atmosphere which we believe is essential to our school.

**Most information that you need can be found on our website**, however, this short prospectus has been designed primarily for new parents containing the useful information and answers to most of your questions where the answer isn't on the website. A publication, however, has its limitations so I would encourage you to come and visit us and see our school in action. I am available to answer any queries that may arise and discuss aspects of school life, which may not have been covered. Please call in or telephone for an appointment.

We are very proud of our record of achievement and hope that your child will be happy here and develop intellectually, spiritually and physically, to the best of their ability.

I look forward to meeting you and I hope that you may have a happy and successful association with St. Joseph's Catholic Primary School.

Yours sincerely

**Gerry O'Hara**

Mr. G M O'Hara  
Executive Principal

## **An Introduction to St. Joseph's School**

St. Joseph's School (current building) was opened in January 1965. (Although the original St Joseph's school was built in 1870). It is a Voluntary Aided Catholic Primary School predominantly for Catholic girls and boys aged from 4-11 years.

The school is sited within its own wonderful grounds in close proximity to Holy Trinity Catholic Church. We are a Two form entry school with each year group containing two classes each. Every classroom is of a good size with interactive whiteboards. We have a large multi-purpose hall, new library and ICT suite. There is a large playground, two sizeable playing fields, one with a daily mile running track and the other with a football pitch. Also on our site is a nature area with a stream running through it.

The school has a Roman Catholic foundation which is part of the parishes of Holy Trinity, Sutton Coldfield and Sacred Heart, Sutton Coldfield Four Oaks, with which there are close and valued links. The School's Governing Body of the school appoint the staff and are responsible for the repair and maintenance of the school building.

The teaching staff are experienced and committed to the school. They employ a range of styles to enable children to achieve the highest levels in all subjects. We believe that education extends beyond the academic to the development of the whole child in preparation for life not only as a secondary pupil but also as an adult.

As St. Joseph's is a church school, staff are concerned that the children should grow up as faithful and practising Christians. We wish our school to be a place where Catholic attitudes to life are both taught and lived in a way that produces a strongly based community spirit within the school and beyond.

As a Catholic School priority is given to the admission of Catholic children living within the boundaries of the two parishes. Nevertheless, the parents of Non-Catholic and Catholic children living outside the Parish may request places for them. Such places will be offered if numbers allow. Each September the School's Governing Body is able to offer up to 60 places in all Year groups from Foundation to Year 6.

### **Useful details about the school**

St Joseph's Catholic Primary School

Little Sutton Lane

Sutton Coldfield

B75 6PB

Tel 0121 354 6270

e-mail enquiry@stjosutton.net

website www.stjosutton.net

### **School Hours**

8.30am Teaching staff expected to be on site by this time at the latest.

8.35am Children come in to class as they arrive to be ready for 8.45am start.

Duty staff to be on duty at entrance gates no later than this time.

8.45am School day starts.

During the school day; playtimes and lunchtimes children move between building and playground via the Year 3 steps entrance ONLY (no children to be near the car park at all)

10.15am – 10.30am Morning break EYFS and KS1

10:35 – 10:50am Morning break Lower KS2

10.55am- 11.10 am Morning break Upper KS2

Staff will go to the playground to collect children and the teacher on duty remains in the playground until all classes are collected.

11.45 am -12.35 pm FY and KS1 lunch

12.35pm - 1.25pm KS2 lunch

Lunchtime Supervisors ring the bell for all children to line up and remain on the playground until all classes are collected.

2.00-2.10pm Afternoon break (KS1 only)

3:15pm KS2 End of school day

3:20pm KS1 End of school day

All classes led to the playground by class teacher via all entrances.

Children are not released until they have sight of the adult who is collecting them unless there is a note regarding collection/ walking home.

3.30pm Any children being collected late are picked up from the school office entrance.

Children should not arrive at school before 8.35 am. At this time members of staff commence the morning duty. The school bell rings at 8.45am for the start of registration.

Children should be collected promptly from the school playground, by an adult known to staff, at their year groups designated time, unless they are involved in some pre-arranged after-school activity. If a child realises in the playground there is no one to meet them they must return to their class teacher who will take them back into school so their parent may be contacted and they can be collected from the reception area.

If school is forced to close at short notice through, for example, bad weather or failure of the heating supply, no child will be sent home before normal closing time unless a parent or a person given responsibility for looking after the child has been contacted. We have a parent mail facility for this purpose.

The school car park **is not** available for parental parking at the start and end of the school day. Parking is available on many surrounding roads, we expect all vehicles to be parked with due care for the drives, grass verges and property of our neighbours.

## **FY Pupils Starting School**

During the summer term before children enter the Reception class, parents and Children are invited to a meeting however currently this is done via video conferencing program such as Zoom.. They are given information about the school, an opportunity to meet some members of staff and a chance to look around the school where possible.

During this time, you will be given information about our arrangements for admitting the children so that they may have a happy start to school life. We know that this can be a difficult time for parents as well as children. Please be assured that we are sensitive to your feelings and will help in any way we can. We are sure that we share a common aim - to give your children the best possible start to school life.

To avoid overtaxing the youngest children, St Joseph's School has a half day week for the admission of new children in the Foundation Stage for the initial week .

## **Extra-Curricular Activities**

The school seeks to provide as many opportunities as possible, particularly for the older children, to develop skills and interests which are either not pursued in depth, or cannot be provided for in the curriculum. Children are welcome to join in such activities as are arranged both before and after school. There are many extra curricular activities that have been taking place over the past couple of years for both boys and girls from Year 1 upwards

including; Cricket, Rugby, Football coaching, Netball Club, Tennis, Zumba Fitness, Hand-Eye Coordination, Basketball, Chess club, drama and choir rehearsal.

Of the many activities arranged, some of these are delivered by professional sports coaches and a charge is levied to cover their costs, others are led by teaching staff. School teams are selected on merit from interested children who wish to represent the school.

We have also competed successfully in a number of Inter-school leagues for 7 a side football, Cross Country and Netball. We enter the Birmingham Catholic sports competitions and those organised by the Wilson Stuart Sports Society where we compete against schools across Sutton in various sporting events including the annual Swimming gala. We also take part in the Catholic schools swimming galas and Athletics competitions which are held at the City's Alexander Stadium providing a terrific experience for the children.

Year 6 experience an annual trip to Manor Adventure for a three-day adventure Break. The format involves multi terrain mountain biking, woodland trekking, a campfire experience, archery (weather permitting), agility course, Rock climbing and Art activities.

## **Homework**

We recognise that the time and resources available limit the educational experience that any school by itself can provide; children benefit greatly therefore from the mutual support of parents, carers and teachers in encouraging them to learn both at home and at school. Homework is an important way of establishing a successful link between home and school. We aim for all our children to develop as independent learners and we believe homework will help children to acquire this skill.

Homework plays a very positive role in raising a child's level of attainment.

We also acknowledge the important role of play and free time in a child's growth and development. We would not wish to prevent children from taking part in out of school activities, parish activities, clubs and organisations that can also develop their social, spiritual and physical skills. Children spend more time at home than at school, and we believe they develop their skills, interests and talents to the fullest if supported by their parents or carers to make the maximum use of these experiences and opportunities that are available outside school.

We increase the amount of homework that we give the children as they move through the school:

### *Foundation Year*

Foundation – Homework is based mainly on reading activities throughout the year. Children receive sound sheets to reinforce school work until all 42 sounds are covered. They are given a reading book/ ditty which may include high frequency words to share and practise each week.

### *Year 1 and Year 2*

Children in year 1 and year 2 should spend approximately one hour per week on homework which includes reading with an adult.

### *Year 3 and Year 4*

Children in year 3 and year 4 should spend approximately 1 hour and 30 minutes per week on English (reading, writing, spelling ...), Maths and other topic related work.

### *Year 5 and Year 6*

Children in year 5 and year 6 should spend approximately 30 minutes per night on a range of activities across all aspects of the curriculum.

All children from Foundation upwards will be given a reading record which staff, parents, carers and children can record the books they have read and note any comments regarding their reading; parents are asked to acknowledge that they have heard their child read.

Foundation, Year 1 and Year 2 may also have vocabulary words and sounds to be learnt.

Year 3 to Year 6 have weekly spellings.

## **Pupil Behaviour**

The educational aims of the school could not be achieved in the absence of orderly conduct and satisfactory levels of concentration. The highest standard of behaviour is expected of all children. Self-discipline and self-motivation are the eventual goals of the school in this area. Pupils are encouraged to develop a sense of respect for themselves, other people and the environment in line with the Jesuit virtues which are promoted in school.

The children are expected to be obedient, polite and well-behaved inside the school building and on the grounds. We encourage and reward effort, good behaviour and work through the house point system. Children are able to earn points for which a cumulative total is kept and certificates awarded when specific targets are met. All presentations are made in a 'Gifts from God Assembly' each week.

The children are aware of the clearly defined procedures which exist in school for controlling undesirable behaviour or unsatisfactory work. The main emphasis of the whole system is placed on encouraging and rewarding the positive. The children enjoy receiving their medals and certificates and are motivated by this. When problems occur they are dealt with firmly yet sympathetically. Junior children may be asked to write a letter of apology or complete a question sheet reflecting on their behaviour. In rare but serious breaches of discipline, we would notify parents and work together in a positive way to ensure a satisfactory solution. We expect parents to support the school on issues regarding behaviour & discipline.

### **Curriculum Assessment Arrangements**

All the children in our school are assessed by the teachers on a regular daily basis. This is part of the professional duties of a teacher. This ensures that we are able to help each child realise their own full potential and for the staff to plan the next stage of learning. This continuous teacher assessment takes place in all areas of the curriculum.

**Statements on our Curriculum, our External Test Results and our inspection reports can all be found on the Website**

### **Reporting to Parents**

In the autumn term, a briefing session is held in which parents have the opportunity to meet their child's class teacher and be given information about the ways in which school and parents can work in partnership for the benefit of the pupils. The Spring term interview is regarded as being crucial to a child's progress, an event not to be missed! The summer term interview is preceded by the annual school report which is sent to parents and takes the form of a more informal open evening. At both the Autumn and Spring Interviews Staff provide parents with a 'Parent Mid Term Report'. In addition to these formal occasions, it is recognised that there will be many occasions on which parents wish to speak to the class teachers about some element of their child's school life. This can be arranged, as the need arises, with the class teacher concerned.

If you wish at any time to talk with a member of the Senior Leadership Team, this can be arranged by telephone or personal visit to the school office.

### **Letting You Know**

We send out fortnightly newsletters with information about school events and dates for your diaries. A half termly Safeguarding and Well-being newsletter is also sent out. Other letters are sent out as needed. All our letters and policies are accessible via the school website [www.stjosutton.net]. All parents are asked to provide us with an email and mobile contact number for our 'Parents Mail' system. This allows us to electronically send letters to you and also contact you directly should the need arise. Please ask your child if they have been given any letters to bring home. Friday is usually letter day.

### **Jewellery in School**

For children's safety and to prevent the loss of valued items, jewellery is not allowed in school. The only exception to this rule is regarding watches which may be worn; however, watches should not be worn on P.E., Games or Swimming days to reduce the possibility of them being lost. Newly pierced ears require six weeks before earrings can be removed. To avoid situations where children miss P.E. lessons because they cannot remove their earrings, parents should arrange for ears to be pierced at the start of the six-week summer holiday and then remove them once this time period has elapsed. Make up is not permitted in school, e.g. nail varnish.

### **Sun Cream / Protection**

Under no circumstances should Sun Protection Cream be sent into school. If the weather requires sun protection this should be applied **at home before** coming to school. P20 and other similar products offer ALL DAY cover. Similarly, any hay fever and summer allergy over the counter medication should be taken prior to coming to school. Obviously hats, sunglasses (not toy ones) maybe worn as required. Staff as always will ensure that children have access to their water bottles throughout the day.

## **Money**

We will ask for most payments to be made via parent mail. Whenever you do send money to school, please seal it in an envelope. It should be labelled clearly with your child's name and class, and the name of his or her teacher. Please specify what the money is for, e.g. non uniform day etc.

However, most payments to school are made through our 'cashless' parent pay system that all parents are encouraged to sign up to.

## **Sickness**

If your child is ill and unable to attend school, please let us know as soon as possible on the first day of the illness. When your child returns to school, please send a written note explaining the reason for absence. If a child is taken ill during the school day, parents will be contacted to make arrangements for their child to go home. Permission for a child to leave the school premises during the school day, (e.g. to attend Dentist etc.) where possible must be requested in advance in writing.

## **First Aid**

Whenever children play there is always a risk of bumps and grazes. We deal with these just as you would at home. Most members of staff have First Aid qualifications and we have designated first aiders. If your child bumps his/her head, you will be sent a note. Although there is a Medical Room to administer first aid if unwell, parents will be contacted by telephone in cases of extreme sickness, or a nasty accident. The child will be cared for by school ancillary staff until their parents arrive to take them home.

If a serious injury is suspected, we will make every effort to contact you immediately so that you can take the child for medical treatment. If the injury requires immediate hospital treatment, we will take appropriate action and contact you as outlined above. It is very important that we have an emergency contact number for you at home or at work and, if possible, an additional emergency contact number e.g. grandparent, aunt, etc...

## **Medicine**

### **Inhalers??**

Where a dose of antibiotic or other medication (for example, eye drops) has to be administered during school hours, the child's parent/guardian must take the responsibility to bring in the medication at the appropriate time and administer it to their child. All Staff are instructed not to carry out this duty. Where medicine is required to be taken in the daytime or any other medical intervention required during the school day, this is the responsibility of the parent/carer; drugs and medicines with the exception of inhalers and epi-pens and medically prescribed Antibiotics are not allowed on school premises for the health and safety protection of other pupils (see Policy for pupils with medical needs and the administration of Medication policy).

Any child who is unwell or has a temperature should not be sent to school by parents even with calpol/ paracetamol. There is always a risk of these children passing on the illness to others adults and children. Children are to be sent to school only if they are temperature free and well in themselves.

## **School Health Service**

Medical examinations are carried out by the Community Physician. Parents are sent an appointment and invited to attend all medicals. Other health checks include eye tests and hearing tests. Spring Cottage Hospital is able to advise parents of any school aged children of the services available to them e.g. speech therapy or dental treatment etc.

## **Lunch and Drinks**

Drinking water is freely available in each classroom and the children are encouraged to bring personal water bottles each day. Key Stage 1 children are provided with a piece of fruit at the morning break, Key Stage 2 children may bring a piece of fruit or vegetable for their morning break. The school operates a healthy eating policy which means such items as crisps, chocolate and sweets are not allowed at break times.

Your child may either have a school lunch or their own packed lunch. School lunches offer a variety of main courses, desserts and drinking water. A vegetarian choice is always available. Also available each day is a bread basket, additional vegetables, a salad bar, fruit, yoghurts and jacket potatoes with cheese, tuna or coleslaw.

Currently the cost of a school dinner is £2.25. If your child chooses to bring packed lunch, please ensure, for your child's safety, that any drink is in a plastic container and sandwiches are not wrapped in a plastic bag. Cans and bottles of fizzy pop/drinks are not allowed in school.

School dinner money is payable at the beginning of each half term through Parent Pay.

### **Road Safety**

Your child is a very important person both to you and to our school. We want him/her to develop both physically and emotionally and together we can bring out the best in them. We want to prepare children for the opportunities, responsibilities and experiences of adult life. Your child's best road safety teacher is you - basic road safety needs to be taught in the street. When your child is out and about with you it is your example he or she follows, good or bad. Therefore, for the safety of the children in our school parents are not allowed to use the staff car park for collecting and dropping off children. Out of consideration parents are expected to leave the pavements clear and any yellow lines or zigzags on the surrounding roads. All pedestrians must use the pedestrian gates on Little Sutton Lane or Bromwich Drive

### **Academy Committee' Charging Policy**

The charging policy of the Academy Committee is in accordance with the law as stated in the Education Reform Act 1988. For additional items such as educational visits, provision of drinks or food, voluntary contributions are requested. No child is discriminated against or prevented from participating in such events if a contribution has not been made. However, visits will not be able to proceed if sufficient contributions are not received and in that case may be cancelled. Costs relating to accommodation are charged for residential visits. For extra-curricular activities charges may be made to cover the costs of materials or professional fees e.g. sports coaches.

### **Child Protection / Safeguarding**

Where it appears to a member of the school staff that a child may have been abused (physically, emotionally, sexually or through neglect), the school is required, as part of the Local Child Protection procedures, to report their concern to Social Services immediately. One particular member of staff is charged with the responsibility of liaising with the various welfare agencies. At the present time our lead DSL is Mrs Hill.

### **Statement on Care and Control of Pupils**

At our school we have a policy on care and control of pupils, part of this policy is concerned with the use of reasonable force in school. If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

### **Statement on Bullying**

Within the Catholic ethos of our school, the whole issue of one person imposing themselves in any way on another is seen as totally negative. Whether the bullying is physical, mental or emotional; whether it involves unwelcome attention or influence; whether it simply involves isolation; it is seen as totally against the teaching of Jesus Christ and the policy of the school. Where there is a question of bullying, as apart from poor relationships or friends falling out the matter will be dealt with most seriously and parents will be involved. Bullying is a situation which can **never** be seen as acceptable. All instances of bullying are investigated and dealt with immediately by the staff and Principal. The school has an anti-bullying policy which aims to ensure appropriate intervention and support.

### **Parental Involvement**

We welcome the involvement of parents in the life of the school. You are invited to attend all the school functions, Masses in school or church, special 'Gifts from God' assemblies, sports days, plays, Christmas productions, carol services and any other seasonal school based activity. We welcome the help of those parents, grandparents, parishioners and friends of the school who offer invaluable assistance in supporting staff within the classroom in a whole range of activities. If you feel that you are able to offer help in any way we will be glad to talk to you and make arrangements for you to start.

We have a lively, active and supportive P.T.A. in whose events you will be invited to join. These activities result not only in raising much needed money which is spent on resources to benefit all the pupils, but also in providing

an opportunity for social contact. We hope that all parents will become involved in some way with the P.T.A. and enjoy meeting and working with others for the benefit of their children and the school.

### **Document Accessibility**

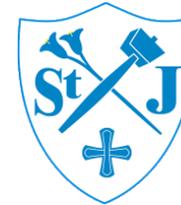
Statutory instruments, circulars and memoranda, together with curriculum documents, Academy Committee published minutes and other information, are held in school and may be examined on request. Please allow 15 days notice for certain documents. The school reserves the right to charge reasonable costs of producing copies of documents.

### **Complaints Procedure.**

We in St Joseph's Catholic Primary School work very hard as a whole staff to get on well with parents. We welcome you into school and we try to keep you informed about the school's policies and your children's progress. There may be times, however, when you as a parent or guardian will have comments, suggestions or complaints to make. In the first instance you must arrange to discuss matters with your child's the class teacher, then the phase leader or Mr. O'Hara if necessary to address the issue. If you are still unhappy about the situation and feel the matter is not resolved, the issue may be pursued through our complaints procedure which is to be found on our school website. Parents are encouraged to ask the Office staff for a Paper copy of this policy.

Thank you for taking time to read our prospectus. We look forward to meeting you.

# St. Joseph's Catholic Primary School



## HOME-SCHOOL AGREEMENT

### The school mission statement:

*We follow in Jesus' footsteps caring for each other, when we work, play and pray.*

### I, the pupil, will try to:

- Follow the teaching of Jesus in all areas of my life and treat others like Jesus wants me to.
- Support the prayer and worship of my school and parish community.
- Make sure that I have the right equipment for lessons and I am smartly dressed in the school uniform.
- Show respect to other people and their belongings, including school property.
- Complete all of my class work and homework as well as I can.
- Always show good manners and be polite to others.
- Listen carefully and follow instructions.
- Behave well at all times; follow my class rules, and the behaviour policy.
- Walk around school sensibly and quietly.

**Signed:** ..... **Pupil**

**Date:** .....

### WHY DO WE NEED A HOME SCHOOL AGREEMENT?

We know what to expect of each other

It acts as a reminder of commitments

It acts as a clear starting point for new pupils, their parents and the school staff and a fresh start each academic year.

It underpins the school's clearly stated aims

It is to the benefit of pupils, parents and staff

It serves as a reminder that we will not tolerate any aggressive behaviour towards staff/families or any other visitors to the school premises.

**The school will aim to:**

- Educate the whole child through the Gospel values of Christ and encourage prayer and worship in the school and parish community.
- Offer a high standard of teaching.
- Provide a broad and balanced curriculum and meet the individual needs of your child.
- Give and mark appropriate homework.
- Care for your child's safety and happiness.
- Promote high expectations of learning and behaviour.
- Encourage good relationships and develop a sense of responsibility.
- Keep parents informed about their child's progress and school activities.
- Work in partnership with children and parents to celebrate success and to try and resolve difficulties.
- Liaise with parents to create a positive working partnership to enable the school carry out its duty of care to the child.

**Signed:** .....**Class Teacher**

**Date:** .....

**As Parents / Guardians / We will:**

- Support the school's Catholic mission and aims and encourage my child's active participation in the religious life of the school.
- See that my child attends regularly and on time refreshed and ready to work, notifying the school of reasons for absence.
- Ensure that family holidays are not taken in term time.
- Ensure my child always wears correct uniform and brings their P.E. kit when required.
- Encourage a positive attitude to school work and ensure homework is completed
- Inform the school about any concerns or problems which might affect my child's work or behaviour.
- Keep the school updated with family/ medical issues that may affect my child.
- Support the school's efforts to maintain high standards of work and behaviour and support the school's behaviour policy.
- Do my best to attend Consultation Evenings and other meetings that may be held to discuss my child's progress.
- Encourage my child to respect others and the school environment.
- Liaise with the school staff to create a positive working partnership to enable them to carry out their duty of care to my child.

**Signed:** ..... **Parent/ Guardian**

**Date:** .....

## Expected Code of Conduct at St Joseph's

**“Love one another” - Everyone is expected to act at all times with courtesy and consideration.**

***In each class you make it as easy as possible for everyone to learn and for the teacher to teach.***

***This means:***

- ❖ At the beginning of each session arriving on time, having ready everything needed for the lesson.
- NB. You should always be in your classroom at 8.50am each morning.
- ❖ listening carefully
  - ❖ following instructions
  - ❖ helping each other when appropriate
  - ❖ being quiet and sensible at all times

***You move gently and quietly about the school.***

***This means:***

- ❖ never running, pushing or shouting
- ❖ being ready to help by opening doors
- ❖ standing back to let people pass
- ❖ keeping in line when walking with a class or group
- ❖ in crowded places please keep to the left

***You always speak politely to everyone and use a low voice***

***You are silent whenever you are required to be***

***You keep the school building and grounds clean and tidy so that it is a welcoming place that we can all be proud of.***

***This means:***

- ❖ putting all litter in bins
- ❖ keeping walls and furniture clean and unmarked
- ❖ taking great care of the displays and other people's work
- ❖ you do not bring chewing gum to school.

***Out of school, walking locally or with school groups, you always remember that the school's reputation depends on how you behave.***

***You take proper responsibility for your own clothing and belongings.***

***This means:***

- ❖ your uniform is always neat and tidy
- ❖ sports equipment is available when needed
- ❖ everything is marked with your name
- ❖ unnecessary money, toys or other personal belongings are not brought to school
- ❖ personal equipment (pencils, rulers, reading or library books) which are lost or damaged by you will need to be replaced or paid for

***You do not leave school during the school day without permission. At playtimes and dinner times you are to be in the right place at the right time and obey and show respect for supervisory staff.***

***This means:***

- ❖ you leave the classroom or cloakroom area as directed by your class teacher
- ❖ you go to the toilet and put on your coat before going out and do not come back in without permission
- ❖ when playing out you play games which will not lead to others being hurt or property damaged.
- ❖ in the dining hall you eat your food properly and quietly

***At the end of the school day you leave school in an orderly way.***

***This means:***

- ❖ you leave the classroom or cloakroom area as directed by the class teacher
- ❖ you walk on the paths (not on the Drive)
- ❖ you tell your teacher if you have any problems about getting home, for instance, you have not been met.

**REMEMBER, YOU ARE A VALUED MEMBER OF OUR SCHOOL COMMUNITY  
- THE WAY YOU BEHAVE AFFECTS US ALL**