



GUIDANCE FOR PARENTS

This booklet is designed to advise parents, carers or anyone who has responsibility for a child in St Joseph's Catholic Primary School.

The purpose of the booklet is to ensure:

- * The health and safety of all pupils
- * The efficient running of the school
- * The efficient communication of information
- * The fostering of good relationships between home and school about the routines of St Joseph's School.

Throughout this booklet please read the term 'parents' to also mean carers and others whom have given responsibility for your child.

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www.stjprimary.co.uk

START OF THE DAY

Reception & Key Stage 1 (KS1)

Reception & KS1 children assemble on the infant playground. At 8.45am the doors will be open for children to come into school and begin their learning.

Parents should make sure the child is carrying all their equipment and have said their goodbyes before the child comes into school.

On entering school – children hang up coats; put their packed lunch away and then go into class. Once in class they put their book bags in the appropriate place ready for registration.

Key Stage 2 (KS2)

Children will line up on the playground ready to start school from 8.45am. All children should be in class as soon as possible.

Parents are requested to leave the playground straight away as the gates will be locked at 8:50m.

If there are any messages, these are best sent to the office to be passed on to class teachers.

NO BALLS ON THE PLAYGROUNDS PLEASE. IF YOUR CHILD COMES TO SCHOOL ON A BIKE OR A SCOOTER PLEASE DO NOT USE THEM ON THE PLAYGROUND!

SCHOOL EQUIPMENT

Children are expected to bring all equipment needed for that day with them. Being prepared at the start of the day is an essential skill which all our children at St Joseph's must learn. If you find that your child has forgotten something you may bring it to the office and a member of staff will pass it through to the classroom, but as this often disrupts the office staff and class lessons it should not be on a regular basis.

For health and safety reasons and to ensure a smooth start to teaching and learning, parents are not allowed through the school once the school day is in session (after 8:45am).

LATENESS

Lateness is seen as a parental problem rather than an issue under the child's control. School begins at 8:45am and it is the parents' responsibility to ensure that the children are on the school premises before this time. Teaching punctuality is an important skill and shows respect for other people.

Once the doors have been locked parents must bring their child to the main reception area so that they can sign in.

Lateness sets the day off to a poor start for pupils and staff, prevents the lesson beginning efficiently for those pupils who did arrive on time, creates extra administration for the office team and above all is embarrassing for the child.

END OF THE DAY

Parents should arrive in plenty of time to collect their children at 3.15pm. It can be very distressing for a child to be left behind. In an emergency, telephone the school to let us know how long you are going to be delayed so that we may relay this to the class teacher and child.

If your child attends an after-school club the same applies, please ensure that you collect your child at the correct time as staff members will not be responsible for children after this time!

Reception children are to be collected from the classroom door – the child will be called to the classroom door once a parent is visible.

KS1 pupils wait at the classroom door with their teachers until they are met by their parent.

KS2 children are dismissed from the classroom on to the junior playground. If a parent is not at the meeting point, they return into school and inform a staff member.

Some parents have requested that children join them at their cars on the road or in the public car park. No child in Reception or KS1 will be allowed to leave the premises without an adult. KS2 children meeting parents or walking home alone should be given permission from a parent.

Children not collected on time will be taken to the main entrance to wait.

After school activities finish at differing times dependent upon the activity, therefore please ensure that children are collected at the correct time. Please remember that staff and volunteers take these clubs in their own time!

At the start of all after-school activities a register is taken to ensure that all club members are present. If any child is due to take part in an after-school activity to which they cannot attend, the staff member or volunteer leading the club should be advised immediately.

SAFEGUARDING

Due to our safeguarding procedures, we ask that parents/carers DO NOT come into school at the start or end of the school day or following an after-school club.

If you need to speak to a class teacher or staff member, please contact the school office to make an appointment.

BEHAVIOUR OF CHILDREN ON THE PREMISES

At St Joseph's we have high standards of behaviour and expect children to behave well and safely at all times. Once parents collect their child it is their responsibility for the child's safety. It is expected that this good behaviour applies in and around the school premises.

Lunchtime Arrangements

EY and KS1 children will be entitled to a free of charge school meal.

KS2 - Schools meals are to be paid via ParentPay at a cost of £2.40 per day. Menus are on the school website and there is also a copy of the menu outside the school office.

School Healthy Tuck KS1/KS2

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|--------------------|------|
| Toast | 25p, |
| Fresh Apple Juice | 35p |
| Fresh Orange Juice | 35p |
| Fresh milk | 19p |

Tuck money should be put on the ParentPay system

WATER BOTTLES

Water bottles are provided for children at a cost of £2.00. Please send the money in an envelope with the child's name on. The office will then issue the water bottle.

ABSENCE

School attendance figures are recorded through a computerized registration system which is forwarded to our Local Authority. This enables us to produce accurate and up to date attendance figures. The Education Welfare Officer visits the school to discuss the persistent absence of children, and this may lead to interviews with parents or a home visit.

ABSENCE THROUGH ILLNESS

ALL Absences of this nature must be reported to the school office by 9.15am on the first morning of absence, and then followed on return to school with a letter from the parent.

Any pupil who is not in school by 9.15am will be contacted by text or phone call by a member of the Office Staff.

HEALTH APPOINTMENTS

E.g. Doctor, Dentist, Optical appointments should, where possible, be made for out of school hours. If an appointment is within school time we should be notified prior to this appointment so that a note may be placed in the register.

When collecting children for appointments, please report to the school office, they will send for the child and you must sign your child out and on their return sign them back in. (this is used in case of an emergency evacuation of the building).

ABSENCE OTHER THAN ILLNESS

Any other absence is actively discouraged. Holidays should not be taken in school time. All holiday requests will be unauthorised unless it is exceptional circumstances and this request should be made by asking for a form from the **school office.**

MEDICINES IN SCHOOL

A medical policy is in use at St Joseph's. This can also be found on the school website. It is part of our school policy that parents complete an ADMINISTRATION OF MEDICINE REQUEST FORM should they wish for the Headteacher/Staff Member to administer medicine to their child. No medicine/creams/lozenges/tablets etc. should be brought into school without this form being completed by the parent and authorised by the Headteacher or on their behalf.

COMMUNICATING WITH STAFF

At St Joseph's school we pride ourselves on having open and productive relationships and dialogue with parents. Please try to avoid taking up the teacher's time at the start of the day as they have a class waiting. If the matter is urgent, and a note is not appropriate, then please come to the school office. We will help you and either pass on the information to the teacher or arrange a mutually convenient time to meet with the class teacher.

If you have any concerns, then please do not brood on it. If there is a problem then we are as keen as you are to address the issue and seek a solution.

Staff members will contact parents if they feel it necessary to inform you about a child's behaviour or progress, whether it is good or bad. There should be no surprises at Parent's Evening or in written reports if dialogue is open and constructive.

Rude behaviour from parents towards staff will not be tolerated (either oral or written).

Should you feel that we have not addressed your concerns professionally then the school has a three-stage Complaints Procedure which is also on our school website.

MESSAGES

In an emergency we will pass a message to a child or a teacher.

All staff in school are extremely busy and verbal messages take time to reach the recipient in time. Please appreciate that a phone call message requires someone to leave the office, go to the class concerned and return to the office. This also may mean that the office is left unattended.

HOMEWORK

Children will receive homework as appropriate. Please see the website for expectations for each phase. Homework is an opportunity for your child to engage in purposeful activity which enhances their learning and can tap into their individual interests. Class teachers will provide homework related to the learning taking place in class at that time.

HOME SCHOOL AGREEMENT

All children and parents are expected to complete a 'home school agreement' (which is sent home at the start of the academic year) – This agreement outlines parents' and pupils' responsibilities whilst in school.

READING

Children should read at home every evening from a selection of available reading materials – guided readers issued by the teacher, library books selected by the child, a reading book from home, comics or the computer – we are happy as long as they are reading! There are reading prompts in the front of your child's reading record – please use these and complete the record every time you read with your child. Please read as requested by the teacher if you go ahead this can cause difficulties for assessment.

In school the expectations are that children will read in a group rather than individually to a teacher. We endeavour to listen to children read as often as we can in a variety of ways – group guided read, shared, whole-class read, reading within topic, reading

comprehension – and these may not result in a comment in your child's reading record book.

During lesson time teachers are actively engaged in working with whole class and groups, we therefore rely on your support in hearing your child read and talking to them about the text. When children read at home parents are requested to record this in the reading record book.

SCHOOL UNIFORM

Parents appreciate the advantage of an inexpensive uniform which helps to present a smart general appearance. The website gives information about uniform, both daily (winter and summer) and for PE.

Girls

Winter

Light blue blouse

Navy blue skirt/pinafore dress or grey school trousers

Navy blue sweatshirt cardigan with school logo

School Tie

Navy blue socks or tights

Summer

Blue and white gingham dress

White ankle socks

Boys

Winter

Light blue shirt Grey trousers

Navy blue sweatshirt/jumper with school logo

School tie

Grey or black socks

Summer

Short sleeve pale blue polo shirt with navy blue trim with school logo

Grey shorts

Grey or black socks

Shoes

Shoes should be flat heeled, without extreme style and black in colour. Trainers are not permitted for school wear.

Hair and Jewellery

Long hair should be tied back for hygiene reasons using black or blue bobbles or a plain black or blue headband.

Extreme hair styles are to be discouraged as they lower the standards within school. Jewellery is not allowed except for watches and small stud earrings, which must be removed or covered during PE. Please provide your own tape for covering if necessary.

Outdoor Coats

Outdoor coats should be worn when appropriate as children have outdoor play as often as possible.

PE Kit

Physical Education is an important part of the National Curriculum and it is important that children have a PE kit in school every day.

Please ensure that your child has his/her name on all items of school clothing.

Jewellery must not be worn, for the pupil's own safety. Small studded earrings may be worn, but this is the responsibility of the parent.

Lost property can be collected from the lost property box which is located near the PE store in the main hall. Should property not be collected, it will be disposed of at the end of each half term.

GENERAL INFORMATION

Visit the school website: www.stjprimary.co.uk

Each Friday we send a newsletter to all children via email.

Please check your child's book bag daily for other information – In KS2 (especially Year 5/6) the children are encouraged to be responsible for forwarding letters and information from their book bags.

As the school uses a text messaging and emailing service, please look out for messages via text and email and ensure that your mobile telephone numbers and email addresses are up to date.

On occasions, individual or groups of children may be selected to take part in school activities (eg. Sports matches and Festivals) and we need to inform parents. Therefore, not all children will receive every message!

PARKING

Parking is available at the church car park. Please do not, for the sake of safety, stop on the zig zags. Please do not park across neighbours' driveways.

LEVY

Each school year the Archdiocese of Liverpool forwards an invoice to the school to support the building and maintenance projects in our area. This is calculated on the number of pupils within our school.

This, as in all schools in the Liverpool Archdiocese, is not covered by our annual school budget. We therefore ask for a family donation of £12.00 to cover this payment, it is really important that all families help the school financially in this way. It is vital work and has enabled us to do building work around the school and also purchase ICT equipment for the classrooms. A letter giving you more information will be personally sent to EVERY family asking them to contribute this donation.

And finally.....

Thank you for taking the time to read this information which should help to answer questions and make the school day more efficient, safe and enjoyable for everyone.