

St. Joseph's Catholic Primary School

Headteacher: Mrs B. H. O'Connor



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At St. Joseph's we live, love and learn by the example of Jesus

PARENT INFORMATION PACK

Our School Vision

'Aspiring for excellence for all, together as a Catholic community.'

NEW PUPIL INFORMATION PACK

Welcome to St Joseph's Catholic Primary School. We are looking forward to getting to know you and your child.

Please note that many of our school policies are on our school website, www.stjosephsherts.uk including our attendance, homework and behaviour policies and information about how we protect personal data. There is also a school calendar. If you are unable to access the website and require hard copies of any of the above information, please do not hesitate to contact the school office.

Please read all the information within this pack and complete the permissions form included. There are also several other forms that it is essential that you complete and return to the school office.

Please do not hesitate to contact us if you require further information.

Mrs O' Connor
Head Teacher

Schools, Local Authorities and the Department for Education need to collect information to help in planning and monitoring provision and improving outcomes. The school's Privacy Notice is available on the website and contains information for you regarding how your child's data is held and managed by the school, with details of how to obtain further information should you require it.

Pupil Information Form

It is essential that the school has up to date contact information for your child. The information section asks you to list contact details of parents or other carers that we can contact about your child, particularly if they are unwell. **This needs to be listed in priority order on the form, so we know who to call first.** It also asks for the details of your child's doctor, along with dietary and medical conditions.

We appreciate that both parents do not always live with their children, In order that we can carry out our statutory duties and inform anyone who has parental responsibility of his/her child's progress whilst at St Joseph's, please give details of all persons who have parental responsibility - Parental Responsibility is where a person is named on a birth certificate or legal document. Any changes should be notified to the school with amended documentation.

(Please now complete the Pupil, Medical Details and Information Section for Parents/Carers)

School Lunches and Pupil Premium

ASPENS provide the meal service to our school; they are experts in school catering and have years of experience when it comes to school food.

To order your child's school meal you will need to use ASPENS online payment system called SELECT.

This is the only way that you will be able to order, pay and pre-book school meals.

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Using Select means that you can:

- Order your child/children's preferred menu choice in advance
- Pay for school lunches via the system, or pre-book meals if your child/children are entitled to Universal Free School Meals or Free School Meals
- Order one day at a time, per week or a month in advance from the beginning of each term
- You can register more than one child using one email account

You will receive a detailed information and registration letter when your child joins the school. Please read this letter, as it has useful information on how to register and use the system moving forward. If you have any questions, please ask the school office.

Children can choose between having a cooked school meal and bringing their own packed lunch, they simply tell the teacher what they are having that day when the register is taken.

Under the Government's Universal Infant Free School Meals scheme, **all pupils in Reception, Year 1 and Year 2 are entitled to a free school meal.** Children in KS2 can have a school meal at a cost of £3.05 per day, unless you are a low-income family, in which case your child may be entitled to a free meal under the Free School Meals scheme.

Who qualifies for free school meals?

Free school meals can only be awarded if you or your partner are claiming either;

- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income Support
- **Income-based** Jobseeker's Allowance
- **Income-related** Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The **Guaranteed** Element of Pension Credit
- Working Tax Credit run on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

If the criteria above applies to you, it is important that you apply to see if you are eligible under the Free School Meal Scheme. **This applies even if your child is in KS1 and entitled to the Universal Infant Free School Meals, as it will automatically follow them through the**

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school. The other benefit from being eligible for free school meals pupils, is that the school can claim the Pupil Premium Grant.

What is Pupil Premium?

Pupil Premium is extra money paid directly to schools for each child who is eligible for free school meals due to the household being on a low income. It is used to support your child's education. **This can mean academic support, financial help such as free school trips and after-school clubs and other ways in which we can support your child.** This will be carried out in a confidential manner, so that your child would not be identifiable to other students or parents.

It is important that you check if you are eligible, this can be done by following the link below:-

https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx#DynamicJumpMenuManager_1_Anchor_3

(Please tick the Eligibility For Free School Meals section on the Permission Form)

School Milk (Pupils in Reception, Year 1 and 2 only)

Your child is eligible for free school milk until his/her 5th birthday. Milk is given to your child each day, usually in the morning. Once your child turns five, you have the option of then purchasing milk for your child using the School Milk Service.

Prior to their 5th birthday School Milk Services will contact you by letter, via the school, informing you of the costs involved and how to pay accordingly. If your child's 5th birthday is in September or early October 2023, the necessary information required to purchase milk for your child will be given to you during July. This will then enable you to process the paperwork accordingly and your child to have milk as soon as they start school.

(Please tick the School Milk section on the Permission Form to give consent for school milk)

Collection and Recording of Pupils' Ethnic Background and Languages Spoken

All schools are required by the Department for Education (DfE) to gather information on ethnicity in schools. The information is used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time this information will be passed to the Local Education Authority and the DfE to contribute to local and national statistics. Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time and, if you wish, have the ethnic background changed or removed.

The school also has to collect information about the languages spoken by our pupils. We have many children in the school that are considered as having 'English as an Additional Language' (EAL). This is not linked to how proficient they are in English - an EAL pupil can be a complete beginner in English or fully fluent. A child's first language is the one they were exposed to at birth and learnt first. If this was not English, they would be considered as EAL. Government funding is received to support the school's work with EAL pupils and therefore it is important that we have accurate data. You have the choice not to provide this information if you wish.

(Please now complete the 'Ethnic Background and Languages sections')

Fruit and Vegetables Scheme (Pupils in Reception, year 1 and 2 only)

Under the Government's School Fruit and Vegetable Scheme, each child aged four to six in LEA-maintained schools will be entitled to receive a free piece of fruit or vegetable each school day. The fruit and vegetables will be fresh and of good quality. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two/ three portions a day.

The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach your child/children the benefits of healthy eating.

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them. There are opportunities for KS2 pupils to also have fruit, so allergies should also be given for them too.

School Values

As a school we follow the teachings of Jesus, this is accurately reflected through our school mission statement:

At St. Joseph's we live, love and learn by the example of Jesus

We pride ourselves on working together as a community and celebrating our experiences and aspirations. We are an ambitious, caring and aspiring learning community which is also accurately reflected through our school vision:

'Aspiring for excellence for all, together as a Catholic community'

Home/School Communication and ParentMail®

We try very hard to keep parents regularly informed about what is going on at the school and do this through a variety of methods. Our school uses ParentMail®, which is a text and email messaging service. More urgent messages will be sent by text and other information by email. This will go direct to your phone or computer or can be accessed through the ParentMail® app that you can download (we will send you information about how to access this once we have you set up the system). We will need to ensure that we have the correct details of any parent/carer who will we need to receive any communication.

Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Please list your contacts in priority order, as sometimes text messages are only sent to the first contact.

Parent/School Communication

If you have a particular concern about your child this should firstly be directed to their class teacher. If the situation/concern needs further attention it will be passed onto the Key Stage Leader who will communicate the concern (if necessary) to Mrs O'Connor.

If you still feel you need to raise your concern directly with Mrs O'Connor you can do so by contacting the school office by either phone or email schooloffice@stjosephs351.herts.sch.uk.

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The same arrangement will also apply for SEN concerns; a member of the SEN team will then contact you.

Educational Visits

Each year your child will have the opportunity to take part in educational visits, walks etc. which means they will be taken off the school premises. Individual class letters giving details of a planned trip and requesting payment and/or parental help will be e-mailed to you prior to the educational visit. The consent form gives permission for your child to be taken out of the school by teachers, support staff and parent helpers for local visits. We will of course follow all the health and safety regulations as set out in both our Health and Safety and Educational Visits policies.

(Please now tick the Local Walks/Visits section on the Permission Form to give consent).

Permission of Photography and Videoing

Schools are in a very difficult position in that we have to balance protecting our children, at the same time as being realistic in that many of the events and occasions are milestones in a child's life and moments that family and indeed schools wish to keep. In considering this balance we have to accept that there is always a risk that an individual may have an ulterior motive for taking a photograph or video or may have an inappropriate thought when doing so. Only the individual concerned can be held responsible for this. As a school our responsibility is to reduce the chance of that risk materialising, and to that end we are making the following recommendations: -

- One person, designated by the school prior to the event, to carry out the videoing of major school events, such as the Christmas Play, School Assemblies and Sports Day. This will enable the school to have sight of what has been captured.
- Teachers, or persons designated by the school, to carry out photography during class activities, assemblies or trips, for the purpose of display within the school to celebrate work undertaken. These photographs are taken using school equipment.
- Photographs taken for use in a newspaper report to be vetted and approved by the school prior to publication, and no surnames or addresses supplied.
- Parents will be asked **not** to bring/use cameras or video recorders, (including phone cameras) at school events where 'official' photography is provided. (It causes a disturbance if nothing else)

We would add that if any parent refuses permission for their child to be photographed or videoed then this will be respected and the school would need to decide whether or not to video the event at all, or to exclude the child from the video/photo.

(Please now tick the Photography and Videoing section on the Permission Form to give consent).

School Website

The school's website is the main way that you can access school information at any time. The site has a range of information related to the school and the many activities and events that go on. It also contains copies of newsletters, termly curriculum overviews, policies and any other information felt to be relevant, including that produced by the PTA.

One of the key elements related to a website is the use of photographs. Clearly the site will contain photographs related to the building and the grounds but if we are to show the many activities and celebrations that go on within a school, such photographs would involve pupils.

As you are aware the school has already sought your consent for the use of photographs used for display purposes within school or in the newspapers however, we also need to seek consent if we are able to use any pictures on the website. (No names would be linked with any photographs; forenames would only be used if there was a piece of work displayed on the site). It may also be possible to make use of videos and so consent for this has also been incorporated into the Permissions Form.

(Please now tick the School Website section on the Permission Form to give consent).

ICT and E-Safety

The school's ICT and Internet Safety Policy is available on our website. As part of the pupils' development in ICT we are required to make them aware of the internet and its uses, including e-mail. However, as you know, the use of the internet can bring all manner of information to the attention of the pupil. Everything possible is carried out to prevent access to any unsuitable material i.e. implementation of the policy, use of a Local Authority backed filtering system and pre-visited sites by teachers, but we cannot give you a 100% guarantee. With all activities there are risks, but in weighing up the risk element it is minimal and obviously the risk is greater the older the pupils get.

Home-School Agreement

At St Joseph's we believe that our pupils make the best progress if parents and teachers work closely together.

If your child is to make the most of their time at St Joseph's, we need to acknowledge that there are responsibilities for all parties.

We will make a commitment to you and your child in return, we ask that you accept certain responsibilities as caring, supportive parents and enter into a Home School Agreement with us. Your child will also be asked to make certain commitments and accept responsibility for their own learning.

A copy of our Home School Agreement which contributes to an effective partnership between home and school will be sent out in September. We ask that you and your child read this document together, discuss each responsibility individually in order to ensure understanding, and then sign pages 3 and 4. In the case of pupils in Reception Class, we will allow parents to sign on their behalf if necessary. This document should then be returned to your child's class teacher.

A copy of the Home School Agreement will be available to parents on the school website; the signed agreement will be retained on pupil records.

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Food Tasting

During their time at St Joseph's, your child will have the opportunity to take part in various activities which include tasting different food types. Individual class letters giving details of a planned food tasting activity and possibly requesting a contribution towards costs/donations of food etc., and/or parental help, will be e-mailed to you prior to the activity taking place.

Please ensure that you list any dietary requirements/allergic reactions that should be taken into consideration (where indicated) and keep the school informed of any changes to this information.

We will of course follow all the health and safety regulations regarding the preparation / sharing of food etc.

Attendance

Good attendance is vital for your child to access every learning opportunity possible in order to reach their full potential. Our school has a current aspirational target of 96%. We celebrate pupils with 100% attendance at regular points in the year.

A normal school day starts promptly at 8.40am and finishes at 3.15pm. Punctuality and attendance is monitored half termly and we work with parents to ensure every child is in school on-time and ready to learn.

If your child is unwell please notify the school office via ParentMail or by calling 01992 629503 by 9.00am. In the case of sickness or diarrhoea, pupils are not expected to return to school for 48 hours after their last episode.

Children's safety is of paramount importance, If you are running late to collect your child from school or if you need someone else to pick up your child, please contact school office or dojo the class teacher. It is part of the school's safeguarding procedure to not allow children to be collected unless we are made aware.

Holidays in term-time are not permitted and therefore will not be authorised. Parents taking their children out for a holiday may be subject to a fine as issued by Hertfordshire County Council in the form of a penalty notice.

Where possible we ask that all appointments, including medical, are booked out of school hours. In line with our Attendance Policy, proof of appointment is requested.

Please notify the school of any planned absences by completing a 'Request for Absence' form, available from the school office.

What constitutes good attendance?

In order for a child's attendance to be deemed good it must be 96% or above:

- **100% -98% Excellent Attendance**
- **98% - 96% Expected Attendance**
- **96% - 90% Risk of underachievement**
- **90% - 85% Serious risk of underachievement**
- **Below 85% Extreme risk of underachievement**

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ParentMail + Pay

In order to make payments to the school as easy as possible for both parents and the school, all payments can be paid online through ParentMail+Pay®, which we use to send texts and emails. Payments for trips, Breakfast and After School Club, Building Fund etc. can all be paid this way, although we will still ask for cash or cheques for charity or sponsored events and other instances where small payments are expected. You will be able to pay through debit card, credit card, PayPal or PayCash. Further details will be sent once you are set up on the ParentMail® system.

SEND

St Joseph's is an inclusive school where pupils, regardless of their needs and abilities, are encouraged to reach their full potential. Our school SENCO, works with both pupils and parents with special needs to find the best way of supporting them. There are pupils in our school that have a range of needs including physical, speech and language, behavioural, Autistic and Dyslexic. Please make an appointment if you wish to discuss your child.

Family Support Service

As a school we recognise that children's well-being is as important as academic success, with all staff wanting to look after the welfare of the whole child. We work closely with Chexs a local charity which offers a Family Support Service; they have Parent Worker's assigned to our school who will work with both pupils and parents to support them through any bumps in their journey through school. There is pupil mentoring for when a little extra support is required, especially through any difficulties or events and there are drop-in sessions held in our school every Thursday afternoon for parents to come in for advice, guidance or simply a sympathetic ear. Appointments can be made through the school office.

Donations and Gift Aid

As a 'voluntary-aided' school, the school is responsible for maintaining and improving the building and grounds. Due to very good financial management the school has been able to subsidise all the above largely from its budget; however, this will not necessarily be the case in the near future. Maintenance costs will also rise as the school becomes older.

As a voluntary aided school the Governors, who act on your behalf, are required to pay 10% of any building costs or maintenance. The only way this can be provided is through donations from you as parents who have opted to send your child to a VA school. Since opening the school has already expanded and developed in order to continue to provide an education of the highest standard. It has:

- Main Office and Staff Room extension
- Canopy to the Nursery and Early Years Area
- Playground Equipment in both KS1/KS2
- Perimeter Fencing
- Creation of our Prayer Room and Stained-Glass Windows
- ICT Suite / Resources Room Extension
- Car park gates and other security measures
- Creation of our Forest School
- School Garden/Mindfulness Way

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We ask that parents make a contribution of £60.00 per annum per child to support the Governors responsibility to maintain the building and grounds. This is a voluntary contribution and it will not be detrimental to your child if you do not contribute. This donation can be made through our online facility three times per year. If you are a tax payer we may also be able to claim an additional 25% on your donation, so please tick the Gift Aid box. This will be collected in the Autumn Term.

School Governors

Our school governors are an essential part of the leadership of the school. They are made up of foundation governors (parents and members of the community), parent governors, staff and local authority. The governing body is responsible for working with the school to ensure that it delivers a good quality education. Their responsibilities include setting the school's aims and policies, standards for pupils' behaviour and discipline, overseeing the financial performance of the school, appointing staff and ensuring the school premises are welcoming and safe.

PTA

Our PTA is a parent-led voluntary group, who support the school through many different events and fundraising activities. These include Christmas and summer fayres, 'Sponsored Events', family event and regular school discos. All monies raised are fed back into the school and are used to subsidise educational workshops, trips, provide transport for religious trips and purchases of equipment such as iPads, Smartboards, outdoor equipment and much more. The school is very grateful for the work that our PTA does and encourages all families to actively support their events.

School Clubs

There are a variety of clubs running at St Joseph's. Some run in the school day, such as Chaplaincy, School Council, Pupil Voice and many are open to pupils from every year group. There are also clubs that run after school that normally come with a small charge. These can change every year and are often for specific year groups – this year we have offered a variety of clubs, dance, cooking, district sports, homework, football, netball, gymnastics, Italian, computing and choir.

Sport

St Joseph's offer a wide range of sporting activities, both in the school day and after. PE is an essential part of the curriculum and there are regular opportunities for different year groups to take part in different events and competitions with other Catholic and local schools. We also take part in the District Sports events. PE kits should be kept in school every day. If your child does not have their PE kit in school they will be unable to take part in PE lessons.

Breakfast Club

St Joseph's run a Breakfast Club between 7.45am and 8.45am every day in term-time. This is a value for money club with a daily charge of £4.50 per pupil, per day; the club is run by our teaching assistants in the school. Pupils get to enjoy a healthy breakfast and join in activities and socialise with their friends and other pupils. This is a popular club and there is often a waiting list, for availability and further information please contact the school office.

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After School Club

St Joseph's offer an After School Club from 3.15pm – 5.30pm Monday -Thursday only in term-time. This is a value for money club with a daily charge of £10.50 per pupil, per day; the club is run by our teaching assistants in the school. Pupils get to enjoy a healthy snack and join in activities and socialise with their friends and other pupils. This is a popular club and there is often a waiting list, for availability and further information please contact the school office.

Parent Helpers

The school welcomes parents/grandparents to help in the school. This could be listening to children read or helping within school for various activities. We also ask for volunteers for school trips and sporting events. All volunteers will need to have a Disclosure and Barring Service check (DBS) before they can help, which the school can arrange. Even an hour a week is appreciated. Please tell the class teacher or the office in September if you would like to help.

Snacks

Pupils can bring in a small healthy snack for morning break – for Reception pupils this will not be required, as a fruit snack is provided by the school. This could be items such as fruit, a healthy cereal bar etc. Crisps, sandwiches, chocolate or other high in sugar snacks are not allowed.

Please be aware of the size of the snack – pupils are often struggling to eat their lunch due to the size of their breaktime snack.

And most importantly.....

We are a **nut-free** school, due to children with allergies. Pupils will not be allowed to eat any nut products on the premises.

Parking

Please be aware that there are parking restrictions around some areas of the school premises. We encourage parents to walk to school where possible. If driving, please allow plenty of time in which to find a suitable parking place in order not to risk the safety of our pupils and others in the school community. We also do not wish to upset our neighbours with poor parking or people turning around in their driveways. Thank you for your co-operation.

Water Bottles

We encourage the children to drink plenty of water during the school day as we find this helps to keep them alert and hydrated. We have found that the children need to drink water on a regular basis and not just at break times. To help with this we encourage the children to bring a re-useable plastic bottle of water with them each day which they can keep in their classroom and use throughout the day. Please ensure that your child's name is clearly marked on the side of the water bottle. We ask that you fill the bottle with water only, as flavoured and fizzy drinks are not allowed.

School Uniform

All the items below are available to purchase direct from our uniform supplier “Smiths School wear” with the exception of the items marked *. These items can be purchased from any retail shop. There is also a ‘Smith’s School wear’ price list enclosed in this pack.

Winter (September – Easter)	
<ul style="list-style-type: none"> • White shirt • Grey Trousers • Grey skirt or pinafore • Burgundy Jumper/cardigan with school crest • Gold school tie • Dark Socks (preferably grey) • Black shoes • Black boots (Not ankle boots or fluffy boots) • Wellies only worn if necessary but shoes to be brought in for all outside play 	
Summer (After Easter – September)	Key Stage 2
EYFS & Key Stage 1	
<ul style="list-style-type: none"> • Grey Trousers/shorts (Shorts on or just above the knee not below) • Summer dress – yellow gingham • White or black cycling shorts (<i>not knee length</i>)- <i>if parents feel these are necessary due to such a light dress.</i> • Burgundy Jumper/cardigan with school crest • Yellow polo shirt • Black shoes • School hat 	<ul style="list-style-type: none"> • Grey skirt /trousers or shorts • Yellow school polo shirt • Summer dress – yellow gingham • White or black cycling shorts (<i>not knee length</i>)- <i>if parents feel these are necessary due to such a light dress.</i> • Burgundy Jumper/cardigan with school crest • Yellow polo shirt • Black shoes • School hat
PE Kit	
Indoor	Outdoor
<ul style="list-style-type: none"> • Yellow round neck T- shirt • Black or White shorts • Plimsolls or trainers 	<ul style="list-style-type: none"> • Black joggers (as necessary due to colder weather) or Black or White shorts • Trainers • Yellow round neck T- shirt • Burgundy School PE Sweat shirt (as necessary due to colder weather)
Nursery	
Burgundy round neck sweatshirt -with logo Round neck yellow T shirt Black shorts or Jogging pants Trainers	

Seasonal changes

Autumn term	Spring Term	Summer Term
September to December	January to March/April	April to July
Summer or Winter uniform in September (Due to hopefully warmer days) For Years 1-6 only Reception new cohort will be Winter uniform from September Winter uniform ONLY from 1 st October onwards (For Years 1-6) No tights with summer uniform – if cold then it needs to be Winter uniform with tights.	Winter uniform	Summer uniform Trousers /tights can be worn on colder days in April only.

PLEASE NOTE

- All items of clothing – including shoes and wellingtons – should be **clearly marked with the child's name**.
- **Hair must be neat and tidy with no hair colourings, gel, 'fashion' haircuts or streaks allowed**
- **Hair longer than shoulder length should be tied back. (boys and girls)**
- **All hair accessories should be in school colours and no large flowers or bows.**
- **Except for watches, no 'jewellery' should be worn. If your child has pierced ears, then only small studs should be worn.**
(however not on PE or swimming days) **Boys are not permitted to wear ear-piercings.**
- **Nail varnish is strictly prohibited**

NB. The school has used the DfE non-statutory guidance on school uniform and agrees with the guidance given in the DfE booklet which states:

'The school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. The Department strongly encourages schools to have a uniform as it can instil pride; support positive behaviour and discipline; encourage identity with, and support for, schools ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of pupils. The Department also encourages schools to have a very clear position about appearance such as hair colour, style and length and the wearing of jewellery and make-up.'