

STUDENT AND PARENT/CARER BRIEFING

Week commencing 21 September 2020

CHAPLAINCY

“Peace is not merely a distant goal that we seek, but a means by which we arrive at that goal.”
(Martin Luther King Jr)

Important Dates

25 September 2020 - Teacher Training Day

Forward Notice

As we learn of further useful/important dates for you, we will put them here for you.

Change of Title

As you will have seen above, there has been a change of title to this weekly document. This is now a briefing for **both parents/carers and students**. Last year, we started to send this to parents following requests from students saying that they would like to see the briefing before Monday morning, in case there were any reminders they needed. As a result, parents and carers said that they liked to see this as it gave them a flavour of what was happening at school. Because of this, it is better that we now acknowledge that this briefing has an audience of parents and carers, too. We hope you find it useful.

Year 7 Baseline Assessment Tests

During week commencing Monday, 21 September all year 7 students will complete a baseline assessment test in English, Maths and Science. Each test will be of 60 minutes duration. Please ensure you bring all the required equipment including a pencil case with a pen, pencil, rubber, ruler, compass, protractor and calculator. This will be particularly important this year as the Year 6 SATs did not take place. Tests will be carried out in silent exam conditions.

Baseline Tests - 21 September				
Mon	Tues	Wed	Thurs	Fri
7Q EN MWB	7R EN GWY	7S EN GWY	7L EN TAS	TDD
7U EN SCS	7M EN MWB	7T SCI EAM	7M MA SRD	
7N EN MWB	7L MA CBY	7L SCI KG	7S MA MTR	
7K EN KJS	7Q SCI JG	7N SCI EAM	7Q MA PCA	
7R MA DGO	7U SCI KGN		7U MA MTR	
7M SCI EAM	7K SCI CAS		7R SCI LV	
7T MA GCK	7S SCI EAM		7K MA SRD	
	7T EN ACU		7N MA FBO	

Student Chaplaincy

Your Student Chaplaincy team needs you. We have a very strong chaplaincy team at St. Joseph's and we would welcome anyone who is interested in contributing to our work in our community. If you have worked with us before, we would love it if you returned for another year. If you are new to St. Joseph's, please come along and see what we are all about. **For more details, please see the PowerPoint attached to this student briefing notice.**

Break and Lunch Menus

Please familiarise yourself with the break and lunch menu so you can make a decision on what you'd like, before you get into the main queue. This helps us to speed up the process for everyone. They are available on the school website under 'Parents' > 'Canteen Menu'. Always remember to check the allergen key if you have any intolerances or allergies. If you do, you can also ask a member of the catering team if you have a question about allergies.

Uniform Check Wednesday 23 September 2020

All class teachers will be reviewing uniform during the first lesson of Wednesday 23 September. Those not meeting the expectations of the uniform policy shall receive a sanction.

End of Break and Lunch

The whistle at the end of break and lunch indicates that you must move directly to lessons. This is not the time to go to the toilet. You should use the toilet facilities before the end of break and lunch.

Library Book Returns

Although the library will remain closed until December at the earliest, the fast-return box is now back in the corridor for students to put their books into. Please return books this way and do not bring them directly to us in the library. You should also be aware that if the return box happens to be full you **should not** put their books in, and should come back another time. Please can you ensure that this return takes place during your break time or lunch time.

Secondly, we would like to highlight to everyone that the Swindon Borough Council libraries are partially open under restrictions. Use of the public libraries is free; all you have to do is ask to be signed up. Please see the table below for timings, and the link to the Swindon Borough Council website for further information. We encourage everyone to try and use the public libraries while ours is closed. Miss Henry and Mrs Kennedy

<https://www.swindon.gov.uk/info/20026/libraries/1132/covid-19-reopening-our-libraries>

Library	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Central Library	Closed	10:00-2.00pm	Closed	1:00pm – 5.00pm.	Closed	10.00am – 2.00pm
Highworth Library	10.00am – 2.00pm	1.00 – 5.00pm	Closed	10.00am – 2.00pm	Closed	Closed
North Swindon Library	2.00pm – 6.00pm	Closed	10.00am – 2.00pm	Closed	1.00pm – 5.00pm	Closed
Park Library	Closed	10.00am – 2.00pm	10.00am – 2.00pm	1.00pm – 5.00pm	Closed	Closed
West Swindon Library	1.00pm – 5.00pm	Closed	1.00pm – 5.00pm	Closed	10.00am – 2.00pm	Closed

Student e-mails

Over the past few months, a number of you have been e-mailing your teachers. There is a correct way to do this. Please look at the graphic below that gives some advice on how to structure an e-mail to your teachers.

HOW TO EMAIL A TEACHER

1 SUBJECT LINE

2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

4 CLOSING

- Thank you
- Have a nice day!



2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body
of the email



3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

Careers Notes

1. Many careers notices will be communicated directly to you via e-mail. This means that if you want to get information as soon as possible, you should make time to check your school e-mail account at least once a day. Year 7 students have started having lessons during Citizenship to learn how to do this. All other year groups should already know how to access their e-mail accounts and respond to e-mails. If you are not sure that you know how to do this, please tell your teacher during Citizenship, who will pass on the message to Mr Stoten or Mrs Sanders.
2. Year 11 students – In Citizenship this next week, you will start your research into your post-16 options and destinations. To prepare for this, start to think about any ideas you have for future careers and be ready to discuss them during Citizenship. Also, look out for a special e-mail in your school account. It will have a link to a form that you will be required to fill in online, so that we can get the best careers information to you. Watch out for the e-mail!
3. Apprentice Nation – This is an online platform that is showing a livestream show on 1 October 2020 at 7.00 p.m. and will give you information about apprenticeships in the UK. As part of this show, you can watch Tinie, Raye and Ms Banks, then you can take part in the Six Keys to Success webinar series later. This is essential for anyone who is interested in an apprenticeship after their GCSEs. You do not have to be in year 11 to take part in this! Go to www.apprenticenation.co.uk to find out more and sign up to take part.

The next briefing will be Friday, 25 September 2020.