

St. Joseph's Catholic College

Parent and Student Handbook 2019/2020

Registered Company Number: 7696999
VAT Registration: 237820893





VISION STATEMENT

Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.

Dear Parents and Students

This handbook contains information that we feel will be useful to have close to hand at the start of the academic year. Detailed information and policies can be found on the College website.

Within this document you will also find the details of tutors, Student Managers and Assistant Principals, who are the people you can turn to for support and information.

May this busy year ahead be full of enjoyment and hard work, friendship and respect and faith in God so that He may guide us all to make choices that we can be proud of, now and in the future. We will be there to provide support, challenge and encouragement throughout the year.

The Pastoral Team

Contacting College

The office is open during term time from 8.00am – 5.00pm.
Holiday opening hours for the office are 8.00am – 4.00pm

If parents have any concerns, they are welcome to contact a member of staff. The first point of contact will be the student's Tutor.

If you wish to speak to a teacher, please remember that they will be teaching during the day and they also have meetings. If you come into College without an appointment, you may not be able to see the teacher. We will take a message and ask the teacher to contact you as soon as possible.

All visitors to the College site should report to Reception and receive a visitor's badge.

Who to speak to if you have a concern at St Joseph's College

<i>Nature of Concern</i>	<i>Point of Contact</i>
Concern in a subject lesson	The Subject Teacher
Unresolved concern in a subject lesson, after consultation with subject teacher	The Head of Department
Unresolved concern in a subject lesson, after consultation with teacher and Head of Department	Assistant Principle - Mrs Clare Bailey
Tutor Group, around the College or on the way to College	The Tutor
Unresolved Tutor issue in Tutor Group after consultation with Tutor	Student Manager
Unresolved issue in Tutor Group after consultation with Tutor and Student Manager	Head of Pastoral – Mrs N Grace
Unresolved issue in Tutor Group after consultation with Head of Pastoral	Director of Student Welfare - Mr A Stoten
Issue over Health and Safety	Mrs H Peace
College trip / visit / or out of College hours activity	The organising teacher or Head of Department
Outstanding issues concerning a trip / visit / or out of College hours activity after contact with Teacher responsible	Mrs H Peace
SEN provision	Mrs K Fraser
Outstanding issues concerning SEN provision after consultation with Mrs Fraser	Mr J Giles
Pastoral information, advice and guidance	Student Manager
Outstanding issues concerning Pastoral information, advice or guidance	Head of Pastoral – Mrs N Grace
Outstanding issues concerning Pastoral information, advice or guidance and after consultation with Head of Pastoral	Director of Student welfare - Mr A Stoten
Admissions Years 6 to 11	Ask for Student Admissions Officer – Ms M Ferris
If any of the above are not resolved after consultation with all relevant staff	Head of School - Mr J Giles

For formal complaints please refer to the Complaint Policy, which is available on the College website.

Contacts

Please contact your child's Tutor or Student Manager if you have a problem. If you are not sure whom to ask for please speak to the Receptionist, who will be able to advise you.

Remember that sometimes it can be difficult to contact a member of staff immediately. If you want to speak to someone about a problem, you may leave a message with the Receptionist asking him or her to call you back. Please let the Receptionist know if it is urgent.

To reach all of the people listed below please telephone 714200 or email using info@stjosephscollege.net

Head of Pastoral
Mrs N Grace Years 7-11

Assistant Head of Pastoral
Ms C O'Connell Year 7

Student Managers
Mrs J Baxter Year 10
Mr P Morris Years 8 and 11
Mrs H Johnson Year 9

Parental Support Advisor
Mrs R Chivers Years 7-11

Head of School
Assistant Principals

Mr J Giles
Mrs T Ash
Mr A Stoten
Mrs C Bailey

Attendance Officer
Reception

Mrs S Attew	714236
Various	714200

Address of College

St Joseph's Catholic College
Ocotol Way
Swindon
SN3 3LR

Tutors and Subject Leaders

Tutors	Name
7A	Mrs K Thornton
7B	Mr S Gohil
7C	Mr M Stephens
7D	Mr L Jackson
7E	Miss CA Savage
7F	Mrs F Carbone & Mrs Z Mobey
7G	Mr O Thompson
7H	Mr A Hassan
7I	Miss S Collins
7J	Mrs E Montout
Subject	Name
Art	Mr N Rutter
Business Studies	Mr B Chamberlain
Curriculum Support	Mrs K Fraser
Design & Technology	Mr J Stather
English	Mrs R Haynes
Flexible Pathway	Mrs M Buckenham
Geography	Mrs K Parkes
History	Mr S Brown
Mathematics & Computing	Mrs M Temple-Richmond
Modern Foreign Languages	Mrs F Carbone
Performing Arts	Mrs M Cooke
Physical Education	Mrs T Foley
Religious Education	Mrs F Payne
Science	Mrs K Thornton

Attendance – Rights and Responsibilities

Timing of the College day

The College Calendar is posted on the College website and Term Dates including Staff Development Days are published in the Student Planner.

To protect the children leaving the College site, we request that no cars access the car park between 14.45 and 15.15. Please endeavour to pick students up from TESCO's car park and avoid using Culverhouse Road or Shrivenham Road for this purpose, as it has a negative impact on the local residents.

Attendance

The Attendance Officer monitors student attendance and processes the registers and absence sheets for the whole College. Please ring 01793 714236 if your child is going to be absent from school.

Attendance/Registration Procedures

- Registers are taken electronically during all lessons. Teachers must record lateness. Lates are tallied and can lead to an hour detention after College on a Friday.

- College registers are read daily.
- Any student arriving late or leaving College for any reason must report to Reception.
- Any student leaving College must acquire a yellow slip from the Attendance Officer to show Reception.
- Fortnightly attendance figures given to Student Manager, Head of Pastoral and EWO.
- Students should arrive in College between 7.30am and 8.20am. Please note that there is no-one to supervise students if they arrive before this time.
- Students are required to discuss absences with Form Tutors, Student Managers and /or Attendance Officer
- Students are expected to go to tutor rooms at 8.20am
- Students who arrive after 8.25am must report to Reception to be registered, as tutor registers will be taken at that time.

The College Attendance Policy is on the College website under Policies.

Communications between Parents and College

- Reason for Absence – if a child is prevented, for any reason, from attending, or is late, parents must inform the College in writing on the subsequent day (a telephone call on the first day of absence is expected). A student's absence from College is considered unauthorised until a satisfactory explanation is received from a parent/carer.
- On every day of absence the College will send an automated text to inform the parent of their child's absence from College. This may be followed up with a telephone call if a parent does not respond to the text message.
- If there is no contact after 10 school days, the College completes a Missing Education Referral Form and sends it to the Educational Welfare Service.
- Parents should avoid (if at all possible) making medical/dental appointments for their child during College hours.
- A medical note is required after three days of illness.

Lateness

Regular attendance and punctuality are essential to learning. All members of our community are expected to arrive to College and to lessons on time.

Consequences of Lateness

- ❖ Any student who is late to College and has to report to Reception after 8.25am will have a 30 minute detention after school on that day.
- ❖ Any student who has been late to a lesson will have a late to College lunchtime detention
- ❖ Numerous incidents of lateness in a week will result in an after school detention on Friday, which can last up to 90 minutes.
- ❖ Students arriving after 8.35am will be marked as an unauthorised late. Ten

unauthorised lates can result in a fixed penalty notice being issued and the parent receiving a fine.

Holidays in term time

- The Government has urged parents to avoid taking their children out of school during term time because of the negative impact it can have on their child's progress at school.

The College's position is that no holidays will be authorised unless in exceptional circumstances.

Please email info@stjosephscollege.net to request absence in term time.

Government guidance states that attendance should be above 96%.

If a student has attendance of under 92% they are classed as a persistent absentee.

Unauthorised absence may result in a fixed penalty notice of £60 per child for each parent. Parents will need to pay the £60 within 21 days or £120 within 28 days.

Break Time Arrangements

At break time students are expected to be on the ground floor, in the social areas, in the Café area, in The Street or outside.

Lunchtime Arrangements

A wide variety of snack food and hot meals are available.

1. Students queue in an orderly manner.
2. Energy drinks or soda drinks are not permitted at College.
3. Students must be responsible with their litter.

Pastoral Care

The Pastoral Policy of St Joseph's College reflects the values and teachings of the Catholic Church and flows from the College's Vision Statement.

The key pastoral figure is the Form Tutor. They are responsible for monitoring the students' academic progress, behaviour and attendance, and ensuring that care and guidance are provided to meet each individual's social and moral needs.

Every day begins with an act of worship and every lesson begins with a short reflection.

Wider pastoral care is overseen by the Pastoral Team.

Policies:

All College policies can be accessed through the website -

<https://www.stjosephscollege.net/>

For information on the below areas please access the policies section of the website

- The Behaviour Policy
- The Safeguarding Policy
- The Anti-Bullying Policy
- The Uniform Policy

Rewards and Sanctions

Rewards

College staff can reward students in a variety of ways. Commendations and Praise Postcards are awarded to recognise student excellence in the classroom, with the points from these rewards being logged on each student's Schoolbase record. Totals of these will be calculated at the end of Terms 2, 4 and 6 and where appropriate a Bronze, Silver or Gold certificate will be presented to the student who has achieved the required number of reward points.

Students will also be nominated for Leading Learner awards by their class teachers and tutors every term. Certificates and awards are presented to students in termly Celebration Assemblies.

Sanctions

Staff can award a range of sanctions to manage behaviour. College staff have a statutory power to put students aged under 18 in detention. This sanction can come in a variety of forms (C1, C2, C2A and C2LG detentions are of an increasing length). In serious cases students can be internally excluded in the College Seclusion Room (C3 Sanction) or Fixed Term Excluded for a period of time between 1 and 5 days. In the most extreme cases the Executive Principle can Permanently Exclude a student.

For further information see St Joseph's Behaviour Policy on the College website.
<http://www.stjosephsCollege.net>

Homework

Your child will be set appropriate homework tasks every week. Facilities are available for students to get help with homework at lunchtimes and after College. The Independent Learning Centre will be open until 5pm Monday to Thursday, 3.00pm Friday. There are also homework clubs after College.

Monitoring Students' Progress

At St Joseph's, we firmly believe that monitoring students' progress is not only a personal motivator in learning, but also allows parents and teachers to provide appropriate support and set realistic targets for future attainment. Reports are available to view on school base. The Monitoring System consists of the following:

Progress Review

These occur once a year and they outline the students' progress, behaviour, effort in lessons, homework and provide a GCSE indicator banding in KS3 and a target grade in KS4.

Full Report

These occur once a year and give a more detailed outline of a student progress and will also give areas and topics student need to improve on to ensure continued progress in that subject.

Subject Teacher / Parent Evening

Parents and subject teachers meet to discuss students' progress to date and set targets for future attainment. Reports are available to view on Schoolbase. Please refer to the College website for dates.

Parent Portal using Schoolbase

The College has a computer based package which allows Parents/Guardians to be able view student College records online. This is a very valuable resource to

Parents/Guardians and along with email communication, is the main way for you to receive information about your child/ren. We recommend that you view the Parent Portal records for your child/ren on a regular basis as information is updated on a daily basis.

Information available includes:

Attendance records: If your child/ren has/have been marked as absent or late to the main registration periods, these will be visible to you.

Student Reviews: Student assessments are undertaken throughout the Academic Year, when these are published they will be visible to you via your child/ren's Parent Portal page. The facility is available for you to be able to print the reviews at home if you wish to have paper copies.

College Calendar: This allows you to see all of the key dates for your diary relating to College activities and events, such as Parents Evenings, College performances, vaccinations, trips etc.

Timetable: This allows you to view your child/ren's 2 week timetable. This will mean that should they need to bring something with them to a particular lesson, you can view when that lesson occurs.

Rewards and Sanctions: Staff can award Commendations and other awards to your child/ren, in addition to any Sanctions that may apply. Parent Portal allows you to view if your child/ren has/have received any.

Student Exams: When your child reaches an examination, information relating to their exams will also be available for you to view. This will include their entries and exam Timetable.

Personal Details: This will give you access to the current contact details held for you by the College. It is important that these are always up to date so that in the event of an emergency the College can always contact you as soon as possible.

It is possible for you to make amendments to some areas of data yourself. For example, if you change your telephone number.

Issue Procedure

When your child/ren's Parent Portal record/s has/have been created, you will be sent an invitation to visit the College to complete the registration process for your child/ren.

In order for us to proceed with the issuing of your access, we need to undertake a data confirmation process. We require you to provide a form of primary identification, which can be either a passport or driving licence, and proof of your current address. This can be a named utility or council tax bill where details are printed and not hand written. This is to ensure data is suitably protected.

When the paperwork has been completed, we will then be able to issue you with your access details if a valid email address is held. The system will allow you to change your password to one of your own choice.

If you experience any problems with accessing the system, or if you lose your password, you can contact us by telephone on Tel: 01793 714200 or by e-mail to schoolbase@stjosephsCollege.net

Other Matters:

Lost Property

Lost property can be found in the Front Office. To facilitate the rapid return of lost items, please ensure they are clearly marked with the child's name.

Payment for food, equipment and activities

The College is now cashless. There is a cash loader machine situated in The Street to which students can use to load money onto their card, or parents can digitally pay for visits using ParentPay.

ParentPay

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment system to pay for trips and all other school activities. This can be done online using a secure website called ParentPay or through local stores where you see the PayPoint logo.

Lockers

Each student is provided with a locker free of charge. However, if the key is lost, the replacement cost is £20. Lockers should only be visited before College and during break and lunchtimes.

Sickness During the College Day

Students who feel unwell during the school day, must seek written permission from the subject teacher before reporting to the Medical Room. The Medical Officer is a First Aider and can provide initial help or treatment of a sudden illness or injury until your parent is able to collect or take you to see a doctor. However, if you have been vomiting or had diarrhoea and are sent home, you should not return for 48hrs and are symptom free. First aiders can not diagnose illnesses or prescribe any medicines. Students who are too ill to remain in College will need to be collected by an appropriate adult.

Emergencies

- If a student needs to contact his/her parents/carers urgently, they must speak to their Student Manager first who may contact them if appropriate.
- Students should not phone home in an emergency without permission.
- If parents need to contact children urgently, they should phone Reception and a message will be relayed promptly.

Care of Property

Students are responsible for any books (exercise books, textbooks, library books and diary) which are issued to them. If these books are lost or damaged, they will be required to pay the cost of a new one. Students should have a College bag that is suitable for carrying all their equipment. Please could students ensure that they securely lock their bicycle each day.

Damage to Property and Defacement of Property

If your child defaces property by writing on it, he or she will be required to remove the writing. A child who damages College property will be asked to pay towards its repair or replacement.

Personal Belongings

The College is not covered by insurance in case of damage, loss or theft to any item in College, including bicycles or any other form of transport. All possessions brought to College should be clearly marked with your child's name. Money and valuable items should not be brought to College except when it is absolutely necessary. Money should

not be brought to College. Students should use lunch cards and ParentPay to purchase lunch and pay for school events as necessary.

The College cannot take responsibility for damage to, or loss or theft of, any personal belongings brought onto the premises. Valuables must not be taken into the PE changing rooms, and must be locked away securely in lockers during PE lessons.

Mobile Devices

We do accept that parents and carers give their children mobile phones to protect them from everyday risks involving personal security and safety. A mobile phone gives parents and carers reassurance their child can contact them if they find themselves in difficulties when travelling to and from College. However, our core business of teaching and learning must be conducted in an environment free from unnecessary distractions or disruptions which are often caused by mobile devices.

Students are not allowed to use their mobile phones and other electronic devices when in College. Students will be expected to keep their phones and other electronic devices in their lockers or bags. This includes all accessories associated with the device. Students will not be allowed to access these devices during social times.

Students taking part in examinations are not allowed to wear 'smart watches.'

If students use mobile phones in College they will risk having the device confiscated for the duration of the working day and a sanction given to them for breaching rules.

Please see the website for St Joseph's Catholic College Technology Resources Policy

Responsibility for mobile phones:

The College accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and students to ensure mobile phones are properly insured.

Social Networks

The expectation is that if students use Social Networking sites, this should be done in a positive way. Any Internet activity which impacts negatively on students, staff or College life will be taken seriously. Parents are advised to contact the College with concerns rather than use the Social Networking sites to address problems or concerns directly with the other party.

Safeguarding

Any person who has knowledge, concern or suspicion that a child or young person is being abused or is at risk of abuse has a duty to refer their concerns. This includes: failure to thrive, neglect, emotional/physical or sexual abuse.

Designated Safeguarding Lead (DSL)	Mr A Stoten
Deputy (DSL)	Mrs N Grace and Mrs C O'Connell
Designated Senior Manager for Allegations	Mrs H Peace
Nominated Governor responsible for Safeguarding	Mrs E Barrett

Useful Documents and Contacts

General

- St Joseph's website: www.stjosephsCollege.net
- Family Lives
0808 800 2222 www.familylives.org.uk
- Childline – Free support for children and young people on bullying, peer pressure, health, alcohol, etc.
0800 1111 www.childline.org.uk
- NSPCC helpline
0808 800 5000 www.nspcc.org.uk
- Swindon Young Carers www.swindoncarers.org.uk
01793 531133

Bullying

- Anti-Bullying Alliance www.anti-bullyingalliance.org.uk
- BullyingUK www.bullying.co.uk
- Kidscape preventing bullying protecting children
08451 205204 www.kidscape.org.uk

Drugs

- Talk to Frank – National Drugs Helpline providing free and confidential information and advice to anyone who has concerns about drug misuse
0800 776600 www.talktofrank.com
- The Society for the Prevention of Solvent & Volatile Substance Abuse
www.re-solv.org

Emotional Wellbeing/Mental Health

- YoungMinds is the national charity committed to improving the emotional wellbeing and mental health of children and young people
www.youngminds.org.uk

- MindFull is a service for 11 to 17 year olds, providing support, information and advice about mental health and emotional wellbeing
www.mindfull.org
- Potential Plus UK
www.potentialplus.org.uk
- Beating Eating Disorders
www.b-eat.co.uk
- Mental Health Foundation
www.mentalhealth.org.uk
- National Self Harm Network
www.nshn.co.uk
- Winston's Wish – Provides guidance and information for families of bereaved children
0845 2030405
www.winstonswish.org.uk
- Samaritans helpline
08457 90 90 90
www.samaritans.org

Advice and Counselling

If you need some advice your Student Manager may be able to help or direct you to an appropriate agency. The table includes a list of services that can provide counselling or advice and guidance on a range of issues.

Organisation	Support	Address and Contact
Free School Meals	www.swindon.gov.uk/freeschoolmeals Email schoollunches@swindon.gov.uk	Children's Services Watt Tyler House Beckhampton Street Swindon SN1 2JY 01793 445500
Special Educational Needs and Disability Information Advice Support Service SENDIASS	Advice to parents to help them achieve the most appropriate education for their children. Email fjames@swindon.gov.uk	Helen Hancox 3 RD Floor Watt Tyler West Beckhampton Street Swindon SN1 2JY 01793 466515
College Nurse	5-18 year olds and families. To identify and support individual students with varied medical, social and emotional needs.	Reuben George Centre Royston Road Cavendish Square Park South Swindon SN3 2FD
Parent Support Advisor	Parents of 11-16 years. Offering a listening ear, skills and ideas to support behaviour, attendance. Help with finding information and getting support from other agencies. Email rchivers@stjosephsCollege.net	Ruth Chivers St Joseph's Catholic College Ocotal Way Swindon SN3 3LR 01793 714604
Family Lives (previously known as Parentline)	Confidential and free helpline service for information, advice, guidance and support on any aspect of parenting and family life.	0808 800 2222
On Trak	A counselling service for 14-19 year olds in the Swindon area. Email ontrak@swindon.gov.uk	Clarence House Swindon 01793 612969

Organisation	Support	Address and Contact
U turn	Young people's substance misuse service. Email uturn@swindon.gov.uk	01793 465040
Swindon Walk-In Centre	Anyone can access the walk in centre. To provide treatment for minor illness and injury. No appointment. Assessment by an experienced NHS Nurse. Instant access to health advice and information on other services.	1 Islington Street Swindon SN1 2DQ Open every day of the year including Bank Holidays 08:00-18:00
Swindon Health Centre	Free, confidential sexual health services for young men and women of 12- 19 years, who are sexually active, thinking of becoming sexually active, or who just want advice. Self-referral, walk-in clinic	1 Islington Street Swindon SN1 2DQ 01793 604038
Dental Access Centre	Emergency dental treatment.	1 Islington Street Swindon SN1 2DQ 01793 428509
Swindon Educational Psychology Service	Works collaboratively with schools to raise student's attainment and to promote inclusion and emotional well-being.	Reuben George Centre Royston Road Cavendish Square Park South Swindon SN3 2FD
Swindon Ten-Eighteen Projects (STEP)	A local registered charity providing a safe and supportive environment for children and young people aged 10-18 who are experiencing difficulties in their lives. Email swindonstep@aol.com	Nythe Centre The Drive Nythe Swindon SN3 3RR 01793 714042