

# Parent and Student Handbook 2017 - 2018



## 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 a large amount of information which you will need to know. Students will use it during the induction period and then take it home as a reference document. Keep it near to hand so that you will be able to check if you are unsure about whom to contact at College. The contents can also be found on the College website [www.stjosephscollege.net](http://www.stjosephscollege.net) as well as policies covering behaviour, safety and attendance.*

*In this handbook, you will also find the details of Student Managers and Assistant Principals, who are the people you can turn to for support and information after Form Tutors. Our Chaplaincy Team are also available for support, along with our College Counsellor Mrs Davenport.*

*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*

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## Contacting College

The office is open from 8.00am – 5.00pm.

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. Similarly, if you telephone, we will take a message if the teacher is unavailable and they will aim to return your call within 48 hours.

There is further detail on communicating with the College in our Communications Statement available via the College website.

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

At St Joseph's Catholic College, we are constantly striving to improve our practice. When parents have a concern about their child's education, we hope they would contact us without hesitation. There are existing points of information available to parents.

- Handbooks
- Student Planners
- Schoolbase
- Newsletters
- College Website [www.stjosephscollege.net](http://www.stjosephscollege.net)

If there are problems or concerns the following chart should be used as a guide. The first point of contact should be with a member of staff closest to the problem. We are pleased to note that most problems are quickly resolved at this point.

<b><i>Nature of Concern</i></b>	<b><i>Point of Contact</i></b>
Delivery of lessons	The Subject Teacher
Unresolved delivery of lessons, after consultation with subject teacher	The Head of Department
Unresolved delivery of lessons, after consultation with teacher and Head of Department	Mrs K Sanders - Academic
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 Mr A Stoten - Pastoral

Issue over Health and Safety	Mrs H Peace – Director of Finance and Operations
<b><i>Nature of Concern</i></b>	<b><i>Point of Contact</i></b>
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
Outstanding issues concerning Pastoral information, advice or guidance and after consultation with Head of Pastoral	Mr A Stoten
Admissions Years 6 to 11	Ask for Student Admissions Officer – Ms M Ferris
Sixth Form	Mrs J Baxter
If any of the above are not resolved after consultation with all relevant staff	Mr P Hughes

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

#### Guidelines

1. You should write to, email, or telephone, the relevant member of staff. If telephoning, all staff can be contacted through the main switchboard.
2. If you are contacting a teacher by telephone, you will probably find that he/she will be teaching. Please leave a message and you will be contacted as soon as possible.
3. On receipt of a telephone call, email or letter, staff will contact you within 48 hours to indicate their preliminary action.
4. Investigations can take time, but it is hoped that a fuller investigation / report to parents will be ready within a College working week.
5. Governors can be contacted by writing a letter via the College office. Please direct to the clerk to the Governing body in the first instance.

## 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.

Tutor: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Room: \_\_\_\_\_

Head of Pastoral – Mrs N Grace  
Assistant Head of Pastoral – Ms C O'Connell

Student Managers:  
Mrs B Rudnik  
Mrs J Baxter  
Mr P Morris

Parental Support Advisor  
Mrs R Chivers

Careers/Work Experience	Miss A Green	714200
Principal	Mr P Hughes	714200
Deputy Principal	Mr J Giles	714200
Assistant Principals	Mrs K Sanders	714200
	Mr A Stoten	
	Mrs C Bailey	714200
Director of Operations & Finance	Mrs H Peace	714200
Attendance Officer	Mrs S Attew	714236
Reception	Various	714200

## Address of College

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

Tel: 01793 714200  
Fax: 01793 714270

### Subjects: Who to contact

Subject	Person to contact
Art	Mr N Rutter
Business Studies	Mrs R Eggleston
Curriculum Support	Mrs K Fraser
Design and Technology	Mr J Stather
English	Mrs R Haynes
Flexible Pathway	Mrs M Buckenham
Geography	Mr B Chamberlain
History	Mr S Brown
ICT	Mrs R Eggleston
Mathematics	Mrs K Moss
Modern Foreign Languages	Mr W Taylor
Performing Arts	Mrs M Cooke
PE	Mrs T Foley
Religious Education	Mrs F Payne
Science	Mr M Edwards
World Around us	Mrs K Fraser

The St Joseph's Seclusion Centre (SJSC) is led by the Pastoral Team



## 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.

The daily routine giving times for all lessons can also be found in the Student Planner.

### Attendance

The Attendance Officer works closely with Assistant Principals, Tutors, Student Managers and the Education Welfare Officer (EWO) to monitor student attendance and process the registers and absence sheets for the whole College.

### 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.
- Absence Sheets are issued fortnightly to the Tutor.
- Fortnightly attendance figures given to Student Manager / EWO.
- Students should arrive in College between 8am 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 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 as soon as possible (a telephone call on the first day of absence is expected). A student's absence from College **must** be considered unauthorised until a satisfactory explanation is received from a parent/carer.
- On the first day of absence the College will telephone, text or e-mail, if no contact has been made by the parent.

- If there is no contact after 3 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.

### **Sixth Form Attendance/16-19 Bursary**

Payment of the 16-19 Bursary is conditional on a student's attendance at lessons. Therefore teachers register each Sixth Form lesson electronically.

### **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.



### **Procedures for Lateness**

- ❖ The College bell goes at 8.20am, students are expected to be in registration by 8.25am. If students arrive after this they will be marked late by their Tutor.
- ❖ Students who arrive after 8.25am must report to Reception to record their late arrival.
- ❖ The attendance office runs a daily report detailing any students late to a lesson.

### **Consequences of Lateness**

- ❖ Any student who has been late to a lesson will have a late to College lunchtime detention.
- ❖ Student who have been late 2+ times in one week will also have a 1 hour Leadership detention on Friday at 3.00pm.

## Holidays/Leave of absence 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.**

- DfE research on attendance suggests that we ask two key questions of parents in order to support them and their children during their education:
  - Do you know what your child's attendance is?
  - Do you know what it means?
- If parents/carers find it necessary to take their children out of school during term time, they should in the first instance write to the Principal with the dates of and the reasons for the absence.

## The Importance of Good Attendance

To illustrate, take a Year 7 student who has 90% attendance at the end of the year. Is that good and what does it mean?

**90%** attendance = a **half** day missed **every week!!** Or to put it another way, 1 school year at **90%** attendance = **4** whole weeks of lessons **missed!!** Or to put it another way, 5 years of secondary school at 90% attendance = **half** a school year missed.

What impact might this have on this student's life?

Research suggests that 17 missed school days a year = GCSE grade drop in achievement (DfE).

So, 90% is not as good as it first seemed.

- Parents who need to request leave of absence for their children from College are asked to write a letter outlining the reasons for the request to the Principal. Only in exceptional circumstances will authorised absence be granted.

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.

- In the light of LA guidance, the Governors have agreed that absence from College for periods that are in excess of four College weeks (20 College days) will result in the following:
  - If a student is removed for a period in excess of four College weeks (20 College days) they will be taken off roll and must re-apply for admission to the College; however, the Governors regret they can give no guarantee that they will be able to offer a place.
  - In view of the fact that the College is oversubscribed, there may be other applications for the Governors to consider and any offers made would be in accordance with the oversubscription criteria of the admissions policy.
  - Where cumulatively in the previous 12 months, students have been removed from College in excess of four weeks and there is no satisfactory explanation, the Governors reserve the right to take them off the College roll.

## The Importance of Being Here

Being present in College is key to academic progress. Being absent from College creates barriers to progress and reaching potential. The table below summarises the impact that absence has on progress.

175 non-school days in a year to spend on family time, visits, holidays, shopping, household jobs and other appointments

Attendance/Absence	190 school days in each year	10 days absence 180 days of education	19 days absence 171 days of education	29 days absence 161 days of education	38 days absence 152 days of education	47 days absence 143 days of education
Percentage Attendance	100%	95%	90%	85%	80%	75%
My Target	What is the impact of my attendance on reaching this target?*					
9, 8	9,8	7	6	5,4	3	2
7	7	6	5,4	3	2	1
6	6	5,4	3	2	1	1
5, 4	5,4	3	2	1	1	1
3	3	2	1	1	1	1
2	2	1	1	1	1	1
8	8	7	6	5	4	3
7	7	6	5	4	3	2
6	6	5	4	3	2	2
5	5	4	3	2	2	2
4	4	3	2	2	2	2
3	3	2	2	2	2	1

\*Based on Department for Education Research-grades as result of attendance only-calculated for attendance over the Key Stage.

Please note that levels and grades have changed-see DfE website for more information

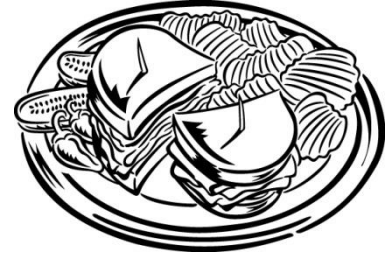
## Break time Arrangements

The Café serves a variety of hot and cold food daily (see example menus on Moodle).

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.

Students may eat in the following areas:

- Café area
- The Street
- Outside Social Areas



Remember the College environment is everybody's responsibility. Please place litter in the bins provided.

All students are asked to queue in a sensible and orderly manner.

## Lunchtime Arrangements

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

1. Students queue in an orderly manner in pairs.
2. If students bring sandwiches to College they must eat them in the areas already mentioned. Stimulant or soda drinks are not permitted at College.
3. Students must clean up after themselves.

*Students should eat only in the designated areas.*

## 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.

### PASTORAL TEAM:

- College Chaplaincy Team
- The Leadership Group
- Tutors
- Student Managers

**REMEMBER:** Every member of staff belongs to the Pastoral Team.

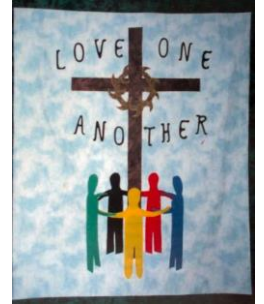
## Anti-Bullying Policy 2017

*“Bullying” is deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.*

**‘Love one another as**

**I have loved you’**

**John 13:34**



### **Context**

In recent years there has been an increasing awareness and understanding about issues relating to bullying and promoting an anti-bullying ethos within the College environment. Bullying, unfortunately, occurs in all schools and it impacts negatively on both students and staff.

Bullying is not acceptable and St Joseph's Catholic College believe it is best prevented through the development of a College ethos based on our Catholic values, mutual respect, fairness and equality irrespective of race, religion, culture, gender, sexual orientation and disability.

### **Purpose**

The purpose of this policy is to enable all staff to deal efficiently and effectively with incidents of bullying in order that all students are able to take full advantage of their learning opportunities. The purpose of the policy is also to enable students to better access support related to incidents of bullying and to understand the College's ethos concerning appropriate and inappropriate behaviour, non-discrimination and equality for all. Parents, staff and students should also be aware of the policy as it will enable a whole-College approach to implementation of the policy.

### **St Joseph's Vision and Values and how this policy support this**

This policy seeks to support the College vision by ensuring all students are supported in their education.

### **Principles**

- All students have a right to be educated in a safe and secure environment and be protected from others who may wish to harm, degrade or abuse them.
- There is no justification whatsoever for bullying behaviour and it should not be tolerated in any form. Differences of race, religion, gender, sexual orientation and disability are absolutely repudiated as reasons for bullying.
- Bullying behaviour is a problem for the bully, the victim, family and the entire College community and should be addressed in positive and constructive ways which provide opportunities for growth and development for the victim and the bully alike.
- Effective management of bullying is a shared responsibility and should involve staff, parents/carers and other professionals and involve students who are the victims or perpetrators of bullying behaviour as well as the bystanders.

- Time and resources need to be invested in the prevention and management of bullying and staff require advice, training and support to manage incidents of bullying with confidence. Students also require, lessons, workshops and assemblies to ensure that they too understand the nature of bullying, how to access support and strategies to prevent the escalation of bullying.

### **Aims of the Policy**

- To fulfil the College's statutory responsibility to respect the rights of children and to safeguard and promote their welfare.
- To ensure parents and carers are aware that the College takes their children's safety and welfare seriously.
- To support all staff in applying the anti-bullying policy consistently, seeking advice where necessary.
- To clarify the College's responsibility for responding to incidents of bullying and to inform all staff and students.
- To raise awareness among staff and students about the issue of bullying and the College's approach through staff training, assemblies and PSHE

### **Definition of Bullying**

Bullying is when someone deliberately hurts another or makes them feel unhappy. Bullying behaviour will be repeated and be difficult to defend against. Bullying may be racist, sexist or homophobic. People can be bullied for any reason: because of the way they look, because of their religion, their age, because of a learning or physical disability, where they live, their family, their social class or how well they are doing at College.

St Joseph's Catholic College takes all forms of bullying seriously and will take action in relation to any incidents which involve racist, religious intolerance (e.g. Islamophobia), sexist, disablist or homophobic elements.

Bullying behaviour may be direct or indirect.

Direct forms of bullying include:

- physical violence or threats
- verbal assault and taunts
- name calling
- the destruction of property
- extortion of money or property
- unwanted sexual interest or contact
- racist abuse
- sexist abuse
- homophobia
- intimidation
- religious intolerance
- disability intolerance

Indirect forms of bullying include:



- ignoring and the withdrawal of friendship
- excluding
- malicious gossip and spreading rumour,
- abusive or oppressive graffiti
- cyber bullying (e.g. malicious email, text messaging or posts on social media sites)

(See also St Joseph's Catholic College E-Safety Policy.)

### What should students do?

If you are being bullied you should tell your Tutor, Student Manager or another teacher who you can trust. It is very important that everyone realises that telling someone is the only way that bullying will be stopped. If you tell someone, the bully will not be allowed to get back at you. If you witness or know about another student being bullied you should do the same thing for the same reasons.

### What should staff do?

All incidents of bullying will be treated extremely seriously and properly dealt with. If bullying is reported to or witnessed by a member of staff s/he will record the details and inform the appropriate Tutor and Student Manager. All incident reports involving cases of bullying will be placed in the appropriate student files.

### What should parents do?

If your child is being bullied or you are aware that another child is being bullied please contact his or her Student Manager or Tutor as soon as possible. The College is committed to working with parents against bullying. We very much value parental support either through information or the reinforcement of the College policy at home.

Students and parents can report incidents to any member of staff or via the confidential student helpline.  
[studenthelpline@stjosephs.swindon.sch.uk](mailto:studenthelpline@stjosephs.swindon.sch.uk)



## **College Uniform/Dress Code**

Members of staff uphold this policy to provide equitable treatment of students as far as is reasonably possible. Sanctions regarding breaches of the Uniform Policy are detailed in the Behaviour Policy.

A student who arrives at College in non-uniform clothing may expect to have his/her parents contacted and might have alternative arrangements for the day, for example, remaining in Seclusion or Pastoral.

Any deviation to the College uniform/dress code can only be agreed by the Principal.

## **Dress Code**

### **Hair:**

Hair styles should be practical, clean and safe. Extreme hairstyles that detract from the smart appearance of the uniform are not allowed. The definition of what is extreme will change with fashion but includes shaven or excessively short hair, hair with patterns cut into it, hair extensions or non- naturally coloured hair. Hair must be one naturally occurring colour. Students growing out one naturally occurring hair colour should dye their hair a colour as close to their natural hair colour as possible to avoid striking two-tone hair. In this, as in other uniform and dress matters, the judgement of the Principal is final.

### **Jewellery:**

One pair of small stud earrings in the ear lobe and one watch only. No other jewellery, including wrist bands are allowed.

### **Piercings**

No other form of body/facial piercings are allowed other than one in each ear lobe.

### **Make-Up:**

No make-up in Years 7 and 8. Discreet make-up in Years 9 to 11. No nail varnish in any year group. 'Gel' nails are not permitted and if the student does not have the means to remove them during the day, they should do so that evening and report with clean nails the next day.

### **Tattoos:**

In compliance with UK Law, a child under 16 years of age may not have a permanent tattoo, no matter the location on the body or the significance of the design.

## Uniform

### 1. Blazer (all students)

Black with red piping and College badge (this is a washable, easy-care blazer). Purchased from the College supplier only. This is a compulsory item and must be worn in College at all times. Teachers may give students permission to remove blazers for particular activities or weather conditions. This will be when the weather is hot or activities require this.

### 2. Shirt (all students)

White shirt with the appropriate collar to wear with a tie. Sleeves can be long or short. Purchased from any supplier.

### 3. Tie (all students)

New clip-on tie. Purchased from the College supplier only.

### 4. Trousers/Skirts

Plain, black trousers or knee length skirt without slits. Skirts should be free moving and not tight against the legs.

Trousers should not be:

- Extremely baggy
- Tight against the legs all the way down
- So short or tapered that they do not overlap with the top of the shoes.

**Short skirts, tube skirts and any type of jeans are unacceptable.**

### 5. Black Shoes

Plain, black sensible shoes with a flat heel and leather/leather style uppers. No logos, coloured flares, coloured stitching, high heels, boots or trainers. No sandals, sling backs or canvas shoes.

### 6. Socks

Plain black socks must be worn with trousers, white socks/ black or natural plain tights with skirts.

### 7. Optional Jumper

Grey 'v' neck with College logo. Purchased from College supplier only.

**NB:** This is **not** a compulsory part of the uniform but may be worn underneath blazers for additional warmth.

### 8. Coats:

A plain solid coloured out-door coat without large logos or writing. Denim jackets, sweatshirts or 'hoodies' are not permitted. Coats are not to be worn in the building and are to be stored in lockers throughout the day.

**NB:** This rule applies when students are travelling to and from College.

## PE Kit

1. Optional Red and Black long sleeved Rugby/Hockey top (recommended for winter season) – purchased from College supplier.
2. Trainers – not boot type trainers.
3. Plain black football/hockey socks (white sports socks to be worn during the summer term only).
4. Plain black shorts (no flashes or logos) can be purchased from the College supplier.
5. Red Polo shirt can be purchased from College Supplier
6. Plain black tracksuit bottoms (no flashes or logos).
7. Towel.

**Items 3 to 7 can be purchased from any supplier.**

The appropriate protective equipment, i.e. shin pads, gum shields, is recommended where appropriate.

## Health and Safety in PE

Jewellery must not be worn during PE lessons due to Health and Safety laws. **We therefore recommend that ear piercing is carried out during the longer holiday periods.**

Long hair must be tied back for PE. If hair is not long enough to be tied back, then an alic band or similar device must be worn to keep hair out of the eyes.

***The College will remove any items not allowed or permitted by College Policies. They will be kept in the Front Office for collection at the end of the College day.***

## Purchasing Uniform

The blazer, tie, jumper\*, and optional red and black long sleeved Rugby/Hockey top \* (recommended for winter season) should be purchased from Academy School Uniforms, either online at [www.academyschooluniforms.co.uk/shop/St-Joseph-s-Catholic-College-.html](http://www.academyschooluniforms.co.uk/shop/St-Joseph-s-Catholic-College-.html), or by phone on 0800 345 7353 or at an event in the College when Academy School Uniforms come onsite to display and sell their uniform at a 'Pop-Up-Shop'. Parents will be informed of all such events.

Parents may buy all other items of uniform from local stores. The College requires that the choice of colour, material and style conform to the uniform requirements stated.

**We recommend that all items of uniform are marked with the student's name.**

\*This item is optional.

## **Rewards and Sanctions**

At St Joseph's we value our students and part of this is high expectations and rewarding the excellent behaviour we see every day. Where students do not meet these standards we challenge, correct and move forward within the range of powers open to us.

The Education and Inspections Act 2006 provides a statutory power for teachers and other College staff to discipline students.

St Joseph's College has a statutory power to discipline students for breaches of College rules, failure to follow instructions or other unacceptable conduct.

The power to discipline is applicable to any student at College and also to misbehaviour by students outside College premises when they are not in the lawful control or charge of a member of staff, so far as this is reasonable.

### **Detention**

- College staff have a statutory power to put students aged under 18 in detention after College sessions and on some weekend and non-teaching days.
- Detentions are lawful within the following criteria:
  - Students and parents have been informed that the College uses detentions as a sanction.
  - The College gives parents 24 hours' notice of detentions outside College sessions.
  - Students can be placed on detention during the College day without parental permission.

### **Confiscation**

- The Education and Inspections Act 2006 confirms confiscation as a legitimate action, but places on teachers a responsibility to demonstrate its justification if required. This is defined as generally 'maintaining an environment conducive to learning... 'Which safeguards the rights of other students to be educated'.

If authority can be shown, the staff member has a defence to all proceedings against him or her 'and is not liable for any damage or loss arising'.

The guidance document can be viewed / downloaded in full or part at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444053/Searching\\_screening\\_confiscation\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444053/Searching_screening_confiscation_advice_Reviewed_July_2015.pdf)

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 which will not always be written. Some older students may be set coursework extending over a period of weeks and they should take responsibility for ensuring they spend the appropriate amount of time on the work each 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. If any student feels they would benefit from having a more structured environment to complete their homework, please contact Assistant Principal for Academic.

### What can parents do to help their children with their homework?

There are many ways in which parents can help and support children with their homework:

- 1 Check presentation, handwriting and spelling.
- 2 Listen to children as they read.
- 3 Ask them to explain what they have been studying.
- 4 If possible, have a dictionary and atlas at home.

Most importantly, parents can help by ensuring that homework is done conscientiously and under the best possible conditions – i.e. in a quiet area, away from distractions and not too late in the evening.

***Parents are asked to sign the planner fortnightly to show that they have seen what homework has been set and have monitored that it has been done.***

### What the staff will do to help your child:

Members of staff will:

- 1 Ensure that the students understand the task that is set.
- 2 Monitor homework handed in and follow up any missing homework.
- 3 Refer serious problems to the Head of Department or Assistant Principal who will inform parents at the end of each term (six terms).

***Please remember:*** if there are any difficulties regarding homework or College work, contact your child's Tutor or Subject Teacher. If we know about the problem, we can help to put it right.

Please support the College in ensuring that the College planner is used properly and ***not defaced*** in any way.

If the College planner is lost or damaged, there will be a replacement cost.



## **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 reports**

These occur once a year and they outline the students' progress, behaviour, attitude to learning homework and a target grade

### **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. Please remember to notify the College if your child/ren will be absent. Matters relating to Attendance should be referred to the Attendance Officer.

**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.

As time elapses the volume of documents published for your child/ren will increase, therefore you can manage the view of the "Recent/Unread Documents" section of the Parent Portal page yourself, this is useful to help you identify any new documents that have been published.

**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. If you choose to do this, please remember to enter key stroke changes carefully as this will update the details held for you by the College.

Alternatively, you can notify the College of any changes to your contact data in writing. Please remember to include the name/s of your child/ren and to sign the notification. Student contact sheets for changes are available on request, or you can write to us by letter.



## **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 visiting the College we will require you to check and sign a confidential document confirming information about you and your child/ren.

### ***This can be done at the College Reception:***

***During Term Time:*** Monday to Friday between 8am and 5pm

***During College Holidays:*** Monday to Friday between 8am and 4pm

***(Please note: The College is closed on Bank Holidays)***

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. You will also receive by email a guide to using the system. Parents living at an alternative address will also be issued with access separately, providing we hold relevant contact information.

When received, we suggest that you try to log on at your earliest convenience. The system will allow you to change your password to one of your own choice. Please keep these details in a secure place as they will provide access to confidential information relating to you and your child/ren.

Following receipt of your log on details, 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](mailto:schoolbase@stjosephsCollege.net) If contacting us by these methods, please remember to include your name and that of the student/s and their Tutor Group/s.

If you do not have an email address and/or do not have access to a computer, the College has made provision for you to access the system within the College, please ask for details.

## **Other Matters**

### **Lost Property**

Lost property should be handed in to Front Office without delay. If you lose something, please enquire at the Front Office and if the item has not already been handed in you should tell your form tutor. To facilitate the rapid return of lost items, please ensure they are clearly marked with the child's name.

### **Food**

Food may only be eaten in the Café, the Street and the Social areas.

Chewing gum, all forms of smoking-related items and alcohol are forbidden in College.

Please put your litter in the bins provided.

### **Lockers**

Each student is provided with a locker free of charge. However, if the key is lost, the replacement cost is £13. 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.

### **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. We would be grateful if you could ensure that your children cover the books they use, in order to protect them. Planners need no extra cover. 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. Please support the College in ensuring that your child respects his or her own and other people's property.

## **Personal Belongings**

**The College is not covered by insurance in case of damage, loss or theft to any item in College property, including bicycles, scooters, mopeds or other vehicles.** 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 but it is to be carried on the owner's person and never left in bags or coat pockets. 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 on to the premises.** All articles should be taken home at the end of the day. During PE lessons, valuables must not be taken into the PE changing rooms and must be locked away securely in lockers during PE lessons. Any PE kit should be taken home regularly for washing.

## **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.

From 1 September 2017 students are not allowed to have their mobile phones and other electronic devices about their person when in College. Students will be expected to keep their phones and other electronic devices in their lockers; they will place them in the lockers upon arrival and can collect them at the end of the College day at 3.00 p.m. This includes all accessories associated with the device. Students will not be allowed to access these devices during social times.

The consequences for using a phone or other devices, or being seen around the College with the paraphernalia associated with these devices (such as headphones or speakers) are as follows:

- o 1st time – confiscation, C2 detention and pick up at the end of the day
- o 2nd time – confiscation, C2A detention and pick up by parents at the end of the day
- o 3rd time – confiscation, seclusion and a meeting with parents to discuss

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

## **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.

## **Responsibility for mobile phones:**

The College accepts no responsibility **whatsoever** 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.

## **What would happen if your phone (or other device) is used for unauthorised taking of pictures?**

You may be liable to legal proceedings in addition to College disciplinary action. Taking someone's picture without consent is an invasion of privacy. Copyright law also applies so you may not take images of any copyright materials. Any picture that includes a person entitles them to determine when and how that image is used. In the case of camera phones, this means you cannot store, transmit or publish pictures of any teacher or student without their proper consent.

## **Educational visits and field trips– are mobile phones allowed?**

Yes - here we recognise they can be useful, but the same rules apply. During teaching or visit time or if a teacher or group leader is giving instructions to the party, they must be switched off and not be in use. Teachers or group leaders will state when phones may be used. The taking of photographs or recording of sound during College visits is NOT permitted unless specifically authorised by a teacher or group leader.

## **Does this mobile phone policy apply to other mobile recording devices?**

Yes – the same Acceptable Use Policy requirements will apply to all such devices. This includes any device capable of taking, playing or recording sound or visual images.

## **Phoning out**

If you are taken ill or have any other kind of problem which might involve leaving College, you must, for health and safety reasons, report this to the College staff and follow their instructions. They alone have the right to decide if you should go home if you are ill.

Please note that the College will not respond with any extra urgency if students phone home with a complaint. All concerns from parents and students must be raised directly with a member of staff and will be dealt with in accordance with College policy.

## **Phone identification and security**

If you do have a mobile phone, it is sensible to ensure that it is clearly identifiable as yours, and, if it has a pin code, keep that completely secret.

## **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 dealt with severely. 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.

## **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.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, you can merge their accounts once logged in.

Your ParentPay account activation codes are issued when your child starts in year 7 however please don't hesitate to call school if you have any problems.

Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date. Once you've activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the school office to request the option of paying in cash at local convenience stores displaying the PayPoint logo. PayPoint payments are recorded by ParentPay in the same way as online payments and may be seen in your payment history under my accounts.

Your support by using ParentPay will help the school enormously.

## Useful Documents and Contacts

### General

- St Joseph's website: [www.stjosephsCollege.net](http://www.stjosephsCollege.net)
- Family Lives  
0808 800 2222 [www.familylives.org.uk](http://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](http://www.childline.org.uk)
- NSPCC helpline  
0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Swindon Young Carers  
01793 531133 [www.swindoncarers.org.uk](http://www.swindoncarers.org.uk)

### Bullying

- Anti-Bullying Alliance [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- BullyingUK [www.bullying.co.uk](http://www.bullying.co.uk)
- Kidscape preventing bullying protecting children  
08451 205204 [www.kidscape.org.uk](http://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](http://www.talktofrank.com)
- The Society for the Prevention of Solvent & Volatile Substance Abuse  
[www.re-solv.org](http://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](http://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](http://www.mindfull.org)
- **Potential Plus UK** [www.potentialplus.org.uk](http://www.potentialplus.org.uk)
- **Beating Eating Disorders** [www.b-eat.co.uk](http://www.b-eat.co.uk)
- **Mental Health Foundation** [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)
- **National Self Harm Network** [www.nshn.co.uk](http://www.nshn.co.uk)
- **Winston's Wish – Provides guidance and information for families of bereaved children**  
**0845 2030405** [www.winstonswish.org.uk](http://www.winstonswish.org.uk)
- **Samaritans helpline**  
**08457 90 90 90** [www.samaritans.org](http://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
<b>Free School Meals</b>	<a href="http://www.swindon.gov.uk/freeschoolmeals">www.swindon.gov.uk/freeschoolmeals</a> Email <a href="mailto:schoollunches@swindon.gov.uk">schoollunches@swindon.gov.uk</a>	Children's Services  Watt Tyler House Beckhampton Street Swindon SN1 2JY  01793 445500
<b>Swindon Parent Partnership Service SENDIUSS</b>	Advice to parents to help them achieve the most appropriate education for their children.  Email <a href="mailto:hhancox@swindon.gov.uk">hhancox@swindon.gov.uk</a>	Helen Hancox  3 <sup>RD</sup> Floor Watt Tyler West Beckhampton Street Swindon SN1 2JY  01793 466494
<b>College Nurse</b>	5-18 year olds and families. To identify and support individual students with varied medical, social and emotional needs.	Elizabeth Jarrett  Reuben George Centre Royston Road Cavendish Square Park South Swindon SN3 2FD
<b>Parent Support Advisor</b>	Parents of 11-18 years. Offering a listening ear, skills and ideas to support behaviour, attendance. Help with finding information and getting support from other agencies.  Email <a href="mailto:rchivers@stjosephsCollege.net">rchivers@stjosephsCollege.net</a>	Ruth Chivers  St Joseph's Catholic College Ocotal Way Swindon SN3 3LR  01793 714604
<b>Family Lives (previously known as Parentline)</b>	Confidential and free helpline service for information, advice, guidance and support on any aspect of parenting and family life.	0808 800 2222
<b>On Trak</b>	A counselling service for 14-19 year olds in the Swindon area.  Email <a href="mailto:ontrak@swindon.gov.uk">ontrak@swindon.gov.uk</a>	Clarence House Swindon  01793 612969



<b>Organisation</b>	<b>Support</b>	<b>Address and Contact</b>
<b>U turn</b>	Young people's substance misuse service. Email <a href="mailto:uturn@swindon.gov.uk">uturn@swindon.gov.uk</a>	01793 465040
<b>Swindon Walk-In Centre</b>	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
<b>Swindon Health Centre</b>	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
<b>Dental Access Centre</b>	Emergency dental treatment.	1 Islington Street Swindon SN1 2DQ 01793 428509
<b>Swindon Educational Psychology Service</b>	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
<b>Swindon Ten-Eighteen Projects (STEP)</b>	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 <a href="mailto:swindonstep@aol.com">swindonstep@aol.com</a>	Nythe Centre The Drive Nythe Swindon SN3 3RR  01793 714042

<b>Organisation</b>	<b>Support</b>	<b>Address and Contact</b>
<b>Swindon Mentoring and Self Help (SMASH)</b>	1 to 1 mentoring for 13-18 year olds. Young people are also given the opportunity to try new experiences to inspire and challenge them.  Email <a href="mailto:admin@smashyouthproject.co.uk">admin@smashyouthproject.co.uk</a>	01793 729748
<b>Children and Family Services</b>	Working with families who may be vulnerable and providing services that can help.	Swindon Borough Council Civic Offices Euclid Street Swindon SN1 2JH  01793 466903
<b>Citizens Advice Bureau</b>	The Citizens Advice service helps people resolve their legal, money and other problems by providing free, independent and confidential advice. <a href="mailto:www.bureau.swindoncab@cabnet.org.uk">www.bureau.swindoncab@cabnet.org.uk</a>	Sanford House College Street Swindon SN1 1QH  08444994114
<b>Mediationplus</b>	Solutions for family and community conflicts. Counselling for children and young people.  Email <a href="mailto:info@mediationplus.co.uk">info@mediationplus.co.uk</a>	34 Milton Road Swindon SN1 5JA  Tel 01793 527285
<b>The Royal College of Psychologists</b>	Downloadable leaflets on a range of issues for young people including anxiety, bereavement, depression, self-harm, ADHD, Surviving Adolescence - a toolkit for parents and many more.  <a href="http://www.rcpsych.ac.uk/mentalhealthinfoforall/youngpeople.aspx">www.rcpsych.ac.uk/mentalhealthinfoforall/youngpeople.aspx</a>	
<b>CEOP Child Exploitation and Online Protection</b>	Provides support and advice to parents about their children's wellbeing and resilience.  <a href="http://www.parentinfo.org">www.parentinfo.org</a> <a href="http://www.ceop.police.uk">www.ceop.police.uk</a>	

## 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)	Mrs K Sanders
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

## The College Position on Drugs

- St Joseph's Catholic College is committed to providing up-to-date, age-appropriate drugs education.
- This will be delivered through the Science curriculum at Key Stage 3 and 4 and the tutorial programme, starting in Year 7 and continuing through to Year 13.
- Structures, procedures, training of staff and links with outside agencies are in place to deal with incidents involving drugs.
- Possession and use of drugs including cigarettes, smoking materials and alcohol in College or during the 'College day' is not acceptable. The 'College day' **includes journeys to and from College**, time spent in extra-curricular activities and all College trips and visits.
- Breaking of these rules may result in consequences such as permanent exclusion.
- The co-operation and involvement of parents and students is sought to ensure that the policy is effective.
- If you suspect someone is involved in taking/selling drugs **'Report it'**.

## Equipment List

### Essential Equipment (which should be named):

All students should have the following equipment with them at all times:

- A sturdy bag for carrying books and equipment.
- Student planner (this will be provided by the College).
- Pencil case containing:

Two black or blue pens	pencil sharpener
A pen of a different colour	ruler
Two pencils	protractor
Eraser	pair of compasses
Colouring pencils	calculator (scientific, available from Mathematics Department)
Pocket dictionary	

### Desirable Equipment

- Small notepad / rough book – to record personal notes
- Plastic wallet / folder – for storing loose worksheets, books
- Glue stick

### For Particular Lessons

P.E.	-	Correct PE kit (see Uniform list). Waterproof bag to carry home kit.
DT	-	Tin to take food home in. Dishes to take food home.
Art	-	An apron is provided. HB, 2B pencil. Eraser & sharpener. Access to colouring pencils/paints/oil pastels at home would be advisable.
French /Italian	-	Dictionary – ask teacher which one to buy.
Mathematics	-	Calculator – see above.

Do contact the College if you need support with purchasing any of the items of equipment above.

## Appendix 1

### Suggested Shopping List for Year 7 in 2017/18

<b>Item:</b>	<b>Required or Optional:</b>	<b>Purchase from:</b>	<b>Are items from 2013/14 uniform policy OK?</b>
Blazer	Required	Academy School Uniforms only	No – new item
Grey Jumper	Optional	Academy School Uniforms only	No – new supplier and new logo
Clip-on tie	Required	Academy School Uniforms only	No – new clip-on style and new logo
White Shirts	Required	Any supplier	Yes for boys. No for girls – monogrammed blouses replaced by plain white shirts with clip-on tie
Black Trousers (or skirts for girls)	Required	Any supplier	Yes
Black shoes	Required	Any supplier	Yes
Black Socks	Required	Any supplier	Yes
Coat	Optional	Any supplier	Yes
Rugby/hockey top	Optional	Academy School Uniforms only	Yes
Trainers	Required	Any supplier	Yes
Black P.E. socks	Required	Any supplier	Yes
White P.E. socks	Required	Any supplier	Yes
Black P.E. shorts	Required	Any supplier	Yes
Red Polo shirt	Required	Any supplier or Academy school	No - grey P.E. shirts with logo
Black Tracksuit bottoms	Required	Any supplier	Yes
Towel	Required	Any supplier	Yes