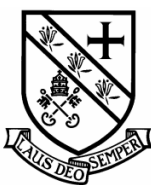


St. Joseph's Catholic College

Parent and Student Handbook 2021/2022

Registered Company Number: 7696999
VAT Registration: 237820893





ST JOSEPHS CATHOLIC COLLEGE

We place our students at the heart of everything we do.

Mission – We are dedicated and proud to provide exceptional, inclusive and inspirational education to students of all faiths, and none, in a Catholic setting. We pride ourselves on providing an aspirational and supportive environment, which enables all of our students to thrive in school and in life.

Vision - Every student leaves us with the education and experiences to enable them to thrive academically and empower them to enrich their own lives, and those around them. Education at St Joseph's takes place in a fully inclusive environment where students learn to value diversity. Students are supported by their peers and inspired by committed staff. Our strong, proactive partnerships help us continually improve our school and sustain excellence.

Dear Parents, Carers 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, teachers, Academic Heads of Year, Pastoral 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.

Contacting College

The office is open during term time from 8.00 a.m. – 4.30 p.m.
Holiday opening hours for the office are 8.00 a.m. – 4.00 p.m.

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

As we continue to deal with Covid restrictions we urge parents to use alternative methods of communication and keep visits to the site to a minimum.

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 Principal - Mrs C Bailey
Concern about a student's academic process across a range of subjects	Academic Head of Year – see page 4 for relevant year group.
General College concerns, tutor group concerns, issues around the College or on the way to College	The Tutor
Unresolved tutor issue in tutor group after consultation with tutor	Pastoral Manager – see page 4 for relevant Key Stage
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	Assistant Principal - Mr A Stoten
Issue over Health and Safety	Principal / Director of Finance - 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	Principal / Director of Finance - Mrs H Peace
SEN provision	SENCO - Mrs K Fraser
Outstanding issues concerning SEN provision after consultation with Mrs Fraser	Principal / Head of School - Mr J Giles
Pastoral information, advice and guidance	Pastoral 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	Assistant Principal - 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	Principal / 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 if you have a problem. If you are not sure whom to ask for please speak to College Reception, 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 for the member of staff 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 Key Stage 3 (Years 7-9)

Pastoral Managers
Mrs J Baxter Key Stage 3 (Years 7-9)
Mrs T Jackson Key Stage 4 (Years 10-11)
Mrs H Johnson Key Stage 4 (Years 10-11)

Parental Support Advisor
Mrs R Chivers (Years 7-11)

Academic Heads of Year
Ms CA Savage Year 7
Mr A Matyla Year 8
Ms A Nimaga Year 9
Ms S Collins Year 10
Mr E Fawcett Year 11

Principal / Head of School	Mr J Giles
Senior Assistant Principal	Mrs T Ash
Assistant Principal	Mrs K Sanders
Assistant Principal	Mrs C Bailey
Assistant Principal	Mr A Stoten

Attendance Officer	Mrs S Attew	714236
Reception	Various	714200

Address of College

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

College Staff Training Days – the College will be closed to students

- 1st September 2021
- 24th September 2021
- 22nd November 2021
- 4th January 2022
- 24th June 2022

Tutors and Subject Leaders

Year 7 Tutor Group	Tutor Name
7 Augustine	Mr O Banks
7 Brigid	Mrs A Harbron
7 Catherine	Ms A Chapman
7 David	Mr D Halpin
7 Elizabeth	Mr P Costa
7 Francis	Mr A Iles
7 Genevieve	Ms CA Savage
7 Hilda	Ms S Jeffries
7 Ignatius	Mrs T Bourton
7 John	Ms S Rowlands
Year 8 Tutor Group	Tutor Name
8 Augustine	Mrs F Payne
8 Brigid	Mrs B Silvester
8 Catherine	Mrs K Parkes
8 David	Ms H Mckenna
8 Elizabeth	Mr A Matyla
8 Francis	Ms N Darko
8 Genevieve	Ms A Farmer
8 Hilda	Mr A Williamson
8 Ignatius	Mr A Grant
8 John	Ms M Wayne-Barwell
Year 9 Tutor Group	Tutor Name
9 Augustine	Ms AM Hayes
9 Brigid	Mr S Gohil
9 Catherine	Ms A Nimaga
9 David	Ms S Curran
9 Elizabeth	Ms T Peattie
9 Francis	Mr L Jackson
9 Genevieve	Mr O Thompson
9 Hilda	Mr B Tew
9 Ignatius	Ms B Gniewek
9 John	Mrs E Montout
Year 10 Group	Tutor Name
10 Augustine	Mr A Cross
10 Brigid	Mrs F Barretto
10 Catherine	Mrs S Reid
10 David	Ms R Kent
10 Elizabeth	Ms G Wray
10 Francis	Ms K Gudgeon
10 Genevieve	Mr S Brown
10 Hilda	Mrs M Temple Richmond
10 Ignatius	Mrs K Gilder
10 John	Ms S Collins
Year 11 Group	Tutor
11 Augustine	Mr E Fawcett
11 Brigid	Mr B Chamberlain
11 Catherine	Ms T Foley
11 David	Mrs K Thornton
11 Elizabeth	Mr D Guererro
11 Francis	Ms L White
11 Genevieve	Ms A Jones
11 Hilda	Ms L Bailey
11 Ignatius	Ms N Almedia
11 John	Mrs M Cooke

Subject	Subject Leader Name
Art	Mr O Thompson
Business Studies	Mr B Chamberlain
Curriculum Support	Mrs K Fraser
Design & Technology	Mr J Stather
English	Mrs R Haynes
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	Ms T Foley
Religious Education	Mrs F Payne
Science	Mrs K Thornton

Attendance – Rights and Responsibilities

Timing of the College day

	Years 7, 8 and 9	Years 10 and 11
Start of the Day	8.35am	9.00am
End of the Day	3.10pm	3.15pm

Please note that there are no restrictions planned for when students can arrive at school in the morning. The school building will open at 7:45 am, and breakfast will be available from 8:00 am. Students from all year groups can come in from 7:45 am

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 14.55 and 15.30. 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.
- College registers are read daily.
- Any student arriving late or leaving College for any reason must report to Reception.
- Any student leaving College must sign out of College at Reception.
- Students are required to discuss absences with form tutors, Pastoral Managers and /or Attendance Officer.

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 will have a 30 minute detention after school on the following day.
- ❖ Any student who is late to a lesson will have a 30 minute detention after school on the following day.
- ❖ Numerous incidents of lateness in a week will result in either a 60 minute after school detention or a 90 minute detention on a Friday.
- ❖ Students arriving after their year group's start time 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.

Every day begins with an act of worship and every lesson begins with a short reflection. Form tutors attend to the everyday needs of their tutees.

Wider pastoral care is overseen by the Pastoral Team. Pastoral Managers support students with pastoral needs in Key Stage 3 and 4.

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 or Student Leader Certificates 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 (C10, C30, C60 and C90 detentions are of an increasing length in minutes). The most common sanction will be the C30, a 30 minute detention that is held the day after the sanction is set. Parents are informed of any detentions by teachers through email. In serious cases students can be internally excluded in the College Seclusion Room (S Sanction) or Fixed Term Excluded for a period of time between 1 and 5 days. In the most extreme cases the Principal 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.

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. Each year group has an Academic Head of Year, who analyses the progress being made by the students and intervenes with those who are experiencing barriers to their learning. These members of staff will communicate with you if there are any concerns about your child's academic progress. Reports are available to view on Parental Portal/Schoolbase. 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's progress and will also give areas and topics student need to improve on to ensure continued progress in that subject.

Subject Teacher / Parent Evening

Parent/Guardians and subject teachers meet online to discuss students' progress to date and set targets for future attainment. Reports are available to view on Parent Portal/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 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.

Parent Portal Issue Procedure – October/ November

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 Student Reception. 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. We request a deposit of £25 be paid to cover the potential loss of the locker keys. This deposit will cover one replacement key, if the original key is lost. However, if the replacement key is lost, there will be an additional charge to provide a new one. Students who are eligible for Pupil Premium Grant funding will have their locker key paid for from this source.

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 parents/carers are able to collect or take students to see a doctor. However, if students have been vomiting or had diarrhoea and are sent home, they 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 Pastoral 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. 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. However, these mobile phones must not be used on the College site. 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

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 Ms C O'Connell
Designated Senior Manager for Allegations	Mrs H Peace
Nominated Governor responsible for Safeguarding	Ms J Higgins

September 2021

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
01793 531133 www.swindoncarers.org.uk

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
- Kooth (Mental Health Support) www.kooth.com
- 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 child's Pastoral 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. Swindon Local Offer - Swindon School Nursing Service	Reuben George Centre Royston Road Cavendish Square Park South Swindon SN3 2FD 01793 465452
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 Ocotol 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
Kooth – Mental Health Support	Kooth.com is an online mental health support system for young people aged 11 -25 in Swindon with free, safe and anonymous wellbeing support and advice. Accessible from any internet enabled device, Kooth is available every day.	2 Eastbourne Terrace, London W2 6LG
On Trak	A counselling service for 14-19 year olds in the Swindon area. Email ontrak@swindon.gov.uk	Clarence House Swindon 01793 612969

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