



PARENT AND PUPIL HANDBOOK

including the parent contract

January 2018

Please note that this information is correct at the time of publication but the information may alter from time to time as policies and procedures are improved or updated.



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The Governing Body

Chair of Governors

Mrs M Warren

Governors

Mrs L Holmes - Vice Chair

Mr A Gillies

Ms S Graybow

Mr P Hicks

Mr D Jasper

Mrs K Flashman Kitson

Mrs S Lewis

Mr N Pockett

Mr T Watkins

Mrs S Rowe

Mr J Thorns

* * * * *

Bankers Barclays Bank PLC, Launceston

Auditors Hodgsons, Launceston

Solicitors Coodes & Company, Launceston

STAFF LIST – 2017/2018

| SENIOR MANAGEMENT TEAM | | |
|-------------------------------|--|--|
| NAME | QUALIFICATION | POSITION |
| Mr Oliver Scott | B.A. (Manchester) PGCE (Roehampton) | Headteacher / English |
| Mr Ian Barton | BSc (Hons) ACA | Bursar |
| Mrs Kathryn Macaulay | B.Ed (Newcastle) | Deputy Head / Head of Seniors / Head of Food Technology |
| Mr Charles Gonella | B.A. Ed (Hons) (University of London) | Head of Juniors |
| Mr Henry Matthews | B.Ed (Hons) Physical Education | Deputy Junior Head / Technical Education Co-ordinator / Year 3 Teacher |
| SENIOR SCHOOL STAFF | | |
| Mr P de Blois | BMus GradDipTeaching (VUW NZ), LTCL, ARSCM | Director of Music |
| Mr M Brown | PGCE(Plymouth) | Economics / PE / History |
| Mrs J Burt | | Humanities |
| Mr B Cardoo | | PE |
| Mrs S Chapman | | SENCO Seniors |
| Mrs K Diffey | BA Hons English and American Literature Warwick University and PGCE Exeter University | English |
| Mr R Duff | B.A History (History) PGCE | Head of Humanities |
| Mrs J Gardner | B.Ed (Hons) (Cheltenham & Gloucester) | Head of PE / Exams Officer / Maths |
| Mrs A Godwin | BSc (Hons) (Ulster) PGCE (Bath) | Science |
| Mrs K Green | B.A, PGCE | Head of Creative Art |
| Mrs R Grigg | B.A. (Hons) (SOAS, University of London), PGCE (Social Science) (Open University) , PGCE (University of St Mark & St John, Plymouth) | Textiles |
| Mrs P Hartley | B.Ed. (Leicester) | SEN |
| Miss A Hemingway | B.Ed (Hons) (Plymouth) | PE / PHSEE / Religious Studies |
| Mrs C Hopkins | | Chemistry |
| Mrs L Houghton | | Design Technology |
| Mr T Knight | BSc (Hons) Royal College of Science(London) PGCE (Nottingham) . | Physics |
| Mr S Matthews | B.A. (Marjon, Plymouth) PGCE | PE / Teaching & Learning Coordinator / Geography |
| Miss K McLean | | Head of Maths |
| Mrs R J O'Brien | B.A (Hons) PGCE (Sussex; Exeter) | Head of English / Drama |
| Mrs M Paton | Masters Degree in English & PGCE MFL | Head of Modern Foreign Languages |
| Mrs B Pearce | | Maths |
| Mrs N Read | PGCE Special Ed. BPhil Autism | Teaching Assistant |
| Mrs C Scott | BA (Hons) (University of Oxford) PGCE (Institute of Education UCL) | Modern Foreign Languages |
| Mrs T Toulouse | BA (hons) (Marjon Plymouth) | ICT |
| JUNIOR SCHOOL STAFF | | |
| Mrs C Clare | NVQ3 | Teaching Assistant |
| Mrs A Hampton | Early Years Professional Status | Early Years Practitioner |
| Mrs B Hawke | Cert.Ed. (University of London) | Reception Teacher/Librarian |
| Mrs H Hudson | B.A Leisure Studies, PGCE | Year 6 Teacher |
| Mrs M Kemp | B.A. (Hons) PGCE (Plymouth) | Early Years / Reception Teacher |

| | | |
|--------------------------|---|---------------------------------------|
| Mrs M Mulroy | B.Ed. (Hons) (University of Plymouth) | SENCO Juniors / Year 5 Teacher |
| Miss S Pars-Rosell | | Teaching Assistant |
| Mrs L Ponting | BHED (Hons) (University of Worcester) | Early Years Practitioner |
| Mrs C Skerry | PGCE Maths BSC Agricultural Economics | Year 4 Teacher |
| Mrs N Smith | B.A, PGCE (Nene; Bath) | Head of Junior Music / Year 5 Teacher |
| Ms K Warren | B.A. (Hons) (Leeds) PGCE | Librarian |
| Miss C Wonnacott | BEd (Hons) Primary (English) University of Plymouth | Year 2 Teacher |
| Mrs L Worden | B.Ed (Hons) Early Years | Year 1 Teacher |
| Mrs T Worth | NVQ3 | Teaching Assistant |
| ADMIN STAFF | | |
| Mrs D Abbot | | Housekeeping |
| Mrs S Bartlett | | Laboratory Technician |
| Mrs L Barton | | Caterer |
| Mr T Cawsey | | Bus Driver |
| Mrs G Colwill | | Office / Admin |
| Mrs H Colwill | | Housekeeping |
| Mr J Conway | | Bus Driver |
| Mrs J Cresswell | | Bursar's Assistant |
| Mr I Gabriel | | Housekeeping |
| Mrs C Gowan | | Headteacher's Executive Assistant |
| Mrs C Heard | B.A. (Hons) Business Studies | Office / Admin |
| Mr P Hine | | Bus Driver |
| Mr G Hopkins | | Bus Driver |
| Mrs T Ivell | | Data / IT Manager |
| Mr C Marshall | | Bus Driver |
| Mr L Marshall | | IT Technician |
| Mrs S Mitchell | | Housekeeping |
| Mr M O'Brien | | Bus Driver |
| Mrs N Redding | | Caterer |
| Mrs L Redding | | Housekeeping |
| Mrs S Sandercock | | Catering Manager |
| Mr A Thetford | | Estates Manager / Bus Driver |
| Mrs R Walker | | Registrar |
| Mrs D White | | Technical Assistant |
| Mr S Wild | | Bus Driver |
| PERIPATETIC STAFF | | |
| Mrs P Barclay | GRSM (Hons), LRAM | Piano, Strings, Singing |
| Mrs N Brice | | Ballet Teacher |
| Mr J Brobin | LTA Level 4 Licenced Senior Performance Coach | Tennis Professional |
| Mrs L Gordon-Clark | | Speech & Drama |
| Mrs J Dobson | | Brass |
| Mr R Jones | LRAM | Piano, Strings, Singing |
| Mrs V Jones | LRAM (RAM London) | Piano, Singing |
| Mrs M Osborne | BA (Hons) LTCL, PGCE | Woodwind |
| Mr M Osborne | BA (Hons) | Guitar, Drums |
| Miss E Packer | BA (Hons), PGCE | Piano, strings |

Welcome to St Joseph's School

The aim of this booklet is to introduce new pupils to St Joseph's and to provide some essential information prior to joining us. It is never possible to foresee everyone's questions, so please feel able to contact us with any queries you may have, either by telephone or email.

Joining a new school is always a challenging time, but we hope we can help everyone make a success of their new venture. There are routines to learn and we shall try to assist this by allocating current pupils as guides and mentors to new pupils. The form tutor/class teacher is there to help the transition and ease everyone into the new environment.

At the start of the Autumn Term there will be a period of induction to acquaint new pupils with their classrooms (Junior School) or tutor bases (Senior School). Pupils start each school day with their tutor/class teacher which is a time when individual problems can be raised. Under normal circumstances the tutor should always be the first point of contact for both pupils and parents. The Deputy Head, who also has responsibility for the Senior School, (Mrs K Macaulay) and the Head Teacher in the Junior School (Mr C Gonella) are also there to help with any difficulties. A full staff and governors list is included.

Our aim is to promote a healthy atmosphere of learning in which all pupils will seek to develop their full potential. In academic matters, we encourage an independent attitude, one where each pupil wants to learn and make full use of the resources and opportunities available. We offer a rich programme of activities at lunchtime and after school to develop other important skills and talents. We hope that new pupils will want to be involved in school life and certainly we expect them to be committed to any activities, either those they choose or those for which they are chosen.

Education is a three-way process, involving pupil, teacher and parent. We seek to embrace all three elements in a successful partnership and we welcome contact between home and school, either in the more formal setting of Parents' Evenings, or in events such as plays, concerts and sports matches, or just in everyday, informal communication between parents and staff.

St Joseph's is a community, working together, with the common aim of achieving the very best outcomes for all. Children who are happy, safe and supported can make excellent progress, and take charge of their learning as they are presented with the opportunities to succeed. The daily life of the school is intended to see the school's aims and ethos in practice. It is a school of which I am extremely proud. Working in partnership we can continue to provide the very best for the children in our care. Please do not hesitate to contact me or my staff should you have any questions about any aspect of life at St Joseph's.

Mr O Scott

This Handbook is organised into four sections so that you can quickly find the information relevant to you.

- ❖ Information related to the **Whole school**.
- ❖ Information specific to the **Senior Department**.
- ❖ Information specific to the **Junior Department**.
- ❖ Appendix

Section 1

Information for all parents and pupils

A brief history of St Joseph's School

The Sisters of the Sacred Heart founded the school early last century. The Dominican Order, under whose guidance St Joseph's grew and prospered, fostering strong links with the community in Launceston, succeeded them in 1915. These traditional Christian values still remain the cornerstone of St Joseph's School, providing an ethos of care and compassion. In 1960 the development of the school was consolidated with the opening of a large new wing, which provided full and up-to-date secondary facilities. 1984 was also an important year, when the control of the school moved from the Dominican Order to a Board of Governors with a lay Headmaster. Since then, the school has grown and developed significantly with improved facilities in all areas and recent years have seen very significant investment and improvement in the school's infrastructure as part of an ongoing commitment to sustainably build for the future.

St Joseph's continues to be a thriving and progressive environment, educating the whole person; a place where high academic achievement is rewarded, where sport, music and a wide variety of other extra-curricular activities are passionately pursued by the entire school and where each pupil is encouraged towards individual personal development.

Routine for the 'First Day'

All new pupils should report to the school office on their first day. They will then be taken to their classroom or tutor base. At the end of the day, pupils will either be collected by their parents from the school foyer, or travel home on school transport.

School Hours

Registration for Senior (years 7 to 11) pupils is at 8.20am. Registration for Junior pupils (Reception to Year 6) is at 8.30am. Pupils may arrive at school at 8am and go to the library where they will be supervised by a member of staff. School lessons finish at 3.35pm in the Senior School, and 3.30pm in the Junior School. Monday to Thursday there are a number of extra-curricular activities for children to take part in or pupils have the option to stay for prep. Junior prep finishes at 5pm, Senior prep at 5.30pm. On Fridays all Senior pupils finish at 3.35pm and all Junior pupils at 3.30pm.

Any pupil arriving late for school should report their arrival to the school office.

Meals

All pupils are provided with lunch. There is a hot meal option, which varies daily, as well as jacket potatoes, pasta, fresh soup and the salad bar. The school is very proud of the quality of food offered and the superb new dining room facility.

The school cannot necessarily undertake to provide special meals, but we do all we can to oblige those on

diets for medical or other reasons. School lunches are included as part of the fee structure.

Communication with the school

School address: St Joseph's School, St Stephen's Hill, Launceston, Cornwall. PL15 8HN

This is the address for all correspondence including the Headteacher and the Chair of Governors.

Telephone:

School office: 01566 772580

E-mail Addresses registrar@stjosephscornwall.co.uk
reception@stjosephscornwall.co.uk
bursar@stjosephscornwall.co.uk
headteacher@stjosephscornwall.co.uk
deputyhead@stjosephscornwall.co.uk
juniorhead@stjosephscornwall.co.uk

Website: www.stjosephscornwall.co.uk

Phones & Mobile Phones

Pupils may go to the School Office to use the telephone. Mobile phones are not permitted in the **Junior School** unless by prior arrangement.

Senior School: Mobile phones may be brought into school but a mobile phone must be switched off for the entire time a pupil is on the premises. This will safeguard pupils taking external examinations at any time for which the consequences of misuse are huge. Pupils will have full responsibility for them. They need not be handed in to a Form Tutor. Should staff see or hear a phone then it should be confiscated immediately. As is common in most schools, parents will be contacted to come into school to collect the mobile phone themselves. If parents wish to contact their children during the day, then they must do so via the school office, which remains open until 5.00pm. All pupils have access to the office phone or Deputy Head / Head of Juniors telephone in an **emergency**.

School Calendar

The school calendar can be found on the online Parents' Portal. Parents are asked to make a note of the dates and to avoid clashes with other events. If a child takes part in any extra-curricular activities and he/she is required for a specific event, e.g. a match, a concert or a production, please ensure that, for the good of the team, the child is present. Some whole school events are stated as being compulsory. If for any reason a child cannot attend, a letter or email must be sent to the Head Teacher in advance, asking permission for a leave of absence.

Parents' Evenings

Formal Parents' Evenings are held for each Year Group at various times during the year and the dates for such evenings are published in the school calendar.

Newsletter - Veritas Update

The school produces a newsletter to keep parents informed of what has been going on in the school. The newsletter is sent by e-mail.

Attendance

Pupils must attend regularly and punctually. No-one is to be absent from the school, except in the case of illness, without the permission of the Head Teacher. Such permission should be applied for using the form included at the end of this handbook, and will be granted at the Headteacher's discretion in line with national guidelines. Parents are particularly requested not to ask for extra holiday during term time. Pupils who are selected for a school activity (e.g. games fixtures, concert) on a Saturday are expected to honour that commitment.

Attendance is compulsory at Prize Giving and strongly encouraged at the School Carol Service (Senior Department).

If your son or daughter is absent from school through illness, please inform the school office by telephone or email on each day of absence. In the interest of pupils' safety, the office will contact parents if a pupil's absence has not previously been reported. Pupils suffering from infectious illness, or who have been in contact with infection, must not return to school until clear of infection. In cases of vomiting and diarrhoea pupils should not return to school within 48 hours of the last incident.

If a pupil needs to go out of school during the normal day, parents must email or call the office / form tutor and the pupil must then sign out in the office before leaving. Similarly, the pupil should sign back in on his or her return.

Illness, medical information and medicines

It is essential that we have up-to-date medical information on all pupils, and parents are asked to complete and return the medical form as soon as possible after receipt. Please notify the school of any future changes as soon as they occur. Medical records are kept in a locked filing cabinet and on the secure Engage Portal System. Pupils with severe allergies are photographed and their photographs published in the Staff Room, Medical Room, Classrooms, Buses and Kitchen. We adhere to the latest Health Protection Agency guidelines.

Please refer to the First Aid, Illness and Medication Policy available on request from the school office.

Clothes and uniform

Separate school uniform lists for the Junior and Senior School are available. Uniform may be purchased from the School Uniform suppliers, via the website.

The School Uniform Thrift Shop

Parents wishing to buy from the thrift shop may contact thrift@stjosephscornwall.co.uk

Marking of property

All items of uniform and all personal belongings brought to school must be marked with the owner's name.

The school has a centralised system for collecting and returning lost property. School reception is the first port of call of lost items, or the PE office in the case of PE uniform or equipment. Unnamed, unclaimed property is kept for a half a term, and if in good condition, will be passed on to the school Thrift Shop.

Behaviour and appearance

Pupils are expected to maintain the highest standard of behaviour both in school and outside. This is especially important when travelling to and from school. Parents are asked to see that their children's uniform complies with regulations and is clean and in good repair. Hair must be kept tidy.

Girls and boys are expected to have their hair tied back and off the face if it is below collar length. Unconventional styles and dyed or bleached hair are unacceptable. Navy blue or black scrunchies/ bands / slides may be worn. Should pupils not comply with school rules on appearance then they may be excluded from school until the matter of concern is addressed.

Jewellery for girls and boys is restricted to one plain stud in each ear and they may also wear a simple chain with a small pendant. Shoes should be clean and school shoes should be polishable. The Deputy Head and Head of the Junior Department will be the arbiters on these issues.

Pupils should move around the school in a sensible and orderly manner. There should be no running in the corridors, and pupils should keep to the left and move in single file on the stairs and where common sense dictates.

Food and drink must be consumed either in the dining hall, at morning break, or outdoors within the school grounds. Please ensure the site is kept tidy for the sake of all at St Joseph's.

Books and stationery

The school provides all textbooks except those required for private Music lessons and dictionaries. Textbooks, which should be covered, are on loan and will be charged for if lost, defaced or damaged.

School stationery requirements (Junior pupils from Year 3 and all Senior pupils)

To be ready and prepared to work, the school requires pupils to have:

- Handwriting pen / Fountain pen / Gel pen
- Coloured pens
- Highlighter
- Pencils
- Pencil sharpener
- Rubber
- Set of colouring pencils
- 30cm ruler
- Scientific Calculator (for Senior pupils - this can be purchased at school)
- Pair of compasses
- Protractor
- Set square
- Scissors
- Glue stick
- Memory stick
- A set of in-ear headphones
- Dictionary (either hard copy or on the iPad)

Please note that tippex is not allowed

A Homework Diary is provided for all pupils Year 3 and above. This must be carried at all times and will be used by staff for messages to parents and vice versa.

Games and PE

Coats, PE kit etc., are to be stored appropriately and with care not to block corridors or exits. Pupils are reminded that they may not borrow PE kit, or any other equipment from another pupil.

Bags should be left at the back of the classrooms or cloakrooms as appropriate, away from the Fire Exits, and all walkways are to be kept clear.

All pupils must take part in school games and PE unless they are excused for medical reasons or by the Head Teacher or PE staff for any other reason.

Anyone wishing to be excused games or PE for any length of time should bring a letter from his/her parents, and, if required, a certificate from a doctor.

Anyone excused games or PE must report to the member of staff in charge before games or PE. **Games kit**

must not be left in school by pupils at weekends but taken home for checking and cleaning. Wet games kit must be taken home that day.

All pupils must change completely, into the correct kit, for games and PE and must always have all their gear available when required. Correct kit can be ordered via the school website or obtained from the Thrift Shop.

Any injury must be reported to the member of staff in charge of the game or lesson.

Mouth Guards / Shin Guards

St Joseph's requires the wearing of custom fitting mouth guard for certain sports. If your son or daughter already has a mouth guard, please check whether it still fits. Growth does limit a mouth guard's life. In addition, all pupils playing football and hockey should wear shin guards.

Property

All school property must be treated with care and used only for its proper purpose.

No unauthorised person must touch any school audio or audio-visual equipment and anyone detailed to move it should do so with care.

Pupils must not interfere with any electrical installation in the school.

No pupil may interfere with anyone else's bags or property.

Any damage occurring in a classroom must be reported at once to the form tutor/class teacher, Head of Junior Department or Deputy Head; damage elsewhere must be reported at once to the Deputy Head. Wilful or careless damage will be charged for.

Parents are strongly advised not to let their children bring large sums of money or expensive items of property to school, as no responsibility can be accepted for their loss or damage. If necessary, such items should be left with the form teacher/class teacher, Head of Junior Department or Deputy Head for safekeeping.

Extra-Curricular Activities

A range of extra-curricular activities take place at lunchtime and after school. A list giving days and times of activities is published every term via the Portal. Parents can sign up for activities as prompted by the Portal.

These activities can change from time to time as the season and other factors dictate.

Parents should ensure that they make arrangements to collect their children promptly at the end of after school activities.

Optional Lessons

Parents wishing their children to have ballet, speech and drama, instrumental and singing lessons, tennis coaching or riding lessons, should inform the office. The school will then contact parents (after liaising with the private teacher who has been allocated to the child) and all arrangements for payment of tuition fees will be dealt with directly with the private teacher. A full term's **written** notice to the teacher must be given if lessons are to be terminated, otherwise parents will be liable for a term's fees.

Transport to and from school

- i) Pupils travelling to school must observe the highest standards of behaviour.
- ii) School uniform must be worn when travelling to and from school on school days. PE kit with a tracksuit and top may be worn when travelling to games matches.
- iii) Pupils should remember they are representing the school whenever they are in school uniform.

School Bus Travel

It is important that the following rules are observed:

- Junior pupils are collected by the bus monitor or bus driver from their Study Room. Unless signing out of school via the office, Senior pupils should not leave study before 4.40pm. All pupils assemble to be registered for their buses at this time and will then go with the bus monitors and drivers to their minibus. Any pupil registered to travel on school buses but who will **not be travelling** for any reason, must contact the office in advance in person, via telephone or by email.
- Pupils must remain in their seats during the journey, and **must wear their seat belts at all times**.
- Pupils must keep the noise level to a minimum, so as not to distract the driver.
- The Office will keep a register of those who are travelling on a daily basis. Anyone travelling on the bus on an 'ad hoc' basis must get clearance from School Office to ensure there is space for the journey.

The school expects the highest standard of behaviour on school transport at all times. Should this not be the case, poor behavior will be addressed.

A verbal warning will be given in the first instance. If a case of poor behaviour occurs a second time, a letter will be sent to parents, outlining the situation. If there is a further problem, then the school reserves the right to exclude a pupil from using school transport for a specified period of time.

Parking and One-way system

In order to ease congestion on St Stephens Hill, parents who drive their children to school are asked to continue up St Stephens Hill, turning right at Roydon Road in order to drive back into Launceston. Parents are also asked to spend the minimum time waiting on the hill either to drop their children off or when they pick them up in the afternoon, and to park with consideration around St Cuthbert's Close.

As the school entrance drive is extremely busy, pupils must use the side pedestrian entrance gate when entering school in the morning and leaving in the afternoon. Please be careful as lighting is minimal after dark. Please do not queue back onto the hill, the gates to the parking will remain closed until 3.15pm.

Respect, Routines and Responsibility

Respect

In our school community everyone is treated with respect and valued for themselves, and this applies to parents, pupils and staff. This means that:

- We treat each other as we would like to be treated.
- We behave in a polite and considerate way.
- We treat people well even if they look, act or think differently.
- We solve disagreements in a peaceful way.
- We speak kindly to each other – we do not shout.

Routines

- We understand that routines help our school to run smoothly and help us all to be safe, happy and successful.
- We listen to instructions and do our best to follow them.
- We keep to deadlines.
- We always try to be on time.

Responsibilities

- We look after our school, our classroom, our friends and ourselves.
- We take care of equipment and use it safely.
- We put our litter in the bins provided.
- We always try to do our best.
- We try to be in the right place at the right time.
- We remember to bring the things we need for each lesson.

CHILD PROTECTION POLICY AND PROCEDURES –Please download the Safeguarding Policy from the school website or request a hardcopy from the School Office.

Child protection statement

The School has a legal obligation to work with other agencies in the protection of children from harm. The policy has been written with due regard to the DfE statutory guidance “Working Together to Safeguard Children”, (March 2015), “Keeping Children Safe in Education” (September, 2016), and Prevent 2015. In addition, it is drawn up with regard to inter-agency and procedures of the Cornwall and Isles of Scily LSCB.

We recognize our moral and statutory responsibility to safeguard and promote the welfare of all our pupils. We provide a safe and welcoming environment where all children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff, whether temporary, permanent or volunteers and governors.

Special Events

Senior Prize Giving and Junior Prize Giving will normally take place in the Summer Term.

Open Days are held throughout the year. They take place during a normal school day.

Friends of St Joseph's

The "Friends of St Joseph's" is a vibrant and forward thinking group of parents and staff at St Joseph's. Past pupils, staff, friends and business people who have an interest in the school are all invited to join.

Parents whose children are current pupils at St Joseph's are automatically members of the "Friends".

Various social activities and events are held throughout the year and the AGM is held in the Autumn Term.

Section 2

Information relating to the Senior School

Tutors

All pupils have a tutor, who is responsible for overseeing their work and progress. The tutor will see their tutees every morning for registration.

He/she will write reports in line with the assessment and marking policy and will be in contact with parents if there is cause for concern at any time. Parents are urged to be in touch with tutors if they wish to communicate anything of a delicate or confidential nature, if they are concerned about any aspect of their child's work, progress or wellbeing, or on everyday matters such as homework, lost property, etc. Specific matters to do with Physical Education should be raised with the Head of PE. If necessary the Deputy Head can be contacted over more serious matters. The best time to see staff is at 3.35pm or by appointment. Staff may also be contacted by email and staff will endeavor to reply within 24 hours.

In all cases, we like to encourage a close rapport between tutors and families. In our experience this relationship can often prevent problems escalating.

The School Day

| THE SCHOOL DAY | |
|----------------|--------------------|
| REGISTRATION | 8.20 |
| LESSON 1 | 8.30-9.30 |
| LESSON 2 | 9.30-10.30 |
| BREAK | 10.30-10.45 |
| LESSON3 | 10.45-11.45 |
| LESSON 4 | 11.45-12.45 |
| LUNCH | |
| LESSON 5 | 13.35-14.35 |
| LESSON 6 | 14.35-15.35 |

Pupils should arrive at school by 8.15am in time to be registered. There are four lessons before lunch and two after lunch. Pupils are not allowed off the premises whilst they are the responsibility of the school.

Afternoon school ends at 3.35pm but extra-curricular activities and prep may be held after this time. Pupils not attending extra-curricular activities should be collected promptly or go to supervised Prep.

Prep

Prep begins at 3.45pm and late prep ends at 5.30 pm. A register of pupils is kept, together with a list of those taking part in extra-curricular activities. Parents should ensure that their child is appropriately registered for Monday-Thursday on the Parent Portal, whether this is to attend a club or activity or to go home. Parents wishing their child to stay on for prep on an ad hoc basis should contact the school office to

ensure registers are accurate. Any pupil who is changing activity for any reason must ensure they notify the appropriate member of staff and sign out in the office if leaving the school.

Curriculum Year 7 & 8

A wide range of subjects are studied by all pupils, including English, History, Geography, PSHEE, French, Mathematics, Science, Art, Design & Technology, Textiles, Home Economics, Music, Religious Studies, Information and Communications Technology and Physical Education. Spanish is introduced in Year 8 and Careers Information is introduced as part of the PSHEE curriculum.

Year 9

This year serves very much as a foundation for GCSE studies and GCSE course begin in some subject areas. Pupils are provided with the opportunity to experience as many subjects as possible before choices need to be made. Science is taught in the three separate subjects of Biology, Chemistry and Physics. Pupils may have taster lessons for subjects they are interested in taking to GCSE that are not taught at KS3, and there is an Options Evening during which parents and pupils are guided through their Options Choices.

Year 10 & 11

Pupils study a core of subjects – English (Language and Literature) Mathematics, and either separate Biology, Chemistry, and Physics or Double Award Science. The core is supplemented by lessons in Physical Education and PSHEE (including Careers). In addition four options are taken. These are chosen from the following: Art and Design, French, Geography, History, Catering, Economics, Drama, Design & Technology, Music, Physical Education, Religious Studies, Spanish, Textiles, Digital Photography and ICT/Computing.

Homework

Homework is set from Monday to Friday. The total amount of time spent on doing may vary, but as a guide, pupils in Years 7, 8 and 9 should have 20-30minutes per subject allocated each evening. In Years 10 & 11, homework will increase considerably, and will vary depending on subjects being studied. Pupils in KS4 should also be using prep and homework time to revise work taught.

Where staff feel that a larger piece of work, project work or coursework is required than the homework time allows, they will build this in over several weeks' work.

The homework timetable will be drawn up in consultation with subject staff and heads of department. The Form Tutor will ensure that the homework timetable is given to each pupil and that it is recorded in the homework diary.

Each pupil is responsible for writing down all homework set, and the date by which work must be completed, in the homework diary.

Parents should check the planner and ensure that the homework is completed. It is the responsibility of the pupil to hand in the homework by the deadline set.

When pupils are away during the day pupils are expected to catch up with the work missed in lessons and

any homework set.

Pupils unable to complete their homework for any reason, or appearing to have to spend excessive time on it, should bring a note from their parents to the teacher concerned explaining the circumstances.

Monitoring of academic work

Record cards and grades (Under review)

Approximately every half term the progress of pupils in Years 7 to 11 is monitored by the completion of a record card. This will contain a grade for effort and achievement in each subject. Parents are asked to sign and return the card, which may be used as a basis for discussion between tutor and pupil.

KS3 & KS4

Report Grade Criteria

Effort

These refer to the pupil's attitude during class and towards their homework. The descriptors below are the same for both Key Stage 3 and 4.

Pupils will be given an effort grade for each subject half termly; this will be dependent on the pupils:

- Effort and application in and out of class
- Attitude to learning

The effort grade criteria are as follows:

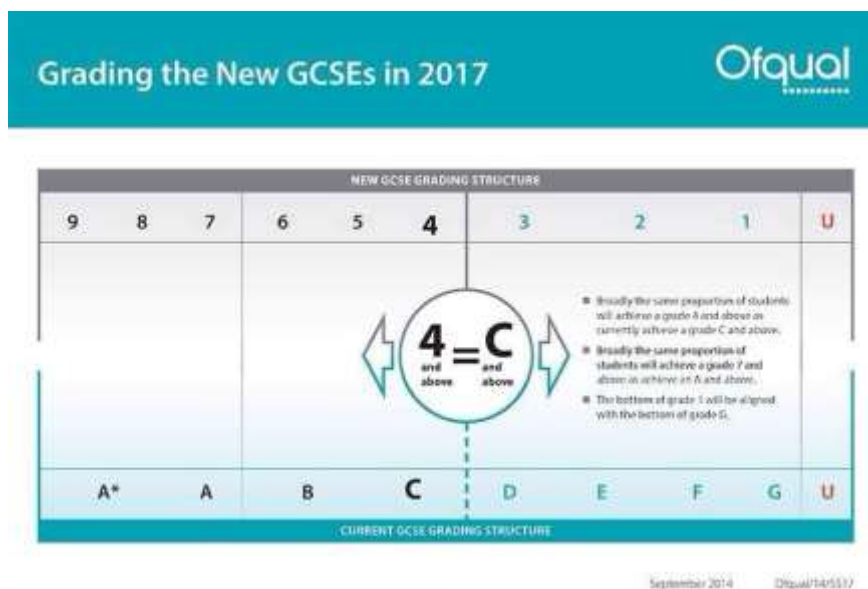
| LEVEL | ASSESSMENT CRITERIA |
|----------|---|
| A | Excellent: on all occasions the pupil has fulfilled and in many cases exceeded the amount of effort expected, in all areas of the subject. Homework is always handed in on time unless there is reasonable justification. |
| B | Good: the pupil has consistently shown the required degree of effort and sometimes has gone beyond what is required in all aspects of the subject. Homework is handed in on time unless there is reasonable justification. |
| C | Inconsistent: Effort is not yet consistently good. This could be because homework is not always handed in on time, they are not fully focused in class, or outside of class, or that participation in class is variable. |
| D | Unsatisfactory: the pupil has shown less than sufficient effort in their studies and lacked focus in class. Homework is sometimes handed in late. |

Attainment for KS3 – under review

| | |
|-----------------|--|
| Level 4 & below | Represent achievement below the nationally expected standard for most 14 year olds |
| Levels 5 & 6 | Represent achievement at the nationally expected standard of most 14 year olds. |
| Level 7 & above | Represent achievement above the nationally expected standard of most 14 year olds. |

Attainment for KS4

GCSE grades will apply. These are A*, A, B, C, D, E, F, G for those pupils in Year 11 and most Y10 classes, but 1-9 for those pupils in Year 10 in English and Maths, in line with new government policy. A visual explanation is below:



Examinations

Internal examinations take place in line with the assessment calendar.

Reports

All pupils receive reports in line with the assessment calendar. The frequency is dependent on year group.

Holiday Homework

We do expect pupils facing exams to do some holiday study; holiday work is set for pupils by subject

teachers as appropriate. Revision would be expected over holidays for these pupils also. Revision sessions are held for Year 11 pupils during the Easter holiday.

Rewards

Merit Marks

Merit points are awarded for things such as a high standard of work, meeting targets, additional research or excellent effort. In addition, these can be gained for helpfulness and politeness, although we do of course expect high standards of all pupils.

Staff will award merit marks and commendations on a regular basis.

Merit Marks are linked to House Competitions and House Cups are awarded at Prize Giving.

Head Teacher's Commendation

Pupils who produce outstanding pieces of work or contribute notably to the wider life of the school may be awarded a Head Teacher's Commendation. Members of staff may recommend work for the above award and the pupil concerned will take the work to the Head Teacher. A Head Teacher's Commendation will then be handed out to the pupil during Assembly.

Certificates of Achievement and Certificates of Endeavour

Certificates of Achievement are awarded by staff for academic work completed to an exceptionally high standard. Certificates of Endeavour are awarded by staff for the extra effort that a pupil has put into their work.

End of Year Form Prize

The Form Prize will be open to everyone within the form and will be awarded to the pupil within the form who has contributed most to the life of the school. It will be judged on participation in House activities, representing the school in areas such as music or sport, together with participation in extra-curricular activities. Personal characteristics such as helpfulness and kindness towards others will also be taken into account

Monitoring/Report Cards

Occasionally there may be a need for additional monitoring of an individual pupil's behaviour or academic effort. We do this by issuing a monitoring card, which is signed by the member of staff for each lesson. This will then need to be signed by their tutor at the end of each day, and parents daily at home. Following a week of monitoring, pupil and tutor will be involved in the discussion as to the next step. This may be that the card is completed, that a second card is issued, or that the behavior has not improved and that this is escalated to the Deputy Head or Head of Juniors for an additional week. In exceptional circumstances this may then lead to a third, Red Report to the Headteacher

The House System

There are four Houses, namely:

Cotehele
Lanhydrock
Pencarrow
Trerice

In order to ensure an even spread of talent amongst the Houses, the Deputy Head, in collaboration with the Head of PE and the Director of Music, divides the new pupils between the four Houses.

A House Captain, together with the Deputy, run each House. House meetings are held on a regular basis during assembly time and House Captains have responsibility for the pupils in their House.

They plan and organise a wide range of House events throughout the year.

Prefects

The Head Teacher, following recommendations from members of staff, appoints the new Head Boy and Girl, Deputy Head Boy and Girl, and Prefects during the summer term. Pupils in Year 10 apply for positions of responsibility and this is a valuable learning process for all involved.

Also, members of staff and all pupils in the Senior School are given the opportunity to recommend pupils in Year 10, for the following positions:

House Captains (4) Deputy House Captains (4)

The Head Teacher has regular meetings with the Head Pupils' Team. The Deputy Head also has a regular meeting with all the Prefects and house teams to discuss various issues. The meeting also acts as a line of communication between pupils, staff and the Head Teacher.

Section 3

The Junior School

The School Day

The school day is from 8.30am until 3.30pm (lunchtime: 12 noon – 1.05pm). On entering school, pupils proceed to their respective classrooms where they will be received by their class teacher (members of staff are usually in their classrooms from 8.15am onward). Pupils should arrive at school no earlier than 8.00am. There is a member of staff on duty in the Library from 8.00am and pupils may go to their classrooms from 8.15am. Blazers, PE bags and schoolbags are kept in the cloakrooms, unless organised otherwise by the class teacher.

At the end of the school day all children (except those participating in after school activities, or staying to Prep) proceed to the Foyer (entrance). On a fine day those children remaining in school for whatever reason should proceed to the playground via the main entrance where a member of staff will supervise them.

Children from Reception will remain in their classroom and await collection by a parent at the end of the session.

Children in Year 1 through to Year 6 should wait in the school foyer where a member of staff will be on duty until 3.40pm supervising the collection of children. At 3.40pm all children not collected should proceed to Junior Prep Play where they will be supervised by the duty teacher. On a wet day, children remaining in school for prep, go to the junior music room unless instructed elsewhere, where a member of the junior staff will supervise them. They will then be collected for their respective after school clubs and at 4:00 all remaining children will begin prep in the library.

Junior Prep & Little Prep

Junior prep is held in the library and prep for pre-prep pupils is held in the study room opposite the library. A register is kept and an online confirmation of children staying to prep is required by the class teacher. Parents are asked to collect their children from the prep room. The senior bus prefects / bus driver collect students who travel by school transport.

The class teacher should be notified of any changes in the normal routine of the child. Any student remaining after 5:00pm will join senior study in the library.

Breaks

There is a morning and lunchtime break when the children are supervised in the play area. Morning break is from 10.45 – 11am. Snacks may be brought in from home to be eaten at these times or purchased from the tuck shop but no glass containers please, and healthy eating is encouraged.

Lunchtime

School lunches are served in the dining room. After lunch the children go outside to play, unless they are participating in extra-curricular activities. On wet days the children remain in the classrooms where the lunchtime supervisor will look after them helped by Year 6 prefects.

Expectations

All pupils are expected to be obedient, polite, courteous and respectful towards one another and to all staff.

Discipline is achieved through positive staff/pupil relationships, which are established as soon as pupils begin school. A strong emphasis is placed on individual and group self-discipline. It is hoped that the caring environment and ethos of the school is mirrored in the thoughts and actions of the children.

The curriculum

The Reception class follows the Foundation Stage Curriculum with the emphasis placed on the basic skills of reading, writing and mathematics. The National Curriculum is followed in Years 1 – 6 at Key Stage 1 and Key Stage 2.

The core subjects - English, Mathematics and Science are allotted priority time within the timetable. The foundation subjects - Religious Education, Geography, History, Music, Physical Education, Art, Craft, PSHEE, Design & Technology and Computing also incorporate the National Curriculum, but flexibility remains for innovative teaching. Specialist teachers are employed for French, Music, Physical Education, Science, IT and Drama. French is taught from Reception .

Children visit the library in class groups, as well as individually. We encourage children to borrow books to read at home and to share with parents. Educational visits outside the classroom are considered a valuable learning experience and relevant visits are incorporated into the curriculum.

Homework

Homework is given informally in Years 1 & 2 at the discretion of the members of staff and formally in Years 3 - 6.

| | |
|--------|-----------------|
| Year 3 | 30 mins approx. |
| Year 4 | 40 mins approx. |
| Year 5 | 50 mins approx. |
| Year 6 | 60 mins approx. |

Reception Class to Year 6 have either Homework Diaries or a School Reading Record in which communication between the class teacher and the parent can take place

Extra-Curricular Activities

We have a varied extra-curricular programme which is communicated to parents at the beginning of each new term via the Parent Portal and pupils are encouraged to take part within the programme both at lunchtime and after school.

Houses

There are four Houses in the Junior Department: St Catherine's, St Dominic's, St Michael's, St Thomas'

On entry into Key Stage 1, all children will be assigned a house. A healthy rivalry exists between houses and children from the same families are put into the same houses.

House points are awarded for good work, effort, being thoughtful, helpful and considerate towards others. Members of staff award the House points. The House Captains and House Prefects collect House points weekly and the totals announced in Assembly at the end of each term. A House Chart is displayed in every classroom.

Throughout the year House competitions are organised by the PE Department in netball, rounders, football, tennis, swimming, cross-country and of course "Sports Day". In addition, there is a yearly House Activity day organised usually in the Summer Term. From September 2017 a termly House Assembly will be taken by the House Captains.

Rewards

Commendation Assembly

Each half-term a commendation assembly is held and pupils from each class are nominated by their class teacher for a certificate to celebrate their achievements within each of the following SEAL topics:

| | | |
|----------|---|-----------------|
| Autumn 1 | – | New beginnings |
| Autumn 2 | – | Friendship |
| Spring 1 | – | Going for goals |
| Spring 2 | – | Good to be me |
| Summer 1 | – | Relationships |
| Summer 2 | - | Changes |

Head Teacher's Commendation

Pupils who produce outstanding pieces of work, or work of a consistently high standard over a period of weeks, may be awarded with a Head Teacher's Commendation. Members of staff may recommend work for the above award and the pupil concerned will take the work to the Head Teacher. A Head Teacher's Commendation will then be handed out to the pupil during Assembly.

Assessment and Reporting

| Assessment and Reporting Programme Early Years and Pre- Prep | Reception | Year 1 | Year 2 |
|---|---|--|---|
| Autumn Term | <p>All About Me leaflet on entry.</p> <p>Learning Journey ongoing observations.</p> <p>Development Matters file.</p> <p>Target setting.</p> <p>October Parents Evening</p> <p>Full written report.</p> <p>Summative Assessment – half termly on ‘My Picture’ sheet.</p> | <p>October Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford Reading Test</p> | <p>October Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford Reading Test</p> |
| Spring Term | <p>Learning Journey ongoing observations.</p> <p>Development Matters file.</p> <p>Target setting.</p> <p>March Parents Evening</p> <p>Summative Assessment – half termly on ‘My Picture’ sheet.</p> | <p>March Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> | <p>March Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> |
| Summer Term | <p>Learning Journey ongoing observations.</p> <p>Development Matters file.</p> <p>Target setting.</p> <p>Summative Assessment – half termly on ‘My Picture’ sheet.</p> | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford</p> | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford Reading Test</p> <p>July Full written report</p> |

| | | | |
|--|---|---|--|
| | <p>Full written report</p> <p><i>Reception - end of EYFS meetings with parents and transition information.</i></p> <p><i>Reception – EYFS Profile results submitted to LEA.</i></p> | <p>Reading Test</p> <p>July Full written report</p> | |
|--|---|---|--|

| Assessment and reporting Prep | Year 3 | Year 4 | Year 5 | Year 6 |
|-------------------------------|--|---|--|--|
| Autumn Term | <p>October Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford Reading Test</p> <p>December Full written report</p> | <p>September: CAT testing</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>Salford Reading Test</p> <p>December Full written report</p> | <p>October Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling test</p> <p>Salford reading Test</p> <p>December Full written report</p> | <p>September: CAT testing</p> <p>October Parents Evening</p> <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Schonell Spelling Test</p> <p>December Full written report</p> |
| Spring Term | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> <p>March Parents Evening</p> <p>Spring Term Report</p> | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> <p>March Parents Evening</p> <p>Spring Term Report</p> | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> <p>March Parents Evening</p> <p>Spring Term Report</p> | <p>Half-termly Assessments in Numeracy and Literacy</p> <p>Salford Reading Test</p> <p>March Parents Evening</p> <p>Spring Term Report Card</p> |

| | Card | Card | Card | |
|-------------|--|--|--|--|
| Summer Term | Half-termly Assessments in Numeracy and Literacy Schonell Spelling Test Salford Reading Test July Full written report | Half-termly Assessments in Numeracy and Literacy Schonell Spelling Test Salford Reading Test July Full written report | Half-termly Assessments in Numeracy and Literacy Schonell Spelling Test Salford Reading Test July Full written report | Half-termly Assessments in Numeracy and Literacy Schonell Spelling Test Salford Reading Test July Full written report |

Reports

School reports are issued twice a year - in December and July.

KS1&2 (Years 1-6)

Report Grade Criteria

Effort

| | |
|--------------------|---|
| A – Excellent | On all occasions the pupil has fulfilled and in many cases exceeded the amount of effort expected, in all areas of the subject |
| B – Good | The pupil has consistently shown the required degree of effort and sometimes has gone beyond what is required in all aspects of the subject |
| C – Inconsistent | Effort is not yet consistently good. They are not fully focused in class, or outside of class, or that participation in class is variable |
| D - Unsatisfactory | The pupil has shown less than sufficient effort in their studies and lacked focus in class |

Attainment

| | |
|----------|--|
| Emerging | The pupil is currently working towards the standard expected for their age |
| Expected | The pupil is currently working towards the standard expected for their age |

| | |
|-----------|--|
| Exceeding | The pupil is currently working above the standard expected for their age |
|-----------|--|

Parents' Evenings

Curriculum meetings are held at the beginning of the academic year when parents can meet the members of staff. It is a good opportunity for new and existing parents to meet the class teacher. Curriculum Advice Documents are sent home in the following two terms.

Two Junior Consultation Evenings are held during the School Year, one in the Autumn Term and one in the Spring Term. An appointment system is used.

Liaison with parents is a high priority in the Junior Department and parents are made to feel welcome. Parents can consult a member of staff at any time throughout the year if they have any concerns or worries. They are encouraged to make an appointment preferably after school.

Section 4 Appendix

General

The possession of tobacco and alcohol or either illegal substances or legal highs is forbidden, as is the bringing to school of any dangerous or illegal items.

The school will take a particularly serious view of any incident of bullying (verbal, physical or cyber), harassment or racial abuse.

No borrowing of money, clothing or equipment is allowed.

Litter should be placed in the bins provided and every effort should always be made to keep the school grounds neat and tidy.

Permission should be sought from the Head Teacher before any activity, which involves the collection of money from other pupils (e.g. sponsorship).

Permission should be sought from the Head Teacher before any contact is made with members of the Press on any matter relating to the school.

The Governors have agreed policies that are available on request from the school office. Guidance on these can be found on the school website.

Pupils are required to be complicit with school rules on safer use of technology and staying safe online.



REQUEST FOR ABSENCE FROM SCHOOL DURING TERM TIME

- Wherever possible holidays should be taken during school holidays and avoiding times when children are taking exams or tests.
- The duration of the absence and the date of return should be agreed by the school before making any arrangements
- Absences interrupt the learning process and, therefore, should be kept to a minimum

Child's NameYear

I request permission for absence for my child(ren) between:

First date of absence

Last date of absence

Total number of days

For the following reason

.....

Signed (Parent) Date

Please return to the school office

Authorisation

The above absence from school has been noted and authorised. A copy of this will be given to the Class/Form Teacher.

Signed:

Date.....



Acceptance Form

We/I* hereby accept the offer of a place at the School forwith effect from the and enclose a cheque for £250.00 as an Acceptance Fee.

We/I acknowledge and agree that the terms and conditions attached to this Acceptance Form which can vary from time to time and forms part of the contract between us/me and the School. In particular, we/I agree to pay the fees and supplemental charges when due.

Before signing this Acceptance Form, you should read the Parent and Pupil Handbook.

We/I acknowledge receipt of a copy of the current conditions within the Parent and Pupil Handbook. We/I agree that we/I and our/my child shall observe and be bound by the conditions within the Parent and Pupil Handbook which can vary from time to time.

| | | |
|------------|------------------|------|
| Signed by: | | |
| | Parent/Guardian* | Date |
| | | |
| | Parent/Guardian* | Date |

* Please delete as appropriate

Please note that each person with parental responsibility for the child is required to sign this Acceptance Form.

St Joseph's School

Terms and Conditions

1. Definitions

(a) In these terms and conditions

"Acceptance Form" means the form provided by the School for parents to complete when accepting a place for their child at the School;

"child" means a child of whatever age admitted by the School to be educated;

"the Complaints Procedure" is the School's procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time, a current copy of which is available on request from the School;

"acceptance fee" means the sum set out in the Schedule of Fees;

"fees" means the fees set out in the Schedule of Fees as amended from time to time;

"Head" means the person appointed by the Governors of the School to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

"Parent and Pupil Handbook" refers to the rules of the School, a copy of the current version of which is available on the school website. www.stjosephscornwall.co.uk

"term" means a term of the School as notified to parents from time to time;

"a term's notice" means written notice given not later than the first day of the term preceding the term to which the notice relates;

"terms and conditions" means these terms and conditions as amended from time to time;

"we" or the "School" means the legal entity carrying on at the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires;

"you" or the "parents" means each person who has signed the Acceptance Form as parent or guardian of a child or who with the School's written consent has subsequently assumed parental responsibility for such child.

(b) The Acceptance Form, the Schedule of Fees, the Parent and Pupil Handbook, the Disciplinary Procedure and these terms and conditions constitute the terms of a contract between you and St. Joseph's School, Launceston. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. Acceptance Fee

- (a) An offer of a place for your child at the School is accepted by you completing the Acceptance Form and paying the Acceptance Fee.
- (b) The Acceptance Fee is not refundable.

3. School Fees

- (a) All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials, shall be met by the fees unless otherwise notified by the School.
- (b) Any extra-curricular activities such as private music lessons, trips and visits in which you agree your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. Transport is also included in supplemental charges. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.
- (c) Each person who has signed the Registration / Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Registration / Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

If your child has been awarded a scholarship or bursary your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn with immediate effect if, in the opinion of the Head, your child's attendance, progress or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced.

- (d) Each invoice must be paid either in full before the first day of term or, if fees are paid by direct debit, in monthly instalments with supplemental charges being collected at the start of each term.
- (e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid. We may make an interest charge of 3 per cent above the base rate for late payment. All amounts outstanding in respect of your child will be recoverable by legal action if necessary, any administrative and legal fees incurred will be for the account of the parent/guardian. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.
- (f) The fees will be reviewed, from time to time, and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.
- (g) Fees and any prepaid supplemental charges will not be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those

examinations no reduction of fees will be made in respect of such periods spent at home. Nor will any refund be given in respect of transport.

4. Notice Requirements

- (a) If you wish to:
- (i) withdraw your child from the School (other than at the normal leaving date);
or
 - (ii) withdraw your child from an activity charged for as supplemental;

you shall either give a full term's **written notice** to that effect or shall pay to the School a full term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

- (b) You acknowledge that the School's affairs are organised on a termly basis and that it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child ceasing to participate in an activity part way through a term.

5. Parent and Pupil Handbook

- (a) It is a condition of remaining at the School that your child complies with the conditions within the Parent and Pupil Handbook as amended from time to time. In particular you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.
- (b) To ensure compliance with the Parent and Pupil Handbook on illegal drugs the Head may require your child to submit to testing for drugs in accordance with suitably approved procedures.
- (c) The School reserves the right to monitor your child's email communication and internet use for the purpose of ensuring compliance with the Parent and Pupil Handbook.

6. Disciplinary Procedures

- (a) The Head may at his or her discretion require you to remove or may suspend or expel your child from the School if it is considered that your child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of your child, staff or other children.
- (b) Should the Head exercise his or her right under sub-clause 6(a) above you will not be entitled to any refund or remission of fees or supplemental charges paid or due and

the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable.

- (d) The Parent and Pupil Handbook sets out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- (e) The Headteacher may in his/her discretion require you to remove or may suspend or, in serious or persistent cases, expel your child if the behaviour of you or either of you is, in the opinion of the Headteacher, unreasonable and affects or is likely to affect adversely the child's or other children's progress at St Joseph's School or the well-being of School staff or to bring St Joseph's School into disrepute.
- (f) Should the Headteacher exercise his/her right under sub clause 6(d) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) nor will the deposit be refunded. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.
- (f) The review of serious disciplinary matters is governed by the Complaints Procedure.

7. The School's Obligations

- (a) Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of his or her schooling.
- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.
- (c) In order to fulfil our obligations we need your co-operation, in particular, by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her studies and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- (d) We undertake not to subject your child to corporal punishment or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (e) If your child requires urgent medical attention while under the School's care we will, if practicable, attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

- (f) Although our prospectus describes the broad principles on which the School is presently run and is believed to be correct at the time of printing it does not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum. We will give parents a term's notice of significant changes in the curriculum and, where practicable, will consult with parents on such changes.
- (g) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if, in the opinion of the Head, the School cannot provide adequately for your child's special educational needs.
- (h) Religious observance at the School shall be conducted in accordance with the Parent and Pupil Handbook.

8. The Parents' Obligations

- (a) It is a condition of your child joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections.
- (b) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.
- (c) The School will be entitled (unless notified otherwise) to treat any communication from any person who has signed the Acceptance Form as having been given on behalf of each such person. Unless other arrangements are agreed between you and the School we shall be entitled to treat any communication from the School to any such person as having been made to each of them.
- (d) The Head must be informed, in writing, of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.
- (e) We cannot accept any responsibility for the welfare of your child while off the School premises unless he is taking part in a school activity or otherwise under the supervision of a member of the School staff.
- (g) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.
- (h) St Joseph's School reserves the right to take appropriate action (including legal action claiming injunctive relief, compensation and legal costs) which may become necessary as a result of any parent or pupil bringing the reputation of either the School, its staff and/or any other parent or pupil into disrepute and/or committing any defamatory act and/or committing any act of malicious falsehood against either the School, its staff and/or any other parent or pupil either in writing, verbally or by

the use of social networking websites. The School takes an extremely dim view of any such conduct and will not under any circumstances tolerate it.

9. Insurance

You must make your own insurance arrangements if you require cover for your child's person or property while at School.

10. Confidentiality and References

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from a reference or report given by us.
- (b) You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of promoting the School's interests.

11. Photographs

Any photograph or image of Pupils taken on School premises or when Pupils are representing the School remain the property of the school to be used in any way that they see fit. If you do not wish for your child to be included in photographs or images please inform the school in writing.

12. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

13. Changes in Ownership etc

For the purposes of reconstruction or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution.

14. Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the School to the postal address or email address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Head and sent to the School's address or email address. If sent by



first class post notice shall be deemed to have been given on the second day after posting.

15. Interpretation

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

16. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

17. Variations

We reserve the right to make reasonable modifications to these terms and conditions from time to time. The School will give you a term's notice of any such modifications