

# **St. Joseph's Catholic High School**

***Business & Enterprise College***

*Founded in 1929*



## **Parents' Information Booklet**

*September 2019 - July 2020*

***Living, Loving and Learning through Christ***

Welcome to St. Joseph's Catholic High School.

I hope this parents' guide will give our parents, carers and prospective parents an insight into the life of our busy, friendly school. St. Joseph's is a school we are all proud of. Our school is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, reliable citizens.

As a Catholic school we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. St. Joseph's has a role in educating children from all backgrounds with many different gifts, interests and abilities so that they will not just be successful on a personal level, but by benefitting from a Christian formation, will be able to contribute to the common good of our society.

We work in partnership with our parents. In this guide, we have presented information that is useful to both students and parents so that we can work more easily together. Communication is key to our school's success. Our pastoral system is made of tutors and a Head of Year. Tutors will make contact with all parents via email at the beginning of the year so that parents have an efficient way of contacting school with any concerns or queries. It is the tutor who has the overview of each student's life in school and who will be best placed to deal with any issues as they arise. A list of tutors and their emails are available on our website.

We are fortunate to have such a talented and hardworking staff who provide an outstanding quality of care and encourage all our children to aspire to achieve excellent results. Staff encourage the children to engage in our wide and varied curriculum and provide an atmosphere where children can fully develop their talents and learn new skills. As a school we offer a wide range of sporting and musical opportunities. Staff regularly go the extra mile in supporting our students and that gives us the 'family feel' we have worked so hard to achieve.

We do have high standards. We are strict but fair about good manners and school rules. Students will try to push our boundaries but a very big reason why we are a "Good" school is because we expect the best at all times. For example, we do confiscate phones, ask students to remove make up, ask for ties to be properly worn and withdraw permission to trips and to Prom. We are very clear in our rules and I am proud that we have such high expectations.

Our website will give visitors a taste of our school as well as providing regular updated information for our parents/carers. Please do not hesitate to contact me if there is anything else you would like to know about our school.

As a Catholic School, we seek to live out the values of Jesus Christ, we promote these values by our words and deeds recognising that every child is unique and is created in the image of God. Jesus told us to "Love one another as I have loved you" and this reminds us every day to go the extra mile for the children within our care.

Miss J A Kennedy  
Headteacher

### **St. Joseph's School Prayer**

Dear Father in heaven,

Thank you for the gift of life you have given us. Thank you for the people you have made us to be.

Help us to live our lives to the full.

Open our hearts to receive your love so that we, in return,  
can show love and respect to everyone in our school community,  
our families and our friends.

Send us your Holy Spirit so we can achieve excellence in our learning and do our personal best in all areas of school life.

May we always live, love and learn through Jesus Christ our Lord. Amen.

## Liturgical Calendar for St Joseph's

EVENT	REASON	DATE	ACTIVITY
ST MOTHER TERESA	Tutor Group Patron	5th September	Acknowledged in Tutor Group or Assembly
ST PADRE PIO	Tutor Group Patron	23rd September	Acknowledged in Tutor Group or Assembly
ST FRANCIS	Tutor Group Patron	4th October	Acknowledged in Tutor Group or Assembly
ALL SAINTS DAY	Holy Day of Obligation	1st November	Mass in Church
CAROL SERVICE	Seasonal Liturgy	Last Day of Term	Service in Church
ASH WEDNESDAY	First Day of Lent	26th February	Mass or service in Church
ST PATRICK	Tutor Group Patron	17th March	Acknowledged in Tutor Group or Assembly
ST JOSEPH'S DAY	School Patron	19th March	Mass in Church (although not a day of obligation)
ST BERNADETTE	Tutor Group Patron	16th April	Acknowledged in Tutor Group or Assembly
ASCENSION DAY	Holy Day of Obligation	21st May	Mass in Church
ST JOSEPH THE WORKER	School Patron	1st May	Acknowledged in Tutor Group or Assembly
YEAR 11 LEAVERS MASS	Last day in school	Year 11 Last Day in School	Mass in Church
ST THOMAS MORE	Tutor Group Patron	22nd June	Acknowledged in Tutor Group or Assembly

## **School Governors**

Mrs J McCrea	Foundation Governor (VICE CHAIR)
Miss J Kennedy	Headteacher
Mr P Hayes	Foundation Governor
Mrs A O'Donnell	Foundation Governor
Mrs P Poole	Foundation Governor
Mrs A Younghusband-Mawson	Foundation Governor
Mrs J McKeating	Foundation Governor
Mr S Maxwell	Foundation Governor
Mr J Callion	Foundation Governor
Father John	Foundation Governor
Mrs D Naylor	LA Governor
Mrs S Porter	Parent Governor
Mr D Dempsey	Co-opted Governor
Mr P Jardine	Co-opted Governor (VICE CHAIR)
Mr J Holliday	Co-opted Governor
Mrs S Houghton	Clerk to the Governors

## **Senior Management Team**

Miss J Kennedy	Headteacher
Mrs D Richardson	Senior Associate Deputy Headteacher
Mr G Hughes	Assistant Headteacher
Mr J Kinsella	Assistant Headteacher
Mr I Nevitt	Assistant Headteacher
Mrs Z Brentnall	Business Manager
Mrs J Gaffney	Senior Administrative Officer

## **Chaplain**

Mr D Harris

## **Leaders**

Mrs A Fillingham	Director of English
Mrs J Gatley	Director of Maths
Mr J Anson	Head of Science
Mr P Hornak	Head of Religious Education
Miss P Jackson	Faculty Leader
Mrs W Lightfoot	Faculty Leader
Mrs G Davies	Faculty Leader

## **Student Welfare & Safeguarding Leads**

Mrs M Eldon	Years 7 & 8
Miss J Davidson	Years 9 & 10
Miss H Donaldson	Year 11

A current staff list can be found on our school website.

**Tutor Groups – Year 7**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mrs R Moody
St Mother Teresa	Mr S Graham
St Padre Pio	Mr C Burkinshaw
St Francis	Mrs K Williams
St Patrick	Miss S Bennett

**Tutor Groups – Year 8**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mr P Andrews
St Mother Teresa	Mrs R Callion/Mrs A Denyer
St Padre Pio	Mrs J Holgate/Mrs A Denyer
St Francis	Mrs J Fowler
St Patrick	Miss L Donaldson

**Tutor Groups – Year 9**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mr B Jackson
St Mother Teresa	Mrs S Thurrell
St Padre Pio	Mr R Gabuguga
St Francis	Mrs E Dodd/Ms R Bell
St Patrick	Mr A Aguila

**Tutor Groups – Year 10**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mr A Redhead
St Mother Teresa	Mrs A Taylor
St Padre Pio	Mr C Morgan
St Francis	Mrs G Carter
St Patrick	Mrs V Hughes/Mrs C Smith

**Tutor Groups – Year 11**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mrs M Kim
St Mother Teresa	Miss C Mason
St Padre Pio	Mrs K Sheckley
St Francis	Mrs A Bell
St Patrick	Mr M Yeomans
St Thomas More	Mrs G Ward/Miss C O'Hagan

## **Information relating to St. Joseph's Catholic High School Safeguarding Policy (Child Protection)**

“All those working in education can contribute to the safeguarding and protection of the welfare of a child in need” - Cumbria County Council Safeguarding Policy.

### **Introduction**

St. Joseph's Catholic High School is committed to ensuring all our students are safeguarded and that student welfare is paramount. As a consequence St. Joseph's Catholic High School will:

- Establish and maintain an ethos where students feel secure and are listened to with an open and positive school atmosphere.
- Ensure that students know that there are adults in school who they can approach if they are worried or in difficulty.
- Include in the Curriculum activities and opportunities for PSHE, Drugs Education and 'Circle Time' which equip students with the skills they need to stay safe from abuse.
- Will make any referrals necessary to Social Care, in keeping with the law, to ensure the well being of a student is safeguarded.
- Ensure that student's identities and images are protected with regard to published information on the school, particularly on web sites and in the media.
- Ensure that the school is always a safe environment

### **Role of the Governing Body.**

Safeguarding Children is a collective responsibility for the whole of the Governing Body. Every School should have a designated Governor for Safeguarding and in this school it is **Dr Patrick Leonard** (who has undertaken Governor's Safeguarding training run by Cumbria Children's Services).

### **Action**

All staff who work in St. Joseph's Catholic High School are in a good position to keep a watchful eye on children and their safety and to protect them from abuse and neglect. If they have concerns they must inform a member of the safeguarding team, Mrs Eldon, Miss Davidson or Mrs Cross led by Mr Kinsella immediately who will take the necessary action. All staff have been trained in relation to safeguarding issues and procedures and they are updated annually. We can assure parents/guardians that all such incidents/allegations are treated with the greatest sensitivity.

The full Safeguarding Policy is available on our school website.



## **The School Day**

8.47	Students in school
8.50	Registration/Assembly
9.10	Lesson 1
10.00	Lesson 2
10.50	Break
11.10	Lesson 3
12.00	Lesson 4
12.50	Lunch
1.35	Lesson 5 & Registration
2.25	Lesson 6
3.15	End of day

## **First Day Arrangements: Wednesday 4th September 2019**

Students in Year 7 are to arrive at school for **8.45 am**.

Students in Years 8, 9 10 and 11 will be arriving in school for **11.00am**.

### **Pastoral Organisation**

When your child commences school on **4th September**, he/she will be a member of a Form under the guidance of a Form Tutor. The tutor is directly responsible for the welfare and progress of students. The tutor will initiate and receive correspondence from parents and handle routine matters.

### **Contacting School**

If you wish to make contact with school our number is **01900 873290**.

If your child is absent from school we would ask that you telephone on **each day** of absence by 9.10 am. Your co-operation is appreciated. The school will determine whether the child's absence will be authorised or not. For repeated or regular periods of illness the school will request verification is provided, such as a medical certificate from the Family Doctor prior to authorising any absence.

We would ask that if you wish to see an individual member of staff that you make a mutually convenient appointment via the school office. Remember your child's Form Tutor is usually the first contact. When visiting the school, parents **must** report to reception, they **must not** go directly to a member of staff or a classroom.

Your child will be asked to provide us with a home contact number and an emergency number in case we need to contact you.

### **Attendance and Punctuality**

Clearly, it is in your child's best interest that they develop sound patterns of good attendance and punctuality. Research shows that children who attend school regularly are more likely to be successful. Children are expected to be in school by 8.47am and in their Form Groups by 8.50 am.

The highest possible standards in pupil attendance are an important expectation which parents and the school share. The school target for each student is 97%; this

figure is set by the school Governors in conjunction with the school Senior Leadership Team. If your child falls into poor habits in this, it will undoubtedly affect their achievement

The school employs an Attendance Officer who works closely with both the Local Authority and key Pastoral staff to support students and families in achieving full attendance. Any pupil whose attendance is less than 90%, and where school interventions have failed to achieve an improvement, will be discussed with the Local Authority Inclusion Officer for advice on next steps.

## **Holidays In Term Time**

We do understand the pressures on families who have other commitments, regarding holidays in term time, *but please be aware that from September 2013, the Department for Education has advised schools that no holidays during term time should be authorised by the school. The Headteacher of each school will still be allowed to authorise absence under 'exceptional circumstances', this would not be for holidays in term time.*

If applying for leave, Parents/Carers should complete a 'request for leave form' which is available from reception, explaining why they request leave of absence, this will only be authorised under exceptional circumstances and will be authorised at the discretion of the Headteacher. The Headteacher would also determine the length of any leave which is granted.

Whilst overall our attendance is above national averages, analysis of our school data shows that holidays taken in school time account for a significant percentage of all absence. More importantly, we all know that there is a very strong link between attendance and achievement. For these reasons you should not expect the school to agree to an absence for a holiday in term time. Please understand that taking a holiday in term time means that your child will miss important school time – both educationally and for other school activities.

Please see our school website in September for further details and a copy of the Local Authority letter. **Under the Local Authority's Code of Conduct, leave during term time could lead to the issue of a penalty notice.**

## **Reading Books**

We promote 'reading for pleasure'. All students are expected to bring their current reading book to school every day.

## **Correspondence to Parents**

The school will be sending most information/letters via e-mail or text so if you have not given your e-mail address or mobile phone number to the office then could you please do so. It is important that **you update** your phone numbers or email addresses with the school when you change phones or e-mail addresses, it is also very important that we have current up to date contact information in case we need to contact you in an emergency.

## **Rewards**

Staff believe that rewards and the liberal use of praise are vital in increasing pupil motivation, encouraging good behaviour and accelerating academic success in school. Our aim is to create a climate that is positive and rewarding for both staff and pupils. Rewards take many forms, including for example; generous use of praise from subject teachers, congratulatory 'post cards' home to parents, from tutors, positive feedback etc.

In both Key Stages 3 and 4 we issue achievement points which enable pupils to receive even more recognition of their efforts, and be rewarded for them. The students with the most points are displayed in the foyer each week.

## **Important Issues Regarding Pupil Support**

It is our primary intention to help your child maximise their potential in school so that they can grow into well rounded individuals. We have found that having regard for the following issues are important in achieving this aim.

### **Classcharts**

All students and parents are issued with a classcharts login/password.

Parents should access classcharts daily to check their child's achievement and behaviour. If a detention is issued, it can be seen on classcharts.

### **Knowledge Organiser**

The Knowledge Organiser (KO) is issued termly and contains key information for each subject. Please sign the KO weekly. The purpose of the KO is to improve communication between school and home and to enable parents and staff to work together to monitor and encourage progress in all areas of school life.

Students are expected to complete at least 10 minutes of homework for each subject.

Homework is seen as an important part of school life. We feel that it helps to make classroom learning more effective and motivates students to work independently. Students are also encouraged to develop good study habits by setting aside time each evening to complete homework tasks.

The Learning Resource Centre at St. Joseph's is open throughout the school day, including before school from 8.30 am, for students to read or do research and homework in a quiet yet inspiring environment, it is also open for use by students after school Monday, Wednesday and Thursday 3.30 pm - 5.00 pm to use the facilities, including broadband and internet access, during term time.

The amount of time for homework in each year per night is as below. The specified time allocations are guidelines only and may be subject to variation at various intervals during the year.

Years 7 – 8	=	30 – 90 minutes per day
Year 9	=	1 – 2 hours per day
Years 10 – 11	=	1.5 – 2.5 hours per day

We also use:-

- *Half Termly Rewards for points logged during that half term*
- *Praise Postcards home*
- *Rewards for 'Pupil of the Month' for Effort and Progress in each subject every month*
- *End of year visits or special event*
- *End of year rewards for best attendance*
- *Verbal praise in class*
- *Written praise in marked work*
- *Sharing and celebrating success during lesson time – use of circle time for pupils to discuss their own behaviour related concerns*
- *Sharing and celebrating success in assemblies*
- *Merits/stickers awarded in lessons for homework, good classwork, being on time regularly, caring for others, helping others, being thoughtful or considerate etc.*
- *Certificates in assemblies which are awarded for a wide range of reasons such as exceptional work, improvement, kindness, Pupil of the Month etc.*
- *Rewards including vouchers and prizes for a certain number of Reward points received*
- *Head teacher's award or certificate for outstanding achievement, progress, improvement, representing the school etc.*
- *Annual Prize Evening to present trophies and certificates for outstanding pupils in specific areas of school.*

## **Code of Conduct for Students**

Staff expect you to:

Before lessons

- Arrive to school by the first bell at 8.47am
- Bring all the equipment you need
- Wear the correct uniform including black leather shoes

In lessons

- Enter the classrooms quietly and begin the activity as directed
- Take out your equipment and place your knowledge organiser on the desk
- Sit where you are told to sit by the teacher or any other member of the school staff
- Follow classroom rules and procedures without arguing
- Be an active learner by engaging in all activities
- Show respect by being silent when asked
- Put up your hand to indicate you wish to speak
- Use appropriate language
- Listen to others' ideas and work co-operatively
- Accept responsibility for your behaviour

Around school

- Move around the building calmly and orderly
- Eat food only in designated areas
- Lead by example creating a good role model for younger pupils in the school
- Consider the needs of all the other people
- Use ICT in accordance with school policy
- Be responsible when using online technologies and not compromise the professional integrity of staff or other adults in the school community
- Report to a teacher or other adult any bullying behaviour by others including bullying with the use of technology (cyber bullying)
- Behave appropriately when outside school
- Be an ambassador for the school

### **Detention**

Our school operates a system where we are aiming to get the best from pupils. If however they consistently fail to respond to this a detention system is in place.

## **St. Joseph's Catholic High School Expects the highest standard of:**

### **Attendance**

You will endeavour to reach or exceed the school target of 97%

### **Behaviour**

You will behave in class in such a way as to add to the good working atmosphere of the room

### **Preparation**

You will come to school prepared for all aspects of the school day including uniform and equipment

### **Relationships**

You will treat your teacher and your fellow classmates with courtesy and respect at all times

## **St. Joseph's Catholic High School**

Will Not Tolerate

### ***Defiance***

- This means never saying no to requests from your teachers or support staff. This means doing exactly what you are asked to do

### **Swearing**

- This means never using abusive language to anyone in and around school

### **Aggression**

- This means never using acts of violence including verbal bullying shown to any member of the school community



## **Wilful Damage and Theft**

- This means never damaging any school property or the property of others or the taking of property or items that does not belong to you without the owner's consent

## **Bullying**

- Our Anti-Bullying Policy reflects; the teaching of Jesus, The Schools Standards and Framework Act 1998, guidance from County's Legal Services and the County Council's insurers. Should bullying occur we will deal with it as outlined in our policy and the first person to contact is your child's Form Tutor

## **We believe:**

- All students and staff have the right to feel happy, safe and included
- Students and staff have the right to work in an environment without harassment, intimidation or fear
- Bullying of any sort, is therefore unacceptable and will not be tolerated

## **Mobile Phones**

Pupils may bring in a mobile phone but they are not permitted to use it from when they enter until they leave the school site. Phones are best kept in a pupil's locker. If a phone is seen or is known to have been used in school it will be confiscated and returned only to a parent at the end of the next working day.

Please note that if a phone is confiscated on a Friday it will not be returned until the end of the day on the following Monday.

## **Expectations for acceptable use of the Computer Network & Internet**

The computer system is owned by the school and is made available to pupils to further their education. The school's **Acceptable** Use Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or monitor Internet sites visited.

All Students are expected to complete and sign a copy of the School's **Acceptable Use Policy**, agreeing to comply with the school's expectations on the use of ICT equipment. This form is also countersigned by a parent or guardian,

The details of this policy are shown below.

I will access the system only using my own individual username and password, which I will keep secret from other people.

I will not access other people's files or folders.

I will only use the computers for school work or homework.

I will **not** bring in CDs to use on the network.

I will not use Floppy disks or USB flash drives that may contain files that may damage the network. (If in any doubt contact ICT Technician).

I will **not** try and access parts of the network that I DO NOT have permission to access.

I will only E-mail people that I know and/or people my teacher has approved.

I will **not** send anonymous messages or use threatening, abusive or obscene language. If any such messages are sent to me I will inform my parents and teacher. I know that my report will be confidential and is done to protect other pupils and myself.

I will **not** give my home address or telephone number, or arrange to meet someone, unless my parents, guardian or teacher has given me permission.

I understand that I must **not** use the network to access inappropriate materials such as pornographic, racist or offensive material.

I will not use the network to play any games unless of an educational nature AND approved by my teacher.

I will not try to access social networking and Forum based websites.

I know that the school may monitor my access to the network at any time.

I know that the school will monitor my internet access and report any inappropriate websites to parents.

I know that the school may check my computer files.

I will not attempt to circumvent the Web filtering software.

I know that if I break any of these rules I will be appropriately punished and my parents informed. If I continue to misuse the ICT equipment I may be banned from using it which will then have a negative effect on my work and exam results.

## **Lockers**

All our pupils are allocated a locker. This is a secure place for bags, coats and personal valuables. There is a charge of £5.00 for a contribution towards the cost of a locker and key. The cost of a replacement key is £3.50

## **General Information Regarding School Procedures**

### **Uniform**

We are justly proud of our high standard of uniform at St. Joseph's. Our expectation is that it is to be worn with dignity at all times, this includes the PE uniform.

We expect all St. Joseph's pupils to look smart and so in addition to wearing your uniform we would ask that you pay particular attention to these four points:

- Only KS4 pupils are allowed to wear foundation (skin tone only) **NO** other make-up is allowed under any circumstances.
- Only natural hair colours are acceptable.
- Unnatural hair colours eg; red, green, blue etc. or extreme hairstyles eg; shaved patterns, Mohicans, stripes, shaved N° 1/non-graded cuts etc. are **not** acceptable.
- If earrings are worn, only **one** pair is acceptable and they must be **small and discreet**. **No other body piercings are allowed.**

- School Blazer
- Navy V necked sweatshirt with badge embroidered on (optional to be worn under blazer)(only available through Termtex).
- White blouse/shirt in polyester/cotton material (not polo type).
- **Navy** dress trousers (hipsters, jeans and leggings are not allowed) or school skirt
- School tie (only available through Termtex).
- Black **flat heeled** leather shoes (not boots or trainers).
- Navy or white plain socks or Navy tights
- Navy/pale blue sports shirt (only available through Termtex).
- Navy PE shorts/skorts.
- Navy polo shirt (available through Termtex with a school badge woven in).
- Navy football socks.
- Trainers (to be worn in P.E. only)
- Football Boots
- Navy school track trousers/leggings worn in winter outdoors. On other occasions it must be with the teacher's permission.
- Shorts must be brought to every lesson.
- It is important for all pupils to have a school bag to carry essential equipment.

Termtex is the company used to supply our school uniform, they visit the school towards the end of June each year, on this day parents can purchase items of uniform. Alternatively order forms are available from Reception which can be sent direct to the company.

It would be helpful if items of clothing were clearly marked with your child's name. Unfortunately, school cannot accept responsibility for lost items.

If parents feel that they might qualify for an Essential Clothing Grant, they should apply to:

Area Education Office (Welfare Section)  
 Blencathra House  
 Tangier Street  
 Whitehaven  
 CA28 7UW

## **Medication**

If your child is prescribed medication then arrangements for its safe administering should be made with the school after a Health Care Plan has been drawn up with Head of Year/Mrs Reynolds.

It is essential that the school is informed of any medical conditions including allergies, asthma etc.

## **Lunchtime**

Facilities are available for students to eat lunches, either a packed lunch or a hot meal, on the school site. All children will remain on site during lunchtime. The school operates a cashless system in the canteen, money can be put on a child's account monthly, weekly, daily etc. either by a child using cash, accessing the Gateway payment system or by the Canteen Manager via a cheque or cash. A record of balance and/or transactions made can be requested by parents at anytime, and can also be viewed via your Gateway account.

## **Parent Pay**

As a school we now use School comms to offer you an online payment method which puts you in control. You can track how much you have paid, see what is outstanding and make payments to school by using your debit/credit card when you log onto [www.gateway.com](http://www.gateway.com). You will be able to pay for school meals; trips; music lessons, food technology lessons etc. PLEASE ENSURE SCHOOL HAS YOUR UP TO DATE MOBILE NUMBER AND E-MAIL ADDRESS ON THE SYSTEM TO ENABLE YOU TO USE THIS FACILITY.

If parents feel that their child may qualify for free school meals application forms are available from the school office and should be sent to:

Area Education Office (Welfare Section)  
Blencathra House  
Tangier Street  
Whitehaven  
CA28 7UW

## **Personal Property**

All our children are growing in levels of maturity and responsibility. This growth may lead them to bring items to school which are inappropriate because of their value or because of a possible danger they may cause to others. We would ask you to encourage them to leave in the safety of your home; aerosols, tippex, sharp instruments, personal stereos etc.

All Bicycles brought into school are done so at the owner's risk and should always be **locked** and left in the bike sheds provided.

## **Food Technology**

As part of our KS3 curriculum at St Joseph's, all students are taught how to cook and create nutritionally balanced meals. We believe that learning to cook healthy and nutritional food and to understand the importance of a healthy balanced diet is an essential life skill.

To help with this we have two different options.

1. We operate a food provision system whereby we charge £25 for the ingredient costs for a year. We can offer payment schemes to make this easier to budget for and we are more than happy to work with you to arrange this.
2. Your child can bring their ingredients in on an individual lesson basis, please find below a web link for our week by week recipes for you to provide your child with ingredients to make their dish.

<http://stjosephfood.weebly.com/year-7-recipes.html>

<http://stjosephfood.weebly.com/year-8-recipes.html>

## **TERM DATES**

### **Autumn Term:**

School opens	Wednesday 4 <sup>th</sup> September 2019
School closes for half term	Friday 18 <sup>th</sup> October 2019
School re-opens	Monday 28 <sup>th</sup> October 2019
School closes for Christmas	Friday 20 <sup>th</sup> December 2019

### **Spring Term:**

School opens	Tuesday 7 <sup>th</sup> January 2020
School closes for half term	Friday 14 <sup>th</sup> February 2020
School re-opens	Monday 24 <sup>th</sup> February 2020
School closes for Easter	Friday 27 <sup>th</sup> March 2020

### **Summer Term:**

School opens	Tuesday 14 <sup>th</sup> April 2020
School closes for half term	Friday 22 <sup>nd</sup> May 2020
School re-opens	Monday 1 <sup>st</sup> June 2020
School closes for summer	Friday 17 <sup>th</sup> July 2020

### **Bank Holidays:**

Good Friday	Friday 10 <sup>th</sup> April 2020
Easter Monday	Monday 13 <sup>th</sup> April 2020
Early May Bank Holiday	Friday 8 <sup>th</sup> May 2020

### **Inset Days:**

Monday 1 <sup>st</sup> September 2019
Tuesday 2 <sup>nd</sup> September 2019
Monday 6 <sup>th</sup> January 2020

## **Important Dates For Your Diary**

All important times in your child's school life this academic year including our Progress Evenings can be found on the school website.

### **Holy Days within School Term**

St. Joseph's Day	Thursday 19 <sup>th</sup> March 2020
Feast of St Peter & St Paul	Monday 29 <sup>th</sup> June 2020

### **Extra Curricular Sporting Activities/Sports Development**

The role of the Sports Development officer is to offer extra curricular Physical Activity and Health and Well Being opportunities to the Community of Workington. By offering classes such as evening, weekend and holiday based activities the aim is to create more opportunities within Workington. Every School holiday there will be a variety of different inclusive activities on offer to all ages. Many of the evening programmes that we run are targeted at Adults to maintain healthy fitness levels, improve social experiences and create new opportunities currently unavailable to themselves. To find out about classes currently running or to view this Summers holiday programme visit [www.st-josephs.cumbria.sch.uk](http://www.st-josephs.cumbria.sch.uk) or for more information contact Sports Development Officer – David Wise 01900 873290 ex 233 or [dw@st-josephs.cumbria.sch.uk](mailto:dw@st-josephs.cumbria.sch.uk).

**Other extra curricular activities may be arranged throughout the year, which the school will inform you about as the details become available.**



**Useful Addresses:**

St. Joseph's Catholic High School  
Business & Enterprise College  
Harrington Road  
WORKINGTON  
Cumbria  
CA14 3EE

Area Education Office  
Blencathra House  
Tangier Street  
Whitehaven  
CA28 7UW

Director of Education.  
5 Portland Square  
CARLISLE  
Cumbria  
CA1 1PU

## **Free School Meals and Clothing Grants**

Your child may be entitled to free school meals and a clothing grant providing you meet the criteria. We use the Cashless Payment System in school for all our catering and therefore no one knows who is in receipt of free school meals. Once you qualify for this allowance you need not re-apply unless you have a change in circumstances. Any child transferring from a Primary School who is in receipt of free school meals will automatically receive them at St. Joseph's school.

If a child is in receipt of free school meals it entitles the school to receive additional funding. This funding is called Pupil Premium funding. The school uses this money to support pupils through a number of different measures and interventions with a particular emphasis on Maths and English. We also work with pupils in raising their aspirations through a range of extra-curricular provision.

If you are eligible for Free School Meals then we ask you to apply by either obtaining an application form from the school reception or if you require any further information telephoning the School Office on 01900 873290.

## **Parking on Zig Zags/Pelican Crossing**

The Health and Safety Governors of St. Joseph's Catholic High School would like all parents to be aware of the new bus stop and the zig zags outside the school gates and ask you not to park on these while picking up your child/children from school.

During the last academic year this became a major Health and Safety risk to the students leaving the school at home time, so much so that the Governors have contacted the Police and will continue to do so if the problem continues.

In addition, please remind your child that they should always use the Pelican Crossing to cross Harrington Road.

Thank you for your co-operation in this matter.