

Living, Loving,  
Learning through Christ



St Joseph's  
Catholic High School

# Parent's Information Booklet

SEPTEMBER 2020 - JULY 2021

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	4th September <i>(Actual feast day Sat 5th September)</i>	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	5th October <i>(Actual feast day Sun 4th October)</i>	Acknowledged in Tutor Group or Assembly
ALL SAINTS DAY	Holy Day of Obligation	1st November	Assemblies on following week.
CAROL SERVICE	Seasonal Liturgy	Last Week of Term	Services in Church
EPIPHANY	Holy Day of Obligation	6th January	Mass in Church
ASH WEDNESDAY	First Day of Lent	17th 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)
HOLY WEEK	Seasonal Liturgy	29th March	Class liturgies
ST BERNADETTE	Tutor Group Patron	19th April <i>(Actual feast is 16th April - holidays)</i>	Acknowledged in Tutor Group or Assembly
ST JOSEPH THE WORKER	School Patron	30th April <i>(Actual feast is 1st May)</i>	Acknowledged in Tutor Group or Assembly
ASCENSION DAY	Holy Day of Obligation	13th May	Mass in Church

**School Governors for more information see the Govenors section of our website.**

Mrs J McCrea	Foundation Governor (CHAIR)
Miss J Kennedy	Headteacher
Mr P Hayes	Foundation Governor
Mrs P Poole	Foundation Governor
Mrs A Younghusband-Mawson	Foundation Governor
Mrs J M <sup>c</sup> Keating	Foundation Governor
Mr S Maxwell	Foundation Governor
Mr J Callion	Foundation Governor (VICE CHAIR)
Father John	Foundation Governor
Mr A Woowat	Foundation Governor
Mrs D Naylor	LA Governor
Mrs S Porter	Parent Governor
Miss B Rice	Parent Governor
Mr D Dempsey	Co-opted Governor
Mr P Jardine	Co-opted Governor
Mr J Holliday	Co-opted Governor
Mrs S Shields	Clerk to the Governors

## **Senior Management Team**

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

## **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
Mr G Simpson	Faculty Leader

## **Student Welfare & Safeguarding Leads**

Mrs M Eldon	Year 7
Mr T Stuart	Years 8 & 9
Miss K Hodgson	Year 10
Miss H Donaldson	Year 11

**Tutor Groups – Year 7**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mr B Jackson
St Mother Teresa	Mr R Gabuguga
St Padre Pio	Miss J Quint
St Francis	Mr J Taylor
St Patrick	Mr M Yeomans

**Tutor Groups – Year 8**

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

**Tutor Groups – Year 9**

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

**Tutor Groups – Year 10**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mrs M Kim
St Mother Teresa	Mrs C Miller
St Padre Pio	Mrs K Sheckley
St Francis	Mrs G Ward
St Patrick	Miss E Doran/Mrs L Dodd

**Tutor Groups – Year 11**

<b>Tutor Group</b>	<b>Form Tutor</b>
St Bernadette	Mrs J Rae
St Mother Teresa	Mrs A Taylor/Mr J Thorp
St Padre Pio	Mr C Morgan
St Francis	Mrs L Shields
St Patrick	Mrs V Hughes

## **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 Ms D Naylor (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, Mr Stuart, Mrs Hodgson, Miss Donaldson or Mrs Cross led by Mrs Lightfoot 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
9.30	Lesson 1
10.15	Lesson 2
11.00	Lesson 3
11.45	Lunch for Years 7 and 8, lesson 4a for the others
12.30	Lunch for Years 9, 10 and 11, lesson 4b for the others
1.15	Lesson 5
2.00	Lesson 6
2.45	End of Day 7-10, Period 7 for Year 11
3.15	End of Day Yr 11

## **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.

Whilst we want the highest possible standards in pupil attendance and the school target for each student is 97%, in this current crisis we are supporting parents in having to make difficult decisions for their families.

We know that symptoms can be confusing. But we also want parents to be careful and keep their child at home if there is any suspicion that the student might be ill. Students self isolating will be set work via our website.

## **Assemblies**

Assemblies are currently suspended but we have whole school prayer once per week on our virtual meeting system, Teams.

## **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. The students' timetable can also be seen. Parents are able to award achievement points also.

### **Knowledge Organiser**

The Knowledge Organiser (KO) is issued termly for Years 7 and 8 and contains key information for each subject. The purpose of the KO is to ensure parents have a summary of the curriculum taught that term.

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 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

### **Reading Books**

We promote 'reading for pleasure'. All students are expected to bring their current reading book to school every day. Students in Years 7-9 are read to every morning in tutor from a selection of books chosen by school.

## 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, form 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 and shared on social media.

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.*

## **Behaviour**

The school has published all of the Behaviour Policies in the Policy area of the school website, including a code of conduct which is read to students at the beginning of each term.

Please note that our policy on mobile phones:

### **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 are suspended currently.**

## **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.

Our uniform list is on our website under the parents' tab.

Currently students can wear their PE kit on the day that they have PE, as long as they wear their blazer.

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	Thursday 3 <sup>rd</sup> September 2020
School closes for half term	Friday 23 <sup>rd</sup> October 2020
School re-opens	Monday 28 <sup>th</sup> October 2020
School closes for Christmas	Friday 18 <sup>th</sup> December 2020

### Spring Term:

School opens	Tuesday 5 <sup>th</sup> January 2021
School closes for half term	Friday 12 <sup>th</sup> February 2021
School re-opens	Monday 22 <sup>nd</sup> February 2021
School closes for Easter	Friday 1 <sup>st</sup> April 2021

### Summer Term:

School opens	Monday 19 <sup>th</sup> April 2021
School closes for half term	Friday 28 <sup>th</sup> May 2021
School re-opens	Monday 7 <sup>th</sup> June 2021
School closes for summer	Friday 16 <sup>th</sup> July 2021

### Bank Holidays:

Good Friday	2 <sup>nd</sup> April 2021
Easter Monday	5 <sup>th</sup> April 2021
Early May Bank Holiday Monday	3 <sup>rd</sup> May 2021

### Inset Days:

Tuesday 1 <sup>st</sup> September 2020
Wednesday 2 <sup>nd</sup> September 2020
Monday 4 <sup>th</sup> January 2021

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

St Joseph's Day Friday 19<sup>th</sup> March 2021

Feast of St Peter & St Paul Tuesday 29<sup>th</sup> June 2021

### **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.sjchs.uk](http://www.sjchs.uk) or for more information contact Sports Development Officer – David Wise 01900 873290 or 01900 734365 or [david.wise@sjchs.uk](mailto:david.wise@sjchs.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.