



## ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL

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Executive Headmistress: Mrs D Titus  
Associate Head of School: Ms B Kirby

Dear Parents and Guardians

Monday 11 September 2017

### Reminders and Procedures

A very warm welcome back to St Joseph's Roman Catholic Primary School as we begin a new academic year.

I would like to take this opportunity to welcome all new children and families to our community. I hope that you will all be very happy at St Joseph's.

I would also like to extend a welcome to the following staff who have joined our school or have taken on new roles this year:

<b>Ms O'Donnell</b>	Year 1 Class Teacher
<b>Mr Hutton</b>	Year 2 Class Teacher
<b>Mr McKiernan</b>	Year 3 Class Teacher
<b>Ms McGivney</b>	Year 3 Class Teacher
<b>Mr Connolly</b>	Year 4 Class Teacher
<b>Ms Daly</b>	Year 6 Class Teacher
<b>Mr Wolahan</b>	Year 6 Class Teacher
<b>Ms Horan</b>	Student Teacher
<b>Mr Carey</b>	Student Teacher
<b>Ms McNamee</b>	Student Teacher
<b>Ms Szewera</b>	Receptionist

### **Start of school day**

All children can arrive at the school from **8.30am**.

**EYFS S, EYFS W, Year 1, 2, 3, 5 and 6** children should arrive at the Northcote Road entrance. This gate closes promptly at 8.55am. After this time, children must be brought to the Goodson Road gate to be marked as present on the late register.

**EYFS G, EYFS M and Year 4** children should arrive at the Goodson Road gate. This entrance closes promptly at 8.55am. After this time, children will be marked as present on the late register.

Please ensure you use the right gates at the right times as space is limited.

### **End of school day**

**EYFS G and EYFS M children** must be collected at **3.00pm** from the **Goodson Road** gate. The children will be brought out to parents.

**EYFS S and EYFS W children** must be collected at **3.00pm** from the **Northcote Road** gate. The children will be brought out to parents.

**Year 1 and Year 2 children** must be collected from the Junior playground at **3.20pm** using the **Northcote Road entrance**.

Please note that once you have collected your child you must leave the playground as soon as possible as we will need to dismiss the older children soon after.

**Year 3 and Year 4 children** must be collected from the Junior playground at **3:30pm** using the **Northcote Road entrance**.

**Year 5 and Year 6 children** must be collected from the Junior playground at **3:30pm** using the **Goodson Road entrance**.

### **Breakfast Club**

Breakfast Club will be operating at St Joseph's at the same times as last year. Children must be handed over to staff at the Northcote Road (Kitchen) entrance.

### **After School Club**

After School Club will be operating at St Joseph's at the same times as last year. Children must be collected from the Northcote Road (Kitchen) entrance. If you need to contact the club to collect your child early, the contact number is **07542 582325**.

### **'Meet and Greet' the Teacher**

All parents are invited to a special meeting to meet their child's teacher.

The class teachers will present parents with information about the classwork and expectations for the year ahead. The meeting dates are:

<b>Wednesday 13 September</b>	<b>Classes 3G, 4M, 5K, 5S, 6M and 6D from 3.30pm to 4.00pm</b>
<b>Thursday 14 September</b>	<b>Classes 1B, 2F, 2S and 3M from 3.30pm to 4.00pm</b>
<b>Friday 15 September</b>	<b>Classes 2H and 3K from 3.30pm to 4.00pm</b>
<b>Tuesday 19 September</b>	<b>Classes 1O, 4C and 6W from 3.30pm to 4.00pm</b>
<b>Wednesday 20 September</b>	<b>Classes EYFS S and EYFS G from 3.15pm to 3.45pm</b>
<b>Thursday 21 September</b>	<b>Classes EYFS W and EYFS M from 3.15pm to 3.45pm</b>

### **Academic Reviews**

As part of our continuous programme to raise pupils' achievement and to enhance home/school partnerships, we will be holding Academic Review Meetings EVERY Wednesday during the Autumn Term. This cycle of meetings will commence 27 September 2017. You will also be invited to an Academic Review meeting during the Spring Term and Summer Term.

The meetings will take place between 3.15pm and 4.00pm and each consultation will last for 15 minutes per pupil. The meetings will take the form of an individual discussion between the parent, pupil and their class teacher.

All pupils will be given an individual appointment time by their class teacher and parents should arrive at their appointment at the correct time. At the meeting, you will be given the opportunity to discuss your child's class work, home learning and general development. Please be aware that only parents or guardians with parental responsibility are welcome to attend these meetings. Class teachers will not hold these discussions with members of the extended family e.g. aunts, uncles, siblings or friends of the family.

It is also important that the pupils prepare themselves beforehand so they can derive the maximum benefit from the review meeting. They need to reflect on progress and begin to think about areas for improvement. This will assist with the process of setting appropriate individual targets. If there is any reason why you cannot attend your child's Academic Review Meeting, please notify the school in writing as soon as possible.

## **School Uniform & Equipment**

I am also writing to thank parents who have ensured that their child/ren arrived back at St Joseph's in full school uniform.

However there have been a very small number of issues which I would like to clarify:

- Girls must wear plain navy or plain black socks or tights. White socks are not part of the school uniform.
- There were a small number of issues with hairstyles towards the end of the last school year. Please ensure that as well as adhering to the clothing element of the school uniform, your child must also obey the rules regarding hairstyles, jewellery and accessories.
- All children with long hair (regardless of gender) must have this tied back. Fringes must not cover the eyes as this could affect your child's vision and cause an accident.
- Braided hairstyles must be discrete and in one colour. Beads should be kept to a minimum in number and be in one colour (navy or black). Hair accessories such as large hairbands with flowers or bows attached are not permissible.
- All children must wear smart black school shoes with no logos or flashing lights etc.
- Blazers must be worn at all times and may only be removed with my permission.

## **Hairstyles**

All hairstyles which are not compliant with the spirit of the School Uniform Policy must be rectified immediately. I cannot list every possible hairstyle or predict future fashion trends but please note that I will ensure parents are informed if a child presents at school in any manner which contravenes the wording or intention of the School Uniform Policy. Parents will be expected to cooperate with the school by making an immediate correction as requested.

## **Mobile Phones**

Please note that **mobile phones and gaming devices are banned** and will be confiscated if found on the premises. If a child needs to make a telephone call, s/he should approach the school office staff. If a child needs any equipment for school, other than their usual stationery, we will inform parents by letter and/or text message.

## **Physical Education Lessons**

It is compulsory for all children to participate in Physical Education lessons as part of the National Curriculum. All children must wear the correct PE kit with the school logo. Tracksuits must be worn for all outdoor PE lessons during the Autumn and Spring Term as the weather is much colder in these seasons. All uniform, including PE kit, is available for purchase via Ace Clothing.

## **School Dinners**

We are fortunate to have excellent kitchen facilities at St Joseph's and are able to offer all children a balanced and healthy cooked lunch.

The meals are freshly cooked every day. I thank parents for their overwhelming support with the school dinner policy. Packed lunches are banned unless Mrs Studd has received documentation explaining a specific medical reason for your child not being able to have school meals.

**All children in Year 1 and Year 2 will not be charged for their school meals this academic year in line with the Government's UIFSM initiative. Meals are also free for EYFS children born between 01/09/2012 and 31/08/2013.** However, if you would have been entitled to free school meals if there was still a charge, you must still make an application for this benefit and provide proof of entitlement to the school office. This helps the school to attract specific additional funding.

**Children in Years 3 to 6 must pay £2.40 per day for their school meals. This also applies to children in EYFS born between 01/09/2013 and 31/08/2014.** This should be paid weekly, in advance, which equates to £12.00 per week. You may of course pay more in advance if you prefer.

Please ensure you apply to Brent for free school meals if you may be entitled and bring evidence of your application to the school office staff. The school does not accept cash so all dinner money must be paid via the online system.

## **Attendance**

**Family Holidays, Celebrations etc** during school term time are banned. There are 14 weeks of school holidays and 38 weekends during term time to plan special events, holidays and celebrations. Please do not hinder your child's learning progress by taking them out of school for these reasons. However, should you choose to ignore the school policy on this matter, the absence will be recorded as **unauthorised** and a referral made to Brent's Education Welfare Service. This may lead to Brent Council issuing an Education Penalty Fine Notice (*£120 per parent, per child – reduced to £60 per parent, per child, if paid within the stipulated timeframe*).

***All unauthorised absences will be reviewed to determine if the circumstances require the issuing of an Education Penalty Fine Notice.***

**Passports, Visas etc** should be organised during the school holidays. A child should not be missing out on their learning for this reason and absences for this reason will be recorded as **unauthorised**.

**Routine Medical / Dental Appointments** should be booked outside of school hours. It is good practice to book routine appointments during half-term breaks. If the appointment must take place on a school day, please arrange the appointment for as late in the day as possible. All children participate in key learning skills from 8.55am so it is essential your child is in school all day. If you receive an appointment during school time, most dentists, doctors and hospitals are able to change this to later in the day upon request so your child does not miss out on their learning in mathematics, English or phonics. Please telephone the surgery / clinic / hospital to rearrange appointments so your child's learning progress is not adversely affected. A copy of the appointment letter should also be handed in at the school office in advance.

**Other Planned Absences**, for example, visits to prospective high schools, should be notified to the school in writing in advance of the absence. Alternatively, a copy of the letter advising you of the meeting will suffice if this clearly states the name of the child, the date, time and purpose of appointment.

**Unplanned Absences**, such as personal illness, should be reported to the school by telephone at the earliest opportunity and certainly by **9.00am**. There is an answerphone facility so parents can leave messages at any time. Unless otherwise agreed, the school requires a telephone call before 9.00am on every day of absence.

For safeguarding purposes, the school has to allocate staff to contact parents to establish the reason for their child's absence when this has not already been provided. All school staff are employed to provide a service which will ensure that your child reaches their full learning potential. Therefore, it is beneficial for all concerned if staff can focus on their assigned tasks rather than trying to make contact with parents who have not followed school procedures.

If the school does not receive a reason for a child's absence (or does not receive a clear or satisfactory explanation) we may carry out a home visit as part of our safeguarding duties.

**Following any period of any absence** where the school has not received written notification in advance, the parent must complete a 'Reason For Absence' form which is available from the main office and the school website. Parents who have not provided a written explanation for absence will receive a letter requesting this information. If a written explanation for absence has not been received within 2 weeks of the child returning to school, the period of absence will be recorded as **unauthorised**.

Please note that the school monitors absences on a daily basis to determine if a pattern is forming. Parents will be invited to meet with Mrs Studd if there are any causes for concern.

## **Punctuality**

All children **must** be in school by 8.55am at the latest. **DO NOT** arrive after 9.00am and expect to be able to gain entry unless you have provided a reason for the lateness in advance by telephoning the school. The gates are secured promptly by 9.00am and entry to the school will not be allowed after this time. The number of disruptions to lessons last year owing to late arrival was unacceptable and will not be tolerated this year.

**We will contact the parents of late children if we have not received a satisfactory reason and we will expect them to be collected and brought back at lunchtime.**

If you have provided prior notification of late arrival, please bring your child to the main school office so you can sign them in when you arrive. This is a very important health & safety protocol as your child would have been marked as absent in the school registers.

Children must be collected promptly at the end of the day. There must be no assumption that it is OK to collect your children at your convenience. All staff continue to work after the children have been dismissed so it is inconsiderate to expect that there is capacity for the school to provide free childcare.

If you have a particular circumstance that affects your child/ren arriving on time or being collected on time, please make an appointment to see Mrs Studd as children should not be at a learning disadvantage owing to poor punctuality.

### **Scooters and Bikes**

Unfortunately, due to the lack of space within the school as a result of the fire, we are no longer able to facilitate the storage of scooters or bikes. If your child uses a scooter or bike, please take this home with you in the morning.

### **Parental Expectations**

If you have any concerns about your child, the first person to approach is your child's teacher. You should arrange an appointment at the Reception desk. However, when raising concerns, I expect you to remain calm and polite at all times as there are ground rules governing acceptable conduct from Parents/Guardians. Please be assured that your concerns will be taken seriously and looked into with swiftly.

We are all role models for our children and must be mindful of the examples we set for them. Therefore, I ask all parents to make appointments to meet with members of staff if they wish to address any causes for concern. Issues will not be resolved effectively in the playground or through conversations with other parents.

I am very appreciative of the fact that the vast majority of our parents support the school policies and engage in a productive partnership with the school.

### **School Parking**

A number of parents bring and collect their children by car. Please ensure that you park away from the school perimeter or use an allocated parking space. Double parking causes local traffic problems and is a nuisance for our residential neighbours who have to endure arguments and car horns.

Even more concerning is that this can cause a distraction to staff and children before school and at the end of day when we are trying to dismiss the children safely and as quickly as possible.

### **Safeguarding**

St Joseph's treats seriously its responsibility to ensure children are safe and well. Every school has a Designated Senior Lead (DSL) for Child Protection and Safeguarding. The DSL at St Joseph's is Mrs Studd, the Education Support Manager.

Where there is information causing a level of concern, the matter is discussed between the Executive Headmistress and Education Support Manager to determine if other agencies, such as Social Services, should be informed of the matter.

Where appropriate, parents are informed if the school decides to make a referral to Social Services. In line with their own procedures, Social Services may instruct the school that parents should not be informed in particular cases. The school follows Social Services guidance with regards to referrals and information sharing to ensure our approach is child-centred.

Please check the school website Safeguarding page to view the Child Protection and Safeguarding policy and the Keeping Children Safe in Education document which both contain information about various forms of child abuse including neglect, physical harm, child sexual exploitation, FGM and breast ironing.

The school is keen to support families at the earliest opportunity to avoid problems escalating. Parents are encouraged to speak to Mrs Studd about any issue which could impact on their child's learning, behaviour, social experiences or emotional well-being.

An important part of our daily safeguarding practice is to ensure that the school is secure and that the number of visitors during the school day are kept to a minimum. Please support the school safeguarding procedures by moving on from the premises promptly at the start and end of day so we can secure all access points and maintain good vision of the entrance gates.

### **E-Safety**

At school, we have secure systems to block and filter inappropriate websites and inappropriate searches. These systems are especially approved for school use.

Outside of school, and particularly in the home, it is the parents' responsibility to monitor the use of internet, mobile phones, gaming devices, tablets and any other devices which can be used for online access and communication.

Unfortunately, perpetrators will use online communications as a way to groom children and to carry out inappropriate and dangerous actions which can have a devastating effect. These people can create any online identity they wish to and may not even be located in the same area as your family. Therefore, they will often present themselves as being children themselves to gain trust.

Nationally there is also an increase in reports of children bullying each other online. Therefore, please ensure that you are aware of what your child is doing – who are they texting, what is being said, what websites are they looking at and how are they using social media? Vigilance and monitoring is key to preventing serious harm. Inappropriate images or conversations can be shared with a wide online audience in seconds. There is very helpful advice for parents from the following sources:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

<https://ceop.police.uk/safety-centre/>

<https://www.thinkuknow.co.uk/parents/>

We share this information not to cause alarm but to help protect children from those who wish to cause harm.

### **Prevent Duty**

The Prevent Duty is a government initiative to support schools in safeguarding children from radicalisation and extremism. The Prevent Duty has a focus on terror-related activities but the principles can be applied to any extreme ideologies – both violent and non-violent.

The school supports children and parents in a number of ways including the promotion of British values and by frequently sharing reminders about online safety. If you have any concerns about your child being drawn into any form of extremism, or if you would like further information about this issue, please make an appointment to see Mrs Studd.

### **Special Educational Needs and Disabilities**

St Joseph's takes seriously its responsibility to ensure all children can access the curriculum and reach their full potential. Mrs Forde is the school's Special Educational Needs Co-ordinator (SENCo) with responsibility for supporting children with additional needs.

Mrs Forde works closely with class teachers to identify any children requiring further support and she also liaises with external agencies such as Occupational Therapy and CAMHS to ensure appropriate strategies are implemented.

### **Calmer Kids**

St Joseph's has an on-site therapeutic service which is available for every child as part of our educational support package. 'Calmer Kids' helps children to identify and implement strategies to regulate emotions and behaviours.

If it is determined that a child may benefit from regular 1:1 support, Mrs Streatfield, the Therapeutic Services Manager, will contact the parents to discuss this further.

## **Medical Needs**

The school has employed a State Registered Nurse to support children with short-term and long-term medical needs.

If your child is taking regular medication for any reason, even if it does not need to be taken during school hours, please ensure Nurse Elena is made aware.

***If your child has ever been prescribed an Epi-pen, and the school is not already aware, please inform Nurse Elena immediately.***

## **Cardinal Cormac Murphy-O'Connor**

You will have heard the news that Cardinal Cormac, former leader of the Roman Catholic Church in England and Wales, died last week at the age of 85. Please remember Cardinal Cormac in your prayers.

## **Outstanding Achievement**

In choosing St Joseph's for your child's education, you will be aware of the school's excellent academic outcomes. A vision of "our expectations are limitless" is an ethos which the children take with them in to secondary and further education.

We recently received this wonderful message from a former St Joseph's pupil which summarises what can be achieved through encouragement and perseverance:

***"Thank you for allowing me the opportunity to attend your school between 2005 and 2012. I would like to express my gratitude at being a student from your school. St Joseph's has changed my whole aspect of learning and the encouragement and persistence from teachers have pushed me to achieve SATs and GCSE results I am proud of today.***

***My primary school experience has propelled me to try harder during secondary school to achieve 6As, 2Bs and a triple 9. Thank you for allowing me to learn from my own mistakes and pushing me to achieve beyond my expectations."***

God Bless,



**Mrs D Titus**  
**Executive Headmistress**