



# **PARENT AND PUPIL HANDBOOK**

**including  
the parent contract**

**June 2020**

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.

## Contents

### **The Governing Body**

### **Staff List**

### **Welcome to St Joseph's School**

### **Section 1 - Information for all parents and pupils**

- A brief history of St Joseph's School
- Routine for the First Day
- School Hours
- Meals
- Communication with the school
- Phones & Mobile phones
- School Calendar
- Parents' Evenings
- Newsletters – Veritas Updates
- Attendance
- Illness, medical information and medicines
- Clothes and uniform
- The School Uniform Thrift Shop
- Marking of property
- Behaviour and appearance
- Books and stationery
- School stationery requirements
- Games and PE
- Mouth Guards / Shin Guards
- Property
- Extra-curricular activities
- Optional lessons
- Transport to and from school
- Parking and the one-way system
- Respect, Routines and Responsibilities
- Child Protection Policy & Procedures
- Special events
- Friends of St Joseph's

### **Section 3- Information relating to the Senior School**

- Tutors
- The school day
- Prep
- Curriculum
- Homework

- Monitoring of academic work
- Report Cards & Grades
- Attainment
- Examinations
- Reports
- Holiday Homework
- Rewards
- Merit Marks
- Head Teacher's Commendations
- Certificates of Achievements & Endeavour
- End of Term Prize
- Monitoring / Report Cards
- House System
- Prefects

### **Section 3 – Information relating to Junior School**

- The school day
- Junior Prep & Little Prep
- Breaks
- Lunchtime
- Expectations
- Curriculum
- Homework
- Extra-curricular activities
- Houses
- Rewards
- Commendation Assembly
- Head Teachers' Commendation
- Assessment & Reporting System
- Reports
- Parents' Evenings
- Homework

### **Section 4 – Appendix**

- General
- Request for absence from school during term time
- Policies and Procedures
- Acceptance Form
- Terms and Conditions

**The Governing Body**

**Chair of Governors**

Mrs Sue Rowe

**Governors**

Mrs L Holmes - Vice Chair

Mrs C Amankwah

Mr C Bacon

Mr P Hicks

Mr D Jasper

Mrs S Lewis

Mrs E Mann

Mr N Pockett

Mrs M Warren

Mr T Watkins

\* \* \* \* \*

Bankers Barclays Bank PLC, Launceston

Auditors Hodgsons, Launceston

Solicitors Coodes & Company, Launceston

### STAFF LIST – 2018/2019

<b>SENIOR MANAGEMENT TEAM</b>		
NAME	QUALIFICATION	POSITION
Mr Oliver Scott	B.A. (Hons) (University of Manchester) PGCE English & Drama (Roehampton Institute of Education)	Headmaster English Department
Mr Ian Barton	BSc (Hons) ACA	Bursar
Mr S Matthews	B.A. (Marjon, Plymouth) PGCE	Deputy Head Teacher of Geography
Mr Henry Matthews	B.Ed (Hons) Physical Education	Head of Junior School / Technical Education Coordinator
<b>SENIOR SCHOOL STAFF</b>		
Miss R Betambeau	BMus (Birmingham) PGCE (University of Cambridge – Homerton)	Director of Music Head of House
Mr M Brown	BSc University of Plymouth PGCE (Plymouth)	Economics / PE / History Head of House
Mrs J Burt	BA University of Birmingham PGCE (University of Birmingham)	Humanities
Mrs S Buxton		Teaching Assistant
Mr B Cardoo		PE
Mr W Cattell	BA (Hons) University of Nottingham PGCE English (University of Exeter)	English
Mrs S Chapman	BA (Hons) Exeter University Level 7 Diploma for Teachers of Learners with SpLD (OCR)	SENCO Seniors
Mrs K Diffey	BA Hons English and American Literature Warwick University and PGCE (University of Exeter)	Head of English
Mr R Duff	B.A History PGCE	Head of Humanities
Miss H Fanshawe	BSc Geography (University of Bristol)	Teaching Assistant
Mrs J Gardner	B.Ed (Hons) (Cheltenham & Gloucester)	Head of Key Stage 3 PE / Exams Officer / Maths
Mrs A Godwin	BSc (Hons) (Ulster) PGCE (Bath)	Science
Mrs K Green	B.A, PGCE	Head of Creative Art Head of House
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 Head of House
Mrs C Hopkins	BEd Council for National Academic Awards	Chemistry
Mrs L Houghton	BA (Hons) University of Plymouth and PGCE (University of Exeter)	Design Technology
Mr T Knight	BSc (Hons) Royal College of Science (London) PGCE (Nottingham).	Physics
Miss K McLean	BSc (Hons) University of Aberdeen PGCE Bromley Schools Collegiate MEd (Open University)	Head of Maths

Mrs M Paton	Master's Degree in English & PGCE MFL	Head of Modern Foreign Languages
Mr T Payne	PE Secondary PGCE	Teaching Assistant
Mrs B Pearce	BA (Hons) University of Plymouth Bed (Plymouth Marjons)	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
<b>JUNIOR SCHOOL STAFF</b>		
Mrs Ashton-Smith		Teaching Assistant
Mrs A Bentley	BSc (Hons) University of Wales Cardiff, PGCE (University of Plymouth)	Year 2 Teacher (Maternity Cover)
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	Head of Junior School Assessment Year 6 Teacher
Mrs C Jones	BA (Hons) University of Winchester, SCITT PGCE (Bournemouth and Pool University)	Year 5 teacher
Mrs M Kemp	B.A. (Hons) PGCE (Plymouth)	Head of Key Stage 1 Year 1 Teacher
Miss A May		Teaching Assistant
Mrs M Mulroy	B.Ed. (Hons) (University of Plymouth)	SENCO Juniors / Year 5 Teacher
Mrs L Ponting	BHED (Hons) (University of Worcester)	Early Years Practitioner
Mrs C Skerry	PGCE Maths BSC Agricultural Economics	Head of Key Stage 2 Year 4 Teacher
Mrs N Smith	B.A, PGCE (Nene; Bath)	Head of Junior Music / Year 5 Teacher
Mrs K Warren	B.A. (Hons) (Leeds) PGCE	Librarian
Mrs L Whybrow	NVQ2; Level 3 Diploma	Teaching Assistant
Miss C Wonnacott MATERNITY CURRENTLY	BEd (Hons) Primary (English) University of Plymouth	Year 2 Teacher
<b>ADMINISTRATIVE STAFF</b>		
Mrs S Bartlett		Laboratory Technician
Mrs L Barton		Caterer
Mr T Cawsey		Bus Driver
Mrs G Colwill		Office / Admin
Mrs H Colwill		Housekeeping
Mrs J Cresswell		Bursar's Assistant
Mrs Janet Denford		Housekeeping
Mr I Gabriel		Housekeeping
Mrs C Gowan		Headteacher's Executive Assistant
Mr P Hine		Bus Driver
Mr G Hopkins		Bus Driver
Mr J Lucas		Data / IT Manager
Mr C Marshall		Bus Driver
Mr R Mercer		Bus Driver

Mrs S Mitchell		Housekeeping
Mr M O'Brien		Bus Driver
Mr L Phippard		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
Mr S Wild		Bus Driver
<b>PERIPATETIC STAFF</b>		
Mrs P Barclay	GRSM (Hons), LRAM	Piano, Strings, Singing
Mrs N Brice		Ballet Teacher
Mr J Brobin	LTA Level 4 Licensed Senior Performance Coach	Tennis Professional
Mrs L Gordon-Clark		Speech & Drama
Mrs J Dobson		Brass
Mrs A Hodgson		Music
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. I can be contacted directly via my email address [headteacher@stjosephscornwall.co.uk](mailto:headteacher@stjosephscornwall.co.uk).

Joining a new school is always an exciting and 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. Our school ethos speaks of care, compassion and community, and these values are fundamental to understanding life at St Joseph's.

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 class teacher or tutor should always be the first point of contact for both pupils and parents. Mr Sam Matthews is Deputy Head with responsibility for the Senior School, and the Heads of Key Stages Mrs Gardner (KS3) and Mrs Paton (KS4) are the next points of contact. Head of Juniors Mr Henry Matthews is also available to help with any questions for Junior School parents. 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. We look to nurture every child as an individual to reach their full potential in a secure, positive, fair environment. 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 – we are developing young people to become confident, competent individuals ready to face the outside world.

September 2019 sees the beginning of my 9<sup>th</sup> year at St Joseph's, and my fifth year as Headteacher. I am very proud of the school the staff and the pupils we have the pleasure of educating. It is a vibrant, forward looking school that I look forward to playing my part to develop, as part of the team who have the best interests of the children at the forefront of their thinking.

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 – September**

At the start of the new school year in September, staff will be on hand in the foyer to support new students, particularly with Year 7 starters to the Senior School. Year 7 will go to the Hall to be met by their tutors and Head of Key Stage. All other pupils will go to their form rooms or class rooms.

#### **Routine for the First Day – mid-year transfers**

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. Prep finishes at 4:40pm, Late Prep is in the Library until 5pm. Following this, a member of Senior Management will supervise any pupils remaining until they are collected by parents. 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 to ensure they are signed in appropriately.

## 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 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, Bursar and the Chair Governors.

Telephone:

School office: 01566 772580

E-mail Addresses

[headteacher@stjosephscornwall.co.uk](mailto:headteacher@stjosephscornwall.co.uk)

[registrar@stjosephscornwall.co.uk](mailto:registrar@stjosephscornwall.co.uk)

[reception@stjosephscornwall.co.uk](mailto:reception@stjosephscornwall.co.uk)

[bursar@stjosephscornwall.co.uk](mailto:bursar@stjosephscornwall.co.uk)

[sam.matthews@stjosephscornwall.co.uk](mailto:sam.matthews@stjosephscornwall.co.uk)

[juniorhead@stjosephscornwall.co.uk](mailto:juniorhead@stjosephscornwall.co.uk)

Website:

[www.stjosephscornwall.co.uk](http://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 these are handed in to tutors in morning registration, and kept securely until the end of the school day. Pupils are not permitted to have mobile telephones on them in school during the school day under any circumstances. Should staff see or hear a phone then it should be confiscated immediately. As is common in most schools, in most circumstances parents will then 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.

## Weekly Newsletter & Veritas School Magazine

The Headmaster oversees the production of the weekly newsletter that is sent to all parents. This provides opportunities to celebrate achievement throughout the school year as well as serving as a valuable means of whole school communication. Parents are encouraged to inform the school of pupil's extra-curricular achievements so these can be suitably celebrated. This can be done either to class teachers and form tutors or to Rebecca Walker via the email address [registrar@stjosephscornwall.co.uk](mailto:registrar@stjosephscornwall.co.uk)

In addition, the school produces the school magazine Veritas termly to keep parents informed of what has been going on in the school. The newsletter and Veritas are 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 Headmaster, Deputy Head or head of Juniors. Such permission should be applied for using the form included at the end of this handbook, and will be granted at the Headmaster'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**

The thrift shop offers good quality second hand uniform for sale. Donations are gratefully received by the Reception staff as pupils no longer need items of uniform. Parents wishing to buy from the thrift shop may contact reception either in person or via [reception@stjosephscornwall.co.uk](mailto:reception@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 equally important when travelling to and from school. Pupils are representing the school whenever they are in uniform, or on a school trip out of uniform. 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.

Please see the school's behavior policy for further information. 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/ hair 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 Headmaster, Deputy Head (Seniors) and Head of the Junior School will be the arbiters on these issues. It is possible to email images of proposed shoe purchase to the school in advance of purchase to avoid costly mistakes with regards footwear. Shoes that are NOT acceptable include:

- Trainers of any type
- Leisure shoe style trainers
- Boots
- Canvas shoes
- Any shoe with visible branding

Pupils should move around the school in a sensible and orderly manner. Pupils should walk in the corridors, and pupils should keep to the left and move in single file on the stairs and where common sense dictates.

Hot food and drink must be consumed in the dining hall at morning break and lunch. Snacks may be consumed outdoors within the school grounds. Please ensure the site is kept tidy for the sake of all at St Joseph's. No litter should be dropped at any time.

### 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 only - this can be purchased at school)
- Pair of compasses
- Protractor
- Set square
- Scissors



- Glue stick
- A set of in-ear headphones
- Dictionary (either hard copy or on the iPad) Senior Pupils Only.

**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 can be used by staff for messages to parents and vice versa. This is optional as pupils progress through the Senior School as pupils increasingly use the Pupil Portal for both recording homework and communicating with staff.

## **Games and PE**

Coats, PE kit etc., are to be stored appropriately and with care not to block corridors or exits. **Senior School 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 appropriate members of class, pastoral 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. In the exceptional instances where permission is granted in advance and pupils are permitted to leave school in PE kit this must include tracksuit bottoms. Correct kit can be ordered via the school website or obtained from the Thrift Shop.

***Any injury must be immediately 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 School or Deputy Head (Seniors); damage elsewhere must be reported at once to the School Office or an appropriate member of staff. Intentional 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 via the parent 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 or tennis coaching 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 St Joseph's 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 do not queue back onto the hill, the gates to the upper playground will remain closed until 4:30 pm.

### **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 Whole School Child Protection and Safeguarding Policy from the school website, or request a hard copy 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”, (September 2019), “Keeping Children Safe in Education” (September, 2019), and Prevent 2015. In addition, it is drawn up with regard to inter-agency and procedures of the former Cornwall and Isles of Scilly LSCB and from September 2019 the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly (OSCP). OSCP has reviewed its local safeguarding arrangements to ensure compliance under the new definitions of the Children Act 2004 (Sections 16E, F and G) and associated Regulations.

We recognise 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.

## **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.

## **St Joseph’s Parent Teacher Association**

The school PTA 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 PTA.

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

Planned activities for the 2019/20 academic year include the Christmas Fayre, Summer BBQ, Easter Bingo, a social quiz night and a variety of smaller events.

## 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 and afternoon 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	8.40-9.30
LESSON 2	9.30-10.30
<b>BREAK</b>	<b>10.30-10.45</b>
LESSON3	10.45-11.45
LESSON 4	11.45-12.45
<b>LUNCH</b>	<b>12:45-13-35</b>
Afternoon Registration	13:35-13:45
LESSON 5	13.45-14.35
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 5.00 pm. Members of the Senior Management Team supervise pupils who remain on site beyond this time. 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, German, PSHEE, French, Mathematics, Science, Art, Design & Technology, Textiles, Home Economics, Music, Religious Studies, Information and Communications Technology and Physical Education.

One of Spanish or German is introduced in Year 7 and Careers Information is introduced as part of the PSHEE curriculum in Year 8. GCSE Options are selected in the latter half of Year 8. Pupils may have taster lessons for subjects they are interested in taking to GCSE that are not taught at KS3, such as Economics, Business Studies and Digital Photography, and there is an Options Evening during which parents and pupils are guided through their Options Choices.

## **Year 9**

This year serves as a foundation for GCSE studies and GCSE courses begin in all subject areas. Pupils are additionally provided with a balanced curriculum as Humanities, Cultural Awareness and a Music and Drama course ensure a suitably rich curriculum balance. Science is taught in the three separate subjects of Biology, Chemistry and Physics. Options are chosen from Art and Design, French, Geography, German, History, Food Technology, Economics, Drama, Design & Technology, Music, Physical Education, Religious Studies, Spanish, Textiles, Digital Photography, Business Studies and ICT/Computing.

## **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 to the four options carried through from Year 9. They will now study these for three, rather than two, lessons a week.

## **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. Additionally, in 2018/19 the school will be piloting setting homework through the Pupil Portal.

Parents should check the planner & portal 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**

Approximately every half term the progress of pupils in Years 7 to 11 is monitored by the completion of a report card. This will contain a grade for effort and achievement in each subject and may contain examination grades, levels or percentages as selected by departments. Parents are asked to ensure this is read and discussed with pupils, and these 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 pupil's:

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

The effort grade criteria are as follows:

<b>LEVEL</b>	<b>ASSESSMENT CRITERIA</b>
<b>A</b>	<b>EXCELLENT</b> <b>On all occasions the pupil has fulfilled and in many cases exceeded effort expected in all areas of the subject.</b> <b>Attitude is exemplary. Pupil is engaged during lessons.</b> <b>Homework is always handed in on time and is of an excellent standard.</b> <b>Often the pupil has gone above and beyond that which is expected.</b>

<b>B</b>	<b>GOOD</b> <b>On all occasions the pupil has fulfilled the level of effort expected in all areas of the subject.</b> <b>Attitude is very good. Pupil makes regular contributions to lessons.</b> <b>Homework is always handed in on time and is of a good standard.</b>
<b>C</b>	<b>BELOW EXPECTATION</b> <b>On a number of occasions the pupil has shown less than the expected effort and attitude in the subject.</b> <b>Attitude is below the expected. Pupil is not always focused in class.</b> <b>Homework is not always handed in on time and/or less than the expected amount of effort applied.</b>
<b>D</b>	<b>UNSATISFACTORY</b> <b>On a number of occasions the pupil has shown very poor effort levels.</b> <b>Attitude is poor. Pupil is often negative in class and sometimes disruptive.</b> <b>Homework is often late/incomplete/clear lack of effort applied.</b>

Assessment and Attainment Grades:

Pupils are graded on a scale from 1-9 based on the GCSE assessment criteria throughout their time in the Senior School. As they progress, it is expected that they will make two sub-levels of progress

Emerging (E)

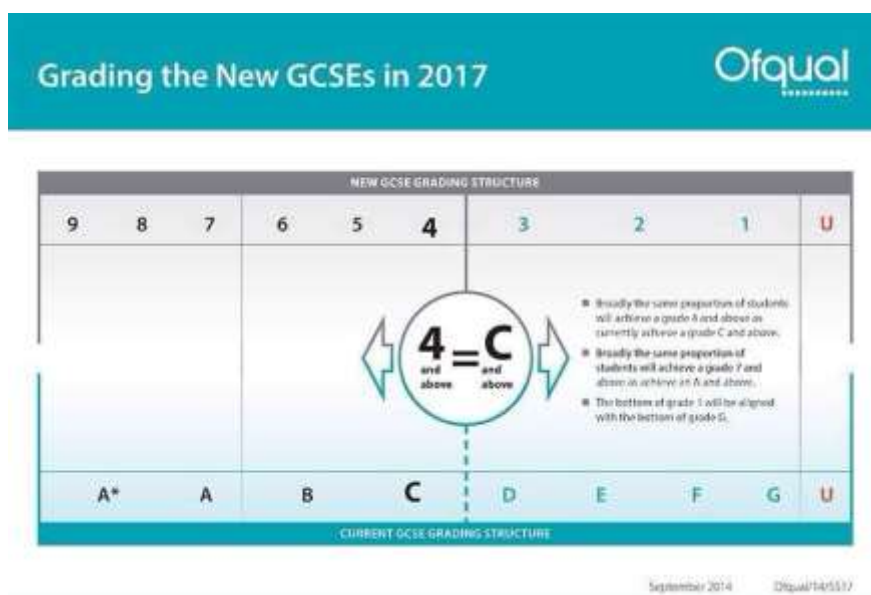
(bottom sub-level) Students are able to demonstrate some of the skills needed at this GCSE grade.

Developing (D)

(middle sub-level) Students demonstrate the skills needed to be working at this GCSE grade, but they are inconsistently applied.

Sustained (S)

(top sub-level) Students are confidently, consistently and accurately demonstrating the skills needed at this GCSE grade.



## **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 and Trerice.

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

The Head of House (staff) the pupil House Captain, together with their 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 pupil applications, interviews and discussion with appropriate staff, will appoint the new Head Boy and Girl, Deputy Head Boy and Girl together with the Prefect team 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**

Junior School lessons run 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 will be in their classrooms from 8.15am onward). Pupils should not enter a classroom unless a teacher/member of staff is present. Pupils should arrive at school no earlier than 8.00am. There is a member of staff on duty in the Library from 8.00am, pupils arriving before 8.15am must go straight to the library. 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 in Years 2-6 will be taken to the Foyer by their class teacher. On dry days 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 in Reception and Year 1 will remain in their classroom and await collection by a parent at the end of the session via the Reception garden entrance.

Children in Year 2 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, 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 & Key Stage 1 Prep and clubs**

Junior prep is held in the library and Key Stage 1 Prep and club is held in the Year 1 classroom. 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 respective prep rooms. 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 4:30pm will join Prep 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. A small, healthy snack may be brought in from home to be eaten at these times or purchased from the tuck shop but no glass containers please.

## **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 well-behaved, polite, courteous and respectful towards one another and to all staff.

Discipline is achieved through positive staff/pupil relationships. 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, Topic, 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, Drama, where possible for Science, Computing and PSHEE. 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	20 mins approx.
Year 4	25 mins approx.
Year 5	30 mins approx.
Year 6	30 mins approx.

Reading forms an important part of our education and all children are encouraged to read daily at home.

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, and St Thomas'. Each house in the Junior School is linked to a house in the Senior School.

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. Junior School houses are linked to a 'sister' house in Senior School, and links are encouraged to assist later transition to KS3, although pupils may move to a different 'sister' house in Year 7.

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. There are also termly House Assemblies which will be led 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 core values

Autumn 1	–	Resilience
Autumn 2	–	Collaboration
Spring 1	–	Equality
Spring 2	–	Compassion
Summer 1	–	Creativity
Summer 2	-	Exploration

### 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

Please refer to the table below which gives an overview of the assessment process within the Junior School.

Curriculum area	Assessment
Writing	Each half term pupils complete a 'Big Write'. A piece of independent writing which is assessed by the class teacher and then moderated within the Junior Department
Reading	Half termly assessments using the Rising Stars Assessment Scheme.
Spelling Punctuation and Grammar	Half termly assessments using the Rising Stars Assessment Scheme.
Maths	Half termly assessments using the Rising Stars Assessment Scheme.
Science	Each half term a scientific investigation takes place in which teachers assess pupil's scientific skills. We work closely with the Primary Science Teacher's Trust and follow the <i>Teacher Assessment in Primary Science</i> model.
CATs	Cognitive Abilities Tests (CATs) are taken at Year 4 and Year 6. These are externally marked assessments which provide a rounded pupil profile to help teachers make informed decisions about pupil progress. More information can be found by following the link. <a href="https://www.gla-assessment.co.uk/products/cognitive-abilities-test-cat4/">https://www.gla-assessment.co.uk/products/cognitive-abilities-test-cat4/</a>

## Reports

School reports are issued three times a year. An initial report card with a class teacher comment is issued in December. A report card outlining effort and attainment levels in all subjects is issued in March and a full report commenting on all subject areas is issued in 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 School Parents' Evenings are held during the School Year, one in the Autumn Term and one in the Spring Term. An appointment system is used and appointment can be made via the Portal.

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.

## 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.

*This handbook is to be read alongside school policies and is not exhaustive.*



**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 Name .....Year .....

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 for .....with 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](http://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. If payment of invoices is not received, we reserve the right to recover any costs, commissions or fees incurred for the collection of payment including those which may be incurred by using a debt collection agency.

- (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.
- (c) The completion of the registration form and/or the acceptance form will signify your consent to the contents of this section of the contract.

#### **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 are 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, video 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 once permission is received by the school. 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.