



Parents' Handbook 2015—2016

Welcome to St.Joseph's.

Yr.7 New Intake

The transition from primary to secondary education is an exciting time for both you and your son or daughter as it is another phase in their education that will provide new, rich and varied experiences in many different subjects.

This booklet will provide some advice that will hopefully alleviate any worries you may have, so that the experience will be a happy one for you all. The Year 7 Pastoral Team will care for your child's needs in a sensitive and caring manner and we encourage parents to discuss problems with The Yr.7 Learning Leader (Mr.L.Dean) and Form Tutor should they occur. It is often helpful for us to know beforehand of any possible areas where problems might arise so that appropriate action may be taken to avoid these.

Organisation

Perhaps the biggest change your child will experience when starting St.Joseph's Comprehensive School is the move to a two week timetable, where following that timetable is essential. In order to cope with this change, good organisation is needed. On the first day of school, students will remain with their Form Tutor for the first two lessons and will be issued with their timetable. This will need to be copied into their School Planner and checked each evening to help pack the correct books and equipment for the following day.

Attendance

If your child is absent please contact:

St.Joseph's Attendance Office: 01639 889095 or the General Office: 01639 884305.

The school has a text service in place so that you can be informed if your child has not attended school. Therefore it is vital that your mobile numbers are kept up to date on our school records. Expected attendance for every child is 95% and above. If your child's attendance falls below 90% there will be EWO involvement. Pupils who fall below this percentage will be placed on the "First Day Response List" and will be monitored very closely on a day to day basis until your child's attendance has improved.

Yr.7 pupils start on: Monday 5th September 2016





Parents' Handbook 2015—2016

Packing the school bag

We advise that a back-pack type bag is used so that it may be carried using both straps. This will avoid any strain on the back. It is worth buying a good quality bag as straps on the poorer quality ones tend to break easily. Packing the bag is a job which should be completed the night before any school day. The school timetable should be carefully followed to make sure that the correct books and kit are packed.

Don't forget to label the bag carefully with the student's name and form.

School Rules

All students will be informed of the school rules on the first day of term and there will be a list in every classroom. There are however a few school rules that we particularly would like to draw to your attention and we ask that you will support us by enforcing these at home.

Make-up - No student should wear make-up or coloured nail varnish for school.

Jewellery - A watch is allowed and encouraged. Girls and boys may wear stud earrings only.

Piercings - No body or facial piercings are allowed.

Uniform - We would appreciate your support with our uniform policy to ensure that all members of our school are dressed appropriately. Uniform guidance is contained within this booklet.

The use of Mobile Phones

Mobile phones are only to be used during break and lunch times only. At all other times from the start of the school day, phones should be turned off and kept in school bags. We insist that pupils only use their phones in a sensible, mature and respectful manner during our school break and lunchtimes.

Phones will be confiscated if pupils are caught using them at any other time (other than break or lunchtime) or if they are using them in an inappropriate manner.

Yr.7 pupils start on: Monday 5th September 2016





Organisation, Organisation & Equipment & Equipment

Organisation & Equipment for All Pupils

Essential Equipment for All Year 7 Pupils.

- A reading book of the pupils' choice
- Calculator

A Casio fx-85GT Plus OR Casio fx-83GT Plus are the recommended models that all pupils **MUST** have with them. **Only these 2 calculator models will be accepted.**

This can be purchased in September from Doctor Felton in the Mathematics Department for **£5** or at other shops. After two weeks in September the Maths Department will be doing a calculator check during year 7 Maths lessons to make sure that all pupils have either of the calculators listed.

- Blue, black and red writing pens
- Rulers
- Erasers
- Pencil sharpeners
- HB Pencils
- Coloured Pencils
- Welsh Dictionary (purchased from the Welsh Department for £3)
- Pocket English Dictionary

Equipment Checks: These will be carried out on a daily basis during Tutor Time.
**HAVING THE CORRECT EQUIPMENT ENSURES THAT OUR PUPILS ARE
"READY FOR LEARNING"**





St. Joseph's School Planner

The School Planner

The School Planner is more than just a homework record. It is designed to help your child:

Plan work

Manage time

Review progress

Set targets for improvement

On the first day of term each student will be issued with a School Planner. There will be no charge for this, but a new School Planner will cost £2.50 to be replaced should the original be lost.

The School Planner is the key to successful organisation of homework, and we urge you to read the School Planner yourself, and to encourage careful use by your son or daughter.

You will be asked to sign the School Planner at the end of every week as a check that all homework has been completed and that you are satisfied with the situation. There is a space for notes where you may write down comments that may be relevant and the Form Tutor may respond. The Form Tutor will also sign the School Planner as a check that homework is being completed. Subject teachers may also use it as a means of communication.

The School Planner can be used to remind students of the many things they will need to remember during the week, for example, when to bring in musical instruments or games kits, and when and where to hand in homework.

When homework has been completed, students should tick off the subject in the School Planner. Some students use highlighting to indicate the homework has been done. Either method is suitable which allows you and the teacher to see that the School Planner is being used effectively.

Finally, it is important that your child brings the School Planner into school every day and that it is used in every lesson. We ask that parents sign the School Planner every week to support the monitoring of homework completion.

**Yr.7 pupils start on:
Monday 5th September 2016**

School Planner

