



*Celebrating over 75 Years of Independent Education in Nottingham*

## Head Teacher's Newsletter September 2017

*Dear Parents and Carers*

### Welcome Back

Welcome to a new school academic year. I hope you are feeling refreshed after your summer holidays. It's great to see all the children back in school looking very smart in their new school uniform\*. You will be delighted to hear that they are all settling in very well.

Grateful thanks to all staff who have worked very hard during the holidays to ensure the children return to a caring, supportive and stimulating environment.

In addition to the new children starting this September, we also welcome Lauren Naylor a new member to our staffing support team. Lauren will be working afternoons helping children in our 'Acorns' Class and then with Kiran in our After School Provision.

### Class Organisation

As a reminder, I set out below the arrangements for next year, which takes account of class sizes, make up, gender and academic ability.

<u>Class</u>	<u>Year</u>	<u>Teacher</u>
The Acorns	Reception	Miss Griffiths
The Chestnuts	Year 1/2	Miss Melvill Smith
The Maples	Year 3/4	Ms Needham /Mrs Cahoon
The Oaks	Year 5/6	Miss Drinkwater

Mrs Boyer, a qualified teacher and EYFS practitioner will be working 3 days supporting the infant classes, alongside Mrs Mason. Mr Purdy will support the juniors and Mrs Priest, when she returns from maternity leave, will be deployed around school as necessary.

### Safety

To help our children stay safe and, for the year to progress smoothly, may I draw your attention to the following information:

### School Times and punctuality



As part of our commitment to providing the best education possible, we are monitoring school attendance very closely. Children become very embarrassed and upset when they are late for class and whilst we would not dream of blaming any child for being late through no fault of their own, we do have to encourage punctuality. The school day begins at 9.00 am, (a bell will ring at 8.55 am) and finishes at 3.45 pm. Access to the playground (except those attending Breakfast Club) is from 8.30am and we would appreciate it if your child does not arrive at school before then as staff are not available to provide effective supervision. Please ensure that your child/ren are collected from school on time at the end of the day. Also if you are going to be late, kindly inform the school **before 3.15 pm to ensure the message is given in good time.**

### Notification Of Absences

If your child is going to be absent or late please notify the school office on 9418356 **before 9.00 am.** We need prior notification of medical appointments, either by letter, telephone or via a direct message. All children leaving school early **MUST** be collected by a responsible adult.

### Change of details

Kindly inform school of change of address /telephone numbers. If you need to be contacted during the day or via our email/mobile messaging service, we need to have current details.

### Thinking of leaving us?

Well, we certainly hope you won't but if you are, please talk to us first and allow us to try and resolve your concerns. Please also be aware that the notice period for the nursery is one month and a Full TERM for the main school in writing, as detailed in the contract you signed on entry.

### Twitter, Facebook and Schoop

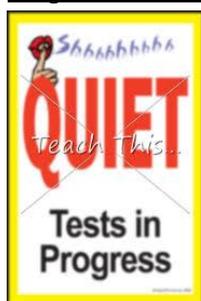


To our new parents and carers, you can follow us on Twitter using @StjosephsNG1, find us on FB or use the Schoop app on your computer, tablet and smart phone. Log in details are available in reception. Additional information is available on the school website at:  
[www.st-josephs.nottingham.sch.uk](http://www.st-josephs.nottingham.sch.uk)

### Start of Term Mass

Our first Mass of the new academic year will be taken by Father Kevin Athaide on Monday September 18<sup>th</sup> at 9.30am. Please feel free to join us in the Cathedral. Please also note that it is expected that all pupils respect Mass and attend the Cathedral services regardless of their own personal beliefs and faith; which will also be celebrated by all throughout the year in assemblies and lesson time.

### Progress Tests



During the course of each year the children will undertake a number of progress tests, usually administered by school staff or associated support staff. This enables us to target more accurately any areas of learning or development which may need some support. Please note however, the

results of such tests are a snapshot of performance at one particular point in time and only reflect outcomes on that day.

### Parent Consultation Evenings

Please note in the dates for your diary that we shall be holding our Autumn parents' consultations on Wednesday 8<sup>th</sup> November between 4.00pm and 6.30pm. You will very shortly be receiving more information about this. Do remember however that the time allocation is ten minutes per pupil. Should you require longer, a separate appointment should be made for another time. Available appointments will be allocated on a first come, first served basis.

### Friend's of St Joseph's

To help raise funds for the school and provide the children with additional resources and opportunities, I am keen to ensure we continue to have an active and well supported PTA. If you have been involved in this group in the past and would like to continue, or if you would like to become involved yourself, then please get in touch and we can arrange a time to meet.

### Suggestion Box

Suggestions as to how we can improve are always welcome and these can be made in writing, by email or just by having a chat when you see me. Alternatively, you may wish to put your suggestions in the box in reception and I will respond to your thoughts as far as practicable.



### Nuts

To safeguard children with allergies, please may I ask that you do not send snacks into school that may contain nuts. As part of our healthy schools policy, the children should only be eating fruit at break times.

### Clubs

Clubs, including Recorder, Brickz 4 Kidz, Choir, Football and Archery will be running both during and after school early this term. Please ask your child to consider carefully which clubs they would like to attend and encourage them to get involved.

### Music Tuition

Where music tuition is supplied in school a charge may be made for the tuition itself and/or the hire of the instrument. In all cases, any child who takes up a musical instrument will be expected to provide their own tuition book. This is because of limited school funds and issues of copyright. Please also note that any commitment made towards music tuition MUST be paid for in full and that refunds cannot be given even if the subsequent lessons are not taken.

### Cathedral Parking

Please do not park in the cathedral courtyard car park as this is private and may result in a fine or short term lock in. If you need a short term street parking permit, please ask at reception.



### Assemblies and Reading Raffle

Achievement assembly takes place on Friday morning at 9.10 am.

***We would love to see you there and the children really do enjoy having an audience when they proudly show off their work - so do come along if you can!***

Please also be aware that each time you sign your child's reading record at home they are entered into a draw and may win a small prize in the reading raffle. This is drawn during our Friday Achievement Assembly.

### Macmillan Coffee Morning

This will be held on Friday 29th September. More details to follow shortly.

### Uniform

May I please remind you that our uniform is not optional and is being strictly applied. This means that school shoes, not trainers, must be worn during the day and these should be sensible and fit for purpose. Equally, our uniform policy extends to coats, bags, our indoor and outdoor PE kit and even hair bobbles! Further guidance on our uniform policy can be found on the website. Please note: At this time of year, children should be in our summer uniform which changes to winter after the October half term.

### Bad Hair Day

Here at St Joseph's we are extremely proud of the way our children look. They are always smart, always polite and this is reflected in the atmosphere and working culture around the school. Would you please therefore help us to maintain this, by ensuring your children continue to come to school with sensible hair styles as well as a smart uniform as detailed above.



### Harvest Festival

On Tuesday 3<sup>rd</sup> October we will be celebrating our annual Harvest Festival at 9.30am at the Cathedral. Any donations of dried or tinned food would be greatly appreciated for distribution to the needy people in our community. Further details to follow.

### PGL (Caythorpe) Residential

Later this term, many of our junior children will be embarking on an adventure based residential break at the PGL (Caythorpe) Centre near Grantham. Many other outdoor opportunities are also planned in other year groups and I will report on these in due course.

### Mobile Phones

Please may I remind parents of the need to follow our rules on the use of mobile phones in school which are clearly displayed on the window in Reception. After all, it is for the safety of all our children.

### Lost Property

As in every school lost property is a huge problem. Please ensure all clothing is labelled and that no valuables are brought in as we cannot accept responsibility for them. Please also note that unclaimed property will be sent to charity at the end of each term.

### Helpers in School

We always appreciate the help of additional adults in our school. If you are able to help on a regular basis would you kindly contact your child's class teacher. Please note that for child protection purposes, the government has decreed that all adults working unsupervised regularly with children, whether volunteers or not must have appropriate safety checks carried out.

There is no charge to the individual for these checks but they are essential to maintain safety in school. Also, please be aware that some activities such as interschool sports fixtures can only take place with the support of parents. For this reason, I would urge you to embrace the checks and volunteer to help the school.

#### **Inset Days**

May I remind you that Inset Days for this academic year have been planned for :

Monday 8<sup>th</sup> January 2018

Monday 16<sup>th</sup> April 2018

**This means that only staff will be in school on these days.**

#### **Violence to staff**

Please note, whilst we pride ourselves in being an open and approachable school, we do operate a non-aggression policy towards staff including zero tolerance to verbal and physical intimidation. Any member of the public or school community who does not respect this will be

asked to leave the premises and further action may be taken depending on the nature of the abuse.

#### **Water Bottles**

All children in school have a water bottle supplied by us and which is their responsibility. Any that are lost or damaged through misuse or neglect will be expected to pay £3 for a replacement.

#### **Finally**

May I congratulate you on making it to the end of this marathon newsletter and ask you to bear in mind all the information it contains. It is vital that parents and the school work together in close harmony for the benefit of the children and, to this end, I look forward to enjoying a happy and successful partnership with you over the coming year.

Kind Regards

*Mr A E Crawshaw - Head Teacher*