

St Joseph's College
School Term and Holiday Dates 2021/22

AUTUMN TERM 2021

	Pupils' Year
Schools Open	Friday 3 September (Y7/Y12) Monday All Years
Half Term	Monday 25 October to Friday 29 October <i>** note that Friday 22 October is an Inset day</i>
Schools Close	Friday 18 December

SPRING TERM 2022

	Pupils' Year
Schools Open	Monday 4 January
Half Term	Monday 21 February to Friday 25 February
Schools Close	Friday 8 April

SUMMER TERM 2022

	Pupils' Year
Schools Open	Monday 25 April
May Day	Monday 2 May
Half Term	Monday 30 May to Friday 3 June
Schools Close	Thursday 21 July

INSET DAYS

- Wednesday 1 September 2021
- Thursday 2 September 2021
- Friday 22 October 2021

CURRICULUM STRUCTURE

The curriculum is designed to give a balanced academic education over a wide number of subject areas.

On entering the school, pupils are grouped into mixed ability forms. They are not streamed and are taught in their form classes for all subjects in the first and second years of study with the exception of partial streaming in maths from Year 8. In order to support the practical nature and use of equipment DT, Music, Art and Computer Science lessons are taught in smaller groups.

The school operates a two week timetable and all lessons are one hour in length.

Subjects and number of lessons per week: (25 x 60 minutes)

Year 7	Year 8	Year 9
Religious Education + Virtues (5) Drama (1) English (5) History (3) Geography (3) French (2) Spanish (2) Library (1) Maths (7) Science (6)	Religious Education (5) English (5) Library (1) History (3) Geography (3) French (3) Spanish (3) Maths (7) Science (6)	Religious Education (5) Drama (1) English (6) History (3) Geography (3) French (3) Spanish (3) Maths (7) GCSE Science (9)
Art (2) Music (3) Design Technology (4) Computer Science (2) Physical Education (2) Games (2)	Art (3) Music (2) Design Technology (3) Computer Science (2) Physical Education (2) Games (2)	Art (2) Music (2) Design Technology (2) Computer Science (2) Physical Education (2) Games (2)

Year 10 / 11 (GCSE)

The core curriculum for Years 10 and 11 consists of:

- English and English Literature
- Mathematics
- Religious Education
- A Modern Foreign Language
- Physics, Chemistry and Biology as either separate GCSE subjects or a Trilogy pathway
- Games
- Geography or History

Plus any of two of the following subjects (one if Separate Science is selected above)

- Art and Design (Art)
- Computer Science
- Design Technology – Product Design
- Design Technology – Food and Nutrition
- Drama
- Performing Arts (Music) Level 2
- Physical Education
- Music
- Art and Design (Textiles)

School Games and Extra Curricular Activities

There are a wide range of extra-curricular activities offered both during the school day and after school. Pupils chosen for a school team, orchestra or choir must attend when required. Sport, music and extra-curricular activities are an integral part of St Joseph's College.

** Please note the school day was temporarily amended last year as a result of Covid-19. As it currently stands, this amendment remains in place. This currently includes a staggered end to the day so that KS3 students including Year 7 students leave at 3pm.*

Time of the School Day (Year 7)

	Timings	
Tutor Period	08:45	09:00
Period 1	09:00	09:30
Period 2	09:30	10:00
Period 3	10:00	10:30
Period 4	10:30	11:00
Break	11:00	11:20
Period 5	11:20	11:50
Period 6	11:50	12:20
Lunch	12:20	1:05
Period 7	1:05	1:35
Period 8	1:35	2:05
Period 9	2:05	2:35
Period 10	2:35	3:00

Parents may wish to note that most lessons are one hour in duration.

Music Lessons

A number of staff give private music lessons across a range of instruments including -

- Violin
- Flute, oboe, clarinet
- Piano
- Voice, keyboards
- Guitar
- Drums, percussion

Any pupil interested in a lesson, should contact Mr Gilligan, in September.

PASTORAL MATTERS

Role of Pastoral Staff

Your son / daughter's form tutor is a key member of staff. The primary role of the tutor is to get to know the pupils in their form and to establish a good working relationship with them.

Form Tutors have an overview of how a pupil is progressing academically and socially. It is important that they are kept fully informed of any concerns or problems which might affect a child's work or behaviour.

Form Tutors for Year 7 are:-

- 7 SB Mr Bryan
- 7 JC Mrs J Christopherson
- 7 MM Mrs McKenna
- 7 ES Miss Ship
- 7 AW Mr Willis

They are supported by the Head of Year 7 Mrs Shorey and Mrs Gilding (i/c KS3) together with Mrs Machin (Inclusion Manager), Mrs Pearson (SENCO) and Mrs Slattery, Deputy Headteacher who is responsible for the Pastoral System.

PLEASE CONTACT THE PASTORAL STAFF IF YOU HAVE ANY CONCERNS

Home Learning

Home Learning is set on a regular basis throughout the school, in accordance with the timetable which will be issued early in the first half term. Home learning is a very important key to success. It is a means of reinforcing, extending and enhancing lessons so that the curriculum coverage can be widened and all pupils can be suitably challenged. Some home learning will be set to be handed in the next day, other home learning will be set over an extended period of time. It is important that children develop good work habits and to this end they need to be encouraged to complete home learning in appropriate surroundings without noise and distraction.

Pupils in Year 7 and 8 can expect 1 hour of home learning each night. Year 9, 1½ hours and Year 10 and 11, 2 hours. Normally two written tasks are set each week day evening. Besides the written work your child may also be expected to do some extension work each evening. We ask parents to see that their children complete their allocated home learning carefully.

Planners

Each pupil is issued with a student planner to record home learning, school events etc. These Planners are also used as a simple way for subject teachers and form teachers to communicate with parents. **Parents are asked to monitor these planners on a regular basis and to ensure that they are signed each week.**

Progress Reports

We send home two reports every year, one in February 2022 and one in July 2022. Parent teacher meetings will be held annually following the February progress report. Further information will be given at the scheduled Year 7 transition evening in late September. Although discussion of academic matters will predominate on such occasions, we are anxious that parents should always meet their child's Form Teacher to discuss general progress. However, if you are concerned about any issues to do with your child's progress or welfare then please contact the school as soon as possible.

Behaviour and Discipline

We aim for excellence in academic, creative and sporting pursuits, in personal relationships and in religious life. To do this we must be a caring community within a framework of fair, firm and consistent discipline. Mutual respect, concern and courtesy towards each other are at the heart of our behaviour and discipline policy.

Each pupil will have a copy of the following school rules in their planner and each classroom will have a copy of our School Code of Conduct clearly displayed.

Contacting Students

If you need to contact your son or daughter in the day, please telephone the PiP (main reception) and they will deliver a message to your child. If your son or daughter needs to contact you, they should go to the PiP and you will be contacted via reception.

Mobile 'phones are not allowed to be switched on during school hours. If your son or daughter is seen or heard using their mobile 'phone, it will be confiscated and you will be contacted to collect it from the PiP.

School Website

The school website has lots of information on it including a section for parents including information regarding PTFA, school dining and free school meals.

School Rules

1. Students must follow the School Uniform Code, the Conduct Code, and observe the student's part of the Home - School Agreement.
2. Students must maintain 100% punctual attendance at all form periods, lessons, assemblies and Masses.
3. Students must follow the rules on the use of Planners.
4. Mobile phones must not be used on the main site during the school day. Mobiles will be confiscated if seen or heard - they must not be used to access Internet Sites. If confiscated, a Parent/Guardian will be informed and will have to collect the mobile from the Pupil Information Point (PiP) for Year 7 to Year 11. In the Sixth Form the student must report to Head of Sixth Form.
5. Valuable personal items should not be brought into School as St Joseph's insurance does not cover loss/damage of these items.
6. Students may be in the Dining Room at the start of the day. Students must not be in classrooms or on corridors outside of lesson time, unless it is wet weather or they have a teacher's permission. Year 7 may use the bottom corridor before school (from 8.30am).
7. Students must not be on the school premises after 3.30pm unless they are in the Extended Study Group, or at another supervised activity.
8. No-one must leave the school premises without permission once they have arrived in the morning. Students must sign in the book in the PiP when leaving during the school day (subject to prior permission e.g. for an appointment), or when arriving late.
9. When moving around the School, students must do so quietly and keep to the left. There is to be no running, shouting or sitting in corridors. Students waiting outside classrooms must line up in an orderly manner. Students must be respectful towards staff at all times, including holding doors open for staff, standing when a member of staff enters the room and not speaking when a member of staff is speaking.
10. All food must be consumed in the Dining Room, and students must ensure that there is no litter left around School - either inside or outside. Chewing gum is not allowed in School. Only water or lollies/ice cream can be taken out of the Dining Room.
11. Tobacco, lighters including vaping devices and alcohol are not allowed on the school premises, and anyone breaking this rule will face consequences, in line with our 'Rewards + Sanctions' policy.
12. St Joseph's College operates a Zero Tolerance policy in relation to drugs/ illegal substances. Students will be permanently excluded for possession, use or distribution of these substances either whilst at school, travelling to/ from school, or attending any event as a student of St Joseph's College. Students breaking this rule will face consequences in line with our 'Rewards + Sanctions' policy.
13. St Joseph's College operates a Zero Tolerance approach to weapons or similar dangerous items. Students breaking this rule will face consequences in line with our 'Rewards + Sanctions' policy.
14. Students must follow the School's very clear guidelines on the use of the Internet. A breach of this Rule will also incur serious consequences.

If necessary, the school will involve the police where relevant if the school rules are broken.

STUDENTS MUST MAINTAIN A HIGH STANDARD OF BEHAVIOUR AT ALL TIMES, SHOWING CARE, CONSIDERATION AND POLITENESS TO EVERYONE AND TO HAVE CARE AND CONSIDERATION FOR THE FABRIC AND EQUIPMENT OF THE SCHOOL

Rewards and Sanctions

Pupils will be positively praised for their efforts in school work, home learning, behaviour, attitude, approach and appearance. In particular, the achievement point system is used to reward pupils in Key Stage 3 and 4. Outstanding work is rewarded with a certificate and a letter sent to parents by the Headteacher. Individual and form prizes are awarded at intervals during the school year.

Details of the system will be explained to the students in September and will appear in their student planners. Should a pupil's behaviour fall below the standard required, sanctions will be applied firmly and fairly. Sanctions may consist of written work, same day detentions after school or pastoral detentions during lunch times, or assisting in the dining room. If there are continued problems or should an offence warrant it, then pupils may be placed in a one hour after school Friday night detention. This detention should be viewed as a very serious matter. Parents will be notified, via the planners, or a text message or by a letter home, for any detention after school.

As well as sanctions there are a range of interventions both academic and social that the school will use in order to support students. These include mentoring, peer mentoring, report cards, counselling and the use of an extensive range of external agencies. Our full behaviour policy is available on the school web site.

Exclusion

Should the Headteacher consider a pupil's continued presence in the school, after a serious breach of discipline, to be prejudicial to the good order and reputation of the school he may send him/her home. Our exclusion policy can also be downloaded from our website.

Absences/Punctuality

Good school attendance is vital to every child's development and therefore it is important that children are only absent if absolutely necessary. On the first day of absence, parents/carers have a responsibility to inform the school of their child's absence by contacting the school. When the student returns to school after absence parents/carers must provide a signed, written reason for their child's absence either in the student planner or as a separate letter. If an acceptable reason for absence is given and accepted by the school the absence may be marked as 'authorised'. The school are under no obligation to accept the reason given for absence when there is doubt of its validity. Where appropriate, students regularly identifying poor health as a reason for absence will be asked to produce a medical certificate from their GP. If the absence is likely to last for a week or more, then we ask that school is contacted and the matter discussed with the relevant Head of Year. It is important that pupils endeavour to catch up with any work missed through absence and in cases of long term absence parents should arrange for work to be sent home.

Students should arrive to school ready to start morning registration at 8.45am.

Leave of Absence

It is the parent's obligation to apply to the Head teacher for Leave of Absence by completing a 'Leave of Absence request'; this should take place 4 weeks prior to the known absence. Headteachers are **no longer** able to grant leave of absence for the purpose of a family holiday in term time. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If a student has time out of school, during term time, unless in exceptional circumstances granted by the Headteacher, this will count on their record as an unauthorised absence. Any request will be judged on an individual basis taking into account individual circumstances.

Opening Times

Whilst the school is opened each morning at 7.30am, there is no member of staff on duty until 8.00am. Any student arriving before 8.30am should access the building through the main entrance and go to the dining room only. At the end of the school day, we would ask that all pupils leave the premises as soon as possible, unless involved in activities organised and supervised by a member of staff or they are in the home learning club. There is a member of staff on duty until 3.20pm.

The school accepts no responsibility for the supervision or safety of pupils before 8.30am or after 3.20pm. After 3.30pm, all pupils *must* be in extended study or supervised activity. Supervised study is in the Library and is open until 5.30pm, the cost is £6.00 per session.

Permission to leave the school to visit the doctor etc should be requested in writing to the form tutors via the planner and pupils must sign out and, on return, sign in again, at the main office (PIP). It is important that medical appointments are made out of school hours wherever possible.

Other than in these cases no pupil is allowed to leave school from 8.45am until 3.05pm. Any pupil leaving school without permission will be treated as having committed a serious breach of school rules.

All pupils must be in school **by 8.45am**. Latecomers must sign in, in the late register, and action will be taken against persistent offenders.

Property

All articles of clothing and sports kit must bear the pupil's name and we recommend that all other personal belongings be similarly labelled. Every effort is made to safeguard pupil's belongings, but we do not accept responsibility for their clothing, musical and scientific instruments and other personal property and we advise parents to arrange some form of insurance to cover themselves.

We would encourage pupils, especially in Year 7, to have a school locker so that they do not have to carry all of their belongings around with them. The cost of school lockers is a onetime cost of £10 which they will keep for their time in the main school. Students are expected to provide their own locks. Pupils who are entitled to free school meals do not have to pay this sum.

Books should be brought to school in a briefcase style bag or a rucksack. It is important that pupils ensure that books are not damaged in their bags. Many pupils find that the use of plastic wallets in bags aids organisation. Please help your child organise their bags each evening so that they only carry with them the items / books they need each day. Sports bags for kit may only be brought to school on games or PE days.

Medical

Please inform us if your child has a medical condition or a care plan that may interfere with his/her studies eg partial deafness, poor vision, diabetes, migraines etc. Matters of a private nature will be kept strictly confidential.

Dining Room - Edmunds

The school dining room is open for snacks at the beginning of the day (from 8.00am onwards) at break time and at the end of the school day. In addition, a vast range of meals are available at lunch time. There are always healthy food options but, as we operate a cafeteria system it is up to pupils what they buy to eat. Pupils are educated about healthy food options but it would be good if parents discussed their child's dinner choices with them.

Food is paid for daily by the use of a cash less system and finger print technology. Provision is made for pupils to eat cold lunches brought from home. **The child of any parents on Income Support or Income based Job Seekers Allowance may be entitled to a free school meal.**

Parents need to apply to the Local Authority via the school. (Application forms via the school website). Details are on our website. Please return applications to Mrs Slattery at school.

The weekly menu is available on our web site. The cashless system allows parents to monitor what their son/daughter is purchasing.

School Uniform

Uniform must be kept clean and worn tidily at school, at all school functions and on the way to and from school. The Headteacher reserves the right to send home any pupil who appears at school incorrectly dressed. The uniform is to be obtained through Clive Mark Schoolwear in Newcastle (01782 621721), National Schoolwear in Hanley (01782 272991), or SMART Uniform Newcastle (08000 681 782). The full uniform list is attached.

Dictionary/Thesaurus

English	A pocket sized dictionary and thesaurus, either Collins or Oxford.
French	A basic pocket sized dictionary
Spanish	A basic pocket sized dictionary

MISCELLANEOUS

Parking - Arrivals and Departures

Traffic comes onto the site through the main entrance gate. Please enter the playground, on the left, through the second gate on the left after the barrier.

Cars face towards the fence and the new double gates. Exit will then be back onto London road, in the right hand lane if you are going right and in the left hand lane if going left. It is vital that parents do not block London Road by parking along the pavement on the school side. I would urge you, in the evenings in particular, to come onto the site to pick up.

Please do not park on London Road or Mace Street to collect your child at the end of the school day. This can cause serious traffic congestion.

The playground is opened at **2.40pm** for parking. It is not available before this time as it is used for Games lessons. Please do not arrive before this time as this causes congestion around the site and on London Road and blocks the entrance for emergency vehicles.

SCHOOL UNIFORM

GIRLS' UNIFORM YEARS 7 – 9 (AGES 11-14) KEYSTAGE 3

Blazer	School blazer
Blouse	White, non-patterned, plain style (not casual). A plain white T-shirt or vest may be worn under the blouse. Coloured or patterned T-shirts are not allowed. During the Summer term an open neck blouse may be worn.
Tie	School House tie, unless the permission of the Headteacher has been given for an alternative tie - eg County Sports tie. Top buttons and ties must be properly done up.
Skirt	Grey viscose / polyester as supplied by SMART Uniform (Newcastle), Clive Mark Schoolwear or National Schoolwear. It must come to the bottom of the knee. The skirt should have a front vent.
Pullover	If worn must be school regulation pullover (grey with black + red stripe).
Tights/Socks	Winter – black, non-patterned tights. Summer – white ankle socks
Shoes	Plain, black leather or leather type, lace up or slip-ons, not suede. Heels must not exceed 5cm and should not be narrow. Laces must be black. Trainers may be worn at lunchtimes only.
Top Coat	If worn must be plain dark colour conventional in style (no logos). The coat must be long enough to cover the blazer.
Scarf	If worn, must be a school scarf.
Hair	Hair should be conventionally cut and well groomed. If it is longer than collar length it must be neatly tied back, away from the face. Hair bands, slides, etc. must be red, black or brown. No fashion accessories are allowed. Hair must not be artificially coloured.
Jewellery	With the exception of one small stud in each lobe, no jewellery may be worn eg no rings, earrings, necklaces or wristbands or retainers. Watches may be worn but NO web enabled watches.
Make-up	Make-up or nail varnish must not be worn.
PE / Games	Black / Red Falcon shirt (initial and surname on LHS) Black / Red games' skirt (badged LHS) Black shorts (Two-tone stripes) Hockey socks (black with red tops) Trainers (predominantly white, no garish colours — not boots) Black hooded top - (with St Joseph's College Badge embroidered on LHS, initial and surname on RHS, St Joseph's College on the back.) School tracksuit trousers (black / red piping, with SJC embroidered on bottom of left leg)

Please note the following uniform regulations, which apply to boys and girls.

1. The Headteacher reserves the right to send a pupil home if she/he is not in appropriate uniform.
2. Pupils are expected to wear their uniform correctly to and from school. Whilst in uniform pupils are to follow school rules.
3. School uniform is to be worn when representing the school.
4. Pupils should wear their blazers inside the school building and on their journey to and from school. Top coats and scarves should not be worn inside the building.
5. Permission must be obtained from the Headteacher if a pupil needs to change out of uniform before leaving school.
6. Uniform is supplied by SMART Uniform (Newcastle), Clive Mark Schoolwear (Newcastle) and National Schoolwear (Hanley).

ALL ITEMS MUST BE CLEARLY LABELLED

SCHOOL UNIFORM

BOYS' UNIFORM YEARS 7 – 9 (AGES 11-14) KEYSTAGE 3

Blazer	School blazer
Shirt	White, non-patterned, plain style (not casual). A plain white T-shirt or vest may be worn under the shirt. Coloured or patterned T-shirts are not allowed.
Tie	School House tie, unless the permission of the Headteacher has been given for an alternative tie - eg County Sports tie. Top buttons and ties must be properly done up.
Trousers	Charcoal grey, plain style, polyester/wool blend, neither too narrow nor too baggy as supplied by SMART Uniform (Newcastle), Clive Mark Schoolwear or National Schoolwear. (Red edging on LHS pocket)
Pullover	If worn must be school regulation pullover (grey with black + red stripe).
Socks	Grey or black. White or patterned socks must not be worn.
Shoes	Plain, black leather or leather type, lace up or slip-ons, not suede. Laces must be black. Boots may not be worn. Trainers may be worn at lunchtimes only.
Top Coat	If worn must be plain dark colour conventional in style (no logos), and long enough to cover the blazer.
Scarf	If worn must be a School scarf.
Hair	Hair should be conventionally cut, well groomed and neither too short (Grade 4 clippers), nor too long. For guidance, it should be above the collar in length and not covering the forehead and brushed away from the face. Hair must not be artificially coloured. Hair gel or wax is not acceptable.
Jewellery	No jewellery may be worn eg no rings, earrings, necklaces or wristbands. Watches may be worn NO web enabled watches.
PE / Games	Rugby shirt reversible black/red Black / red / white striped shorts Rugby socks, black with red tops Rugby / Football boots Black T-shirt (optional) Black/red/white PE Singlet (initial and surname embroidered on RHS) Black shorts School tracksuit jacket (Optional - with St Joseph's College Badge embroidered on LHS, initial and surname on RHS, St Joseph's College on the back.) School tracksuit trousers (black / red piping, with SJC embroidered on bottom of left leg) White socks + trainers (predominantly white, no garish colours — not boots)

Please note the following uniform regulations, which apply to boys and girls.

1. The Headteacher reserves the right to send a pupil home if she/he is not in appropriate uniform.
2. Pupils are expected to wear their uniform correctly to and from school. Whilst in uniform pupils are to follow school rules.
3. School uniform is to be worn when representing the school.
4. Pupils should wear their blazers inside the school building and on their journey to and from school. Top coats and scarves should not be worn inside the building.
5. Permission must be obtained from the Headteacher if a pupil needs to change out of uniform before leaving school.
6. Uniform is supplied by SMART Uniform (Newcastle), Clive Mark Schoolwear (Newcastle) and National Schoolwear (Hanley).

ALL ITEMS MUST BE CLEARLY LABELLED

OFF SITE AND EXTRA CURRICULAR PE

Pupils are encouraged to join a variety of activities. Many take place outside of the school day. Due to facilities being limited at College, many sporting practices take place down at our playing fields or at the Michelin Sports Centre (off Riverside Road). The following points should therefore be noted for their safety:

- Students in Year 7 – 10 are accompanied across all roads and on to the fields / Michelin.
- Students in Year 11 are supervised, in groups, across all roads to the fields / Michelin.
- Ideally parents should pick students up from the fields.
- If students are not collected from the fields, they will be escorted (sometimes by car/minibus/foot) back to the main school where they are to be collected.
- Students cannot make their own way directly home from the fields without prior written arrangements made with the PE department.
- For PE fixtures outside of school hours, students may make their own way to the field / Michelin.