

Welcome to St. Joseph's Catholic Primary School



Love – Learn – Believe

**York Avenue
Hanwell
London W7 3HU
Tel: 0208 567 6293
Email: ask@stjosephs.ealing.sch.uk**

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York Avenue
Hanwell
London W7 3HU
0208 567 6293

Your child will soon begin full-time education at St. Joseph's Catholic Primary School. We look forward to meeting you and your child and hope that you will find the following information helpful. Please make good use of our website www.stjosephshanwell.org.uk where you will find information, documents and lots of images to inform you about our school.

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School Staff

Chair of Governors	Ms. Marshall
Headteacher	Mr. Rakowski
Deputy Headteacher	Mrs. Kenny
Inclusion Manager	Mrs. Sargeant

Teaching Staff

Mrs. Baran
Mr. Buckfield
Mrs. Ingham
Mrs. Llewellyn
Ms. Reddin
Miss Redhead
Mrs. Sagajlo
Miss Sasenarine
Ms. Bush
Mr. Brooks
Miss Bertorelli
Miss Barry
Miss Bobbin
Miss Welland
Miss Jaffer
Miss Lally
Ms. O'Donnell
Mrs. Whybrew
Mr. Sheehan
Ms. Smith
Miss Kies
Mrs. Day
Miss Murphy
Miss Smith

Teaching Assistants

Mrs. Bahadrian
Ms. Dobbin
Ms. Joyce
Ms. Males
Mrs. Paul
Mrs. Rowlands
Mrs. Smith
Mrs. Spek
Mrs. Mitchell
Mrs. Murphy
Mrs. Tybora-Pawlus
Mrs. Lisowski
Ms. Szyszka
Mrs. Moat
Mrs. Dahanayake
Mrs. Collins
Mr. Sampaio

Nursery Nurses

Mrs. Matharu
Ms. Doherty
Mrs. Klepacka
Mrs. Stewart
Miss Delaney

Welfare Assistants	Mrs. Bordi Mrs. Motherwell Mrs. Goodman
Site Managers	Mr. Brophy Mr. O'Rourke
Administration	Mrs. O'Rourke Mrs. Banks Mrs. McNee

St. Joseph's Catholic Primary School

St. Joseph's is a Voluntary Aided Catholic Primary School under the trusteeship of the Diocese of Westminster and maintained by the London Borough of Ealing. It was established in 1902 and the present building (which now accommodates the Junior School) was opened several years later and paid for by the Catholic Community of Hanwell. The school grew over the years and when St. Ann's Secondary School closed in the early 1970s the lower school took over the buildings and the school grew to its present size. Consequently, we are a spread out school! The nursery opened in September 1992. In 2004 new classrooms, dining hall and offices were opened and in October 2007 Cardinal Cormac Murphy O'Connor came to celebrate 100 years of Catholic Education on this site. We have now grown into a three form school with three classes in each year group from Reception to Year Six.

Routines

Nursery times:	8.45am – 11.45am 12.15pm – 3.15pm
Lower Phase:	8.55am – 3.00pm
Middle and Upper Phase :	8.55am – 3.10pm

Children stroll into their classes from 8.45am, arrival after 8.55am is considered as a late arrival, and are collected from school at the end of the day.

Please be prompt, as children feel uncomfortable if parents arrive late and can get very distressed if they are not collected on time.

Absences

If your child is absent from school, please telephone the school on 020 8567 6293, and press option 1. You should then state their name, class and a brief message describing their symptoms. It is important that you tell us why they are off, and **not just that they are unwell**, as this information is monitored by the Educational Welfare Officer.

If your child has been sick or has a temperature, please keep them at home for at least 48 hours. We follow NHS guidance and you will need to keep your child off school for 48 hours after their last bout of sickness.

Absence Other Than Sickness

Parents must complete a Leave of Absence form in advance in order to request authorisation for absence during term time. Term time absence does impact on your child's education and is unlikely to be authorised. Dates are published six months ahead of each school year so there is no excuse for term time absence.

Data Collection Form

You should have filled in a Data Collection form. If your child is sick or has an accident the data is used to contact you. Please keep this updated with any new information such as, change of contact details allergies, medication needs (e.g. inhalers) etc.

Medicines

We only administer medication for chronic ailments such as asthma. We are not allowed routinely to administer antibiotics, cough medicines etc. If your child needs medication for a chronic ailment please arrange with our welfare staff to prepare a Health Care Plan for your child. If your child carries an inhaler please supply a spare inhaler on the day that your child begins school.

Milk

'Cool Milk' for schools operates a subsidised scheme. Reception children receive free milk until the Friday before their fifth birthday, however, they must be registered with the scheme. Please complete the enclosed form and return direct to COOL MILK. Do not send any money. They will invoice you direct. Please ensure that you enter your child's start date on the form.

If they do not drink milk, please send a named bottle of water (pull up cap) with your child. As part of the "**Fruit for Schools**" scheme free fruit will be provided daily.

Lunch

Children have an hour for lunch and may have a packed lunch or school dinner. A packed lunch should consist of a sandwich, a piece of fruit and a drink, and under no circumstances should nuts be included. Do not send in fizzy drinks or sweets as we are a 'healthy school'. Please ensure that all containers for packed lunches are clearly labelled and that the children can open them easily. Children should have a cloth napkin on which they lay out their food, our Healthy Lunch Policy is available on our website.

School Meals

School meals are provided by Harrison Catering Ltd. Children in Reception will be entitled to a school meal free of charge. Parents will still need to register with Harrison Catering and as part of this process we will ask for National Insurance numbers. The N.I. number allows the school to claim additional funds for children's education in certain circumstances. Your co-operation with the registration process would be appreciated.

School Uniform

All children are expected to wear school uniform; the list is enclosed at the back of this pack. The PE kit consists of black slip on plimsolls, yellow T-Shirt and white shorts (optional tracksuit bottoms with school crest). These items should be kept in a draw string bag which is kept in school. We recommend that you do not buy these items until after the October half-term, as the children do not get changed for PE until then. Please be aware that your child's PE kit is kept in school and returned to the parents at the end of each half-term for cleaning.

Jewellery is not permitted. If your child has pierced ears then they may wear small plain stud in each ear, but they must be taken out for PE. Hair styles should be sensible natural hair and if long, should be tied back. Look at other St. Joseph's children for guidance. Remember: the best preparation for adulthood is childhood.

Shoes – When purchasing, please ask for school shoes. They should be black with no sling backs, open toes or heels. Please ensure your child is able to put on/take off their own shoes, velcro is most suitable for Reception children. Trainers, jellies and fashion shoes are NOT permitted.

All items of clothing should have a label sewn in with your child's name on it. (Labels are available from PMG Uniform and Juniper or online but must be ordered in advance)

Toys

We do not allow the bringing of toys from home as they may get lost or broken and can cause squabbles and distress.

Money

All money should be sent in an envelope, clearly marked with the child's name, class and what the money is for.

Voluntary Contribution

Reception children take part in daily art/craft activities which can be a challenge on our school budget. We would appreciate a voluntary contribution of £5 per term/50p a week to help fund this. Should you wish to pay a 'lump sum' at the beginning of the term this is very much appreciated.

School Newsletter

A weekly school newsletter is emailed to the first contact in each family. This is distributed every Friday. Please inform the office if you do not receive one, copies are also kept outside the school office. The school has a text service, which we use to send messages from time to time. Whoever is named as first on the data collection sheet will receive the text.

P.T.A.

We are very fortunate to have a strong, active P.T.A which arranges many social and fundraising activities and assists the school in purchasing equipment such as the low level climbing apparatus in the Infants and Juniors. You will be informed of activities through the Newsletter.

In November the P.T.A. hold their Annual General Meeting at which the new committee members are elected. We hope that many of you will come along to this.

Governing Body

The governing body consists of Foundation Governors appointed by the Diocese, Local Authority Governors appointed by the Council and elected Parent and Staff Governors. As a Voluntary Aided School the Governors must raise the money for external repairs to the buildings and for new developments such as our new buildings. This money is raised through the Catholic Fund to which you will be asked to contribute.



Religious Education

Sending your child to a Catholic School involves you in a shared responsibility, with staff, for their Religious Education. The School follows the “Come and See” R.E. Programme and studies aspects of the Liturgical Year. Prayers are said in class daily. Christian values are deeply rooted in the school in both the **mission statement** which you will find at the front of this booklet, the School Rules and the general ethos of the school. Our Parish Priest is a regular visitor to the school celebrating Mass, supporting teachers in their R.E. teaching and meeting and talking to children in the playground.

Keeping in Touch

We like to keep all our parents informed of our daily events etc. Parents will be emailed a weekly newsletter explaining what we will be covering and ways you can help. We also host regular informal sessions covering topics such as reading and phonics.



School Uniform List

Boys - Winter Uniform

Jumper	Brown V neck (with School Crest)
Trousers	Grey
Shirt	White with collar (long or short sleeved)
Tie	Yellow and brown striped
Shoes	Black
Socks	Plain Grey / Black

Girls - Winter Uniform

Jumper/Cardigan	Brown V necked (with School Crest)
Skirt/Pinafore Dress	Brown
Trousers	Brown
Blouse	White with collar (long or short sleeved)
Tie	Yellow and brown striped
Shoes	Black enclosed shoes with a low heel.
Socks / Tights	Plain White / Brown
Hair Bands/Clips	Plain White/Brown/Black/Yellow

Boys - Summer Uniform

Jumper	Brown V neck (with School Crest)
Shorts	Grey (trouser style)
Polo Shirt	Yellow with School Crest.
Shoes	Black
Socks	Plain Grey / Black

Girls - Summer Uniform

Jumper/Cardigan	Brown V necked (with School Crest)
Dress	Yellow and white gingham short sleeved dress.
Polo Shirt	Yellow with School Crest
Skirt	Brown
Shoes	Black enclosed shoes with a low heel.
Socks	Plain White

PE Kit Boys and Girls

White shorts and a yellow round necked T-shirt with black plimsolls. Girls should also have a pair of ankle socks in their PE bag.

Coats

Coats must be dark (i.e. black, brown).

Hats

Woollen hat with School Crest (alternatively a dark plain woollen hat),

Plain items (shirts, trousers etc.) of school clothing can be purchased from most high street retailers. **All items of clothing should be clearly labelled with your child's name.**

Uniforms are available from:-

PMG School Wear

13 Broadway Buildings
Boston Road,
Hanwell W7 3TT

www.pmgsschoolwear.co.uk

Juniper Uniform

154 – 156 The Broadway
West Ealing
W13 0TL

<https://www.juniperuniform.com>