



# WELCOME TO ST JOSEPH'S

St Joseph's Catholic School

York Avenue

Hanwell

London W7 3HU

Headteacher: Mr J Rakowski

Deputy Head: Mrs C Kenny

Tel: 0208 567 6293

Email [admin@stjosephs.ealing.sch.uk](mailto:admin@stjosephs.ealing.sch.uk)

Your child will soon be joining St Joseph's 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](http://www.stjosephshanwell.org.uk) where you will find information, documents and lots of images to inform you about our school;



# NEW PUPIL HANDBOOK

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## ST JOSEPH'S SCHOOL STAFF 2018 - 2019

**Headteacher:** Mr J Rakowski  
**Deputy Headteacher:** Mrs C Kenny

### Teaching Staff:

<b>Name:</b>	<b>Class:</b>
Ms E Kies	Nursery
Miss S Murphy	Reception Honeybees
Mrs A Baran	Reception Ladybirds
Ms D O'Donnell	Reception Butterflies
Mrs L Casey	1C
Miss A Bobbin	1I
Ms S Sasenarine /	1SW
Mrs U Whybrew	
Mr J Buckfield	2B
Mrs A Llewellyn	2L
Miss Welland	2W
Miss S Redhead	3R
Ms Day / Mrs	3DS
Sagajlo	
Miss A Jaffer	3J
Ms A Reddin	4R
Mr Sheehan	4S
Mr E Brooks	4EB
Mrs K Kenny	5K
Miss M Smith	5S
Miss F Barry	5B
Miss S Lally	6L
Miss M Bertorelli	6B
Mrs I Ingham	6I

Mrs J Sargeant	Inclusion Manager
Mrs C Bush	Music

### SUPPORT STAFF

Ms P Doherty	Nursery Nurse
Miss C Delaney	Nursery Nurse
Mrs A Stewart	Nursery Nurse
Mrs J Matharu	Nursery Nurse
Mrs M Smith	Higher Level Teaching Assistant
Ms S Joyce	Teaching Assistant
Mrs M Paul	Teaching Assistant
Mrs M Dobbin	Teaching Assistant
Mrs A Klepacka	Teaching Assistant
Mrs A Tybora – Pawlus	Teaching Assistant

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Mrs S. Murphy	Teaching Assistant
Mrs M. Zabkiewicz	Teaching Assistant
Miss M Kamyra	Teaching Assistant
Mrs D Rowlands	Higher Level Teaching Assistant
Ms Males	Teaching Assistant
Mrs D Mitchell	Teaching Assistant
Ms S Spek	Higher Level Teaching Assistant
Ms M Bahadrian	Teaching Assistant
Mrs J Pawlak	Teaching Assistant
Mr M Lisowski	Teaching Assistant

#### **ADMINISTRATION**

Mrs S O'Rourke	Senior Administrator
Mrs U Banks	Senior Administrator
Mrs C McNee	Administration Assist
Mrs S Bordi Mrs P Goodman	Junior Welfare
Mrs L Hine	Infant Welfare

#### **SITE MANAGER**

Mr D Brophy	Site Manager
Mr J O'Rourke	Site Manager

#### **School Meals Supervisory Assistants SMSAs**

Mrs L Hine  
Mrs M Baki  
Mrs M Dobbin  
Miss P Williams  
Mrs P Goodman  
Ms A Kauzner  
Ms H Cleere  
Mrs O'Hea  
Mrs M Paul  
Mrs J Pawlak  
Mrs B Szyszka  
Mrs L Mikhael  
Mrs J Pawlak  
Ms S Joyce  
Mrs M Lisowski

## **St Joseph's Catholic Primary School**

St Joseph's School is a Voluntary Aided Roman Catholic School under the trustees 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 School closed in the early 1970's the Infant School took over the buildings and the school grew to its present size. Consequently we are a split site school. The Nursery opened in September 1992.

### **Routines**

Nursery times : -	8.45am – 11.45am (Morning Nursery) 12.15pm – 3.15pm (Afternoon Nursery)
Infant school	8.55am – 3.00pm
Junior school	8.55am – 3.10pm

Children line up in the playground when the bell rings for school to start and are brought into class by their teacher. Children in the Infant School are brought out into the playground by their class teacher at 3.00 pm and parents collect their children from the class line. Children in the Junior School are dismissed from their classrooms at 3.10pm.

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

### **Absences**

New regulations dictate that the school must be informed daily if your child is unwell by telephoning the school office or sending an email to [admin@st.josephs.ealing.sch.uk](mailto:admin@st.josephs.ealing.sch.uk). Upon your child's return to school please send a note explaining the absence to be placed in your child's file.

### **Emergency Contact Information**

Please complete the Data Collection Form as accurately as possible. If your child is sick or has an accident it is used to contact you. Please keep the office informed of any changes to this form as and when they occur. The person nominated as first contact will receive text messages from the school from time to time.

### **Medicines**

We only administer medication for chronic ailments such as asthma. We are not allowed to administer antibiotics, cough medicines, etc. If your child needs medication for a chronic ailment please complete a Health Care Plan by meeting with Mrs Sargeant. If your child has an inhaler or epipen please supply one on their first day for use in school.

If your child has any allergies (especially nut allergies) please notify the school in writing before the child starts at St Joseph's, along with any information regarding medication.

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**Milk** (Infant School only)

Please complete a Cool Milk form and send it direct to them, they will process your order, inform the school and invoice you directly.

**Fruit** (Infant School only)

A FREE Fruit scheme is currently being run by the Lottery Fund and all children in the Infants receive a piece of fruit daily.

**Lunchtime**

Lunchtime in the Infant School is from 12 noon to 1.00 pm, lunch for the Junior School is 12.10 pm to 1.10 pm. Children may have a packed lunch or school dinners.

Packed lunches should be provided in a named lunch box and as a guideline should consist of a sandwich, bag of crisps, piece of fruit, small chocolate biscuit bar and a drink. We do not allow fizzy drinks or sweets, or glass bottles.

School dinners are provided by Harrison Catering Ltd and money is payable in advance either on a Monday or half termly. Payments should be made on line via the school website. Cash should be placed in a clearly marked envelope (Harrison Catering envelopes are available from the school office) from with the child's name, class and amount of payment. If you think that you may be eligible for free school meals please ask for details at the School Office.

**School Uniform**

All children are expected to wear school uniform, please see list below. PE Kit should be kept in a drawstring bag (labelled with child's name) and kept in school at all times, children may take their PE Kit home at each half term to be washed. Jewellery is not permitted in school, if your child has pierced ears then they may wear small plain studs. Shoes should be enclosed with a low heel, we do not allow sling backs, open toes, trainers, jellies or fashion shoes.

**Boys**

Jumper - brown V neck (with School Crest)

Trousers - grey

Shirt - white with collar (long or short sleeved)

Tie - yellow and brown striped

Summer Uniform - Shorts - grey trouser style shorts can be worn in summer Yellow polo-shirt with crest from School Uniform Shop

**Girls**

Jumper/Cardigan - brown V necked (with School Crest)

Skirts/Pinafore - brown

Blouse - white with collar (long or short sleeved)

Trousers (brown school trousers available from Kevins/PMG Schoolwear)

Tie - yellow and brown striped

Summer Uniform - yellow gingham short sleeved summer dress / skirt

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***PE Kit***

Boys and Girls wear white shorts and a yellow round necked tee shirt with black plimsoles. Jogging bottoms with the school crest are an optional item available from PMG Schoolwear.

***School Fleeces***

Brown fleeces with a school crest are available in various sizes from the Junior School Medical Room and are ideal for children who travel by car or if the weather is slightly colder but not cold enough for a coat.

***Coats***

Dark coloured winter coat.

***Hats/Scarves***

Dark, plain woolly type hats and scarves. Hats with a school crest are also available from the Junior School Medical room.

***Hair***

Long hair should be tied back. Shavings and patterns are not permitted. Gel should be "discreet". Best preparation for adulthood is childhood.

***Shoes***

Black or brown enclosed shoes with a low heel.

***School Bags***

School bags with the St. Joseph's crest are available from the Junior Medical room.

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH CHILD'S NAME.

Uniforms are available from PMG Schoolwear in Hanwell, plain items of clothing can be purchased from most high street retailers.

***Equipment***

Please encourage your child to remember to bring everything into school with them which they will need each day as children are not allowed to make telephone calls requesting forgotten items to be dropped into school.

***Toys***

We discourage children bringing in toys or other items from home as they may get lost or broken and can cause squabbles and distress. If your child wishes to bring in an item for Show and Tell please make sure it is clearly labelled and preferably please give to your child's teacher before school begins.

***Money***

All monies should be sent into the school in a clearly marked envelope with your child's name and its purpose. Please do not send in loose money as it is easily lost.

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### **School Newsletter**

A weekly school newsletter is emailed on a Friday to every family. This is a valuable source of information regarding events going on in school. Please take time to read it. If you do not receive one please contact the office.

### **Parent Teacher Association**

We are very fortunate to have a strong, active PTA which arranges many social and fundraising activities and assists the school in purchasing equipment such as the low level climbing apparatus in both the Junior and Infant playgrounds. You will be informed of activities through the Newsletter, help from parents is always encouraged. Please either come along to any meetings or if you wish to help on a more informal basis please just come along to the functions and offer to help.

### **Governors**

Recent legislation has given Governors an increasingly important role in the running of the school. The Governing Body consists of Foundation Governors appointed by the Diocese, LEA Governors appointed by the London Borough of Ealing, Parent Governors elected by parents and a Staff Governors elected by the staff. As a voluntary aided school governors must raise the money to pay for external repairs to the buildings and for new developments. This money is raised through the Governors Building Fund to which you will be asked to contribute.

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