



St. Joseph's Catholic Academy Transition Booklet 2026/27



**Inspired by God's love, we
empower each member of our
community to let their light shine**

Academy Vision and Aims

St. Joseph's Catholic Academy is a Christian community where respect and co-operation are reflected in everything we do. We have a clear Mission Statement which is, **"Inspired by God's love, we empower each member of our community to let their light shine"**, which is underpinned by our FLAME Values which are outlined in the remainder of the document.

Our Motto: *'Caritas Christi Urget Nos' - 'The love of Christ spurs us on'*



Attendance and the school day

We expect all students to strive for 100% attendance with a minimum of 97% attendance in each year.

Please keep medical appointments outside of the school day. If this is not possible, please bring a letter into school prior to this to receive a pass from your child's Head of House.

Students can enter the school site from 7.45 am and take advantage of Breakfast Club. Students will be issued a paper copy of their individual timetable by their group tutor in September. This operates over a fortnight, alternating between week A and B. It is helpful to keep a copy at home to support your child's organisation.

| | |
|------------------------------------|-----------------------------------------------------------------|
| 8:30 – 9:00 am | Registration |
| 9:00 – 10:00 am | Period 1 |
| 10:00 - 11:00 am | Period 2 |
| 11:00 - 11:15 am | Break |
| 11:15 – 12:15 pm | Period 3 |
| 12:15 – 1:00 pm 12:15 – 1:15 pm | Period 4a Years 7, 8, 9 - Lunch Years 10 and 11 - Lessons |
| 1:00 – 2:00 pm 1:15 – 2:00 pm | Period 4b Years 7, 8, 9 – Lessons Years 10 and 11 - Lunch |
| 2:00 – 3:00 pm | Period 5 |

FLAME student expectations

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <i>St. Joseph's students show faith in themselves, each other, staff and God. They use their God given gifts. They are kind, humble and serve others.</i> | <i>St. Joseph's students are ready to learn and take pride in their class work and homework. They are prepared and have the correct equipment.</i> | <i>St. Joseph's students have a positive attitude. They do as they are asked the first time of asking. They arrive at school, and to their lessons, on time.</i> | <i>St. Joseph's students are respectful and kind to all members of our school community. They show respect by taking care of the school environment.</i> | <i>St. Joseph's students enrich and enhance their lives by engaging in extracurricular and careers educational activities.</i> |
| Faith F | Learning L | Attitude A | Mutual respect M | Enrichment E |
| Have faith in God, yourselves and others | Be engaged in your learning | Do as you are asked the first time of asking | Respect each other | Participate in activities beyond the classroom |
| I am confident in my faith, and I am committed to the Gospel values. | I think and engage with activities set in lessons and for homework, seeking help when unsure. | I always follow instructions from staff and visitors the first time asked. | I am respectful and kind to all members of our school community and its visitors. | I take part in school clubs and sporting activities. I take full advantage of school trips and visits. |
| I understand the school motto "Caritas Christi Urget Nos" - the love of Christ spurs us on. | I concentrate and work to the best of my ability showing care and pride in my work. | I understand that I need a positive attitude to make the most of my talents. | I positively encourage and support others with their learning. | I look to complete additional activities, reading or revision to enhance my learning. |
| Participate in daily worship | Be ready for lessons and learning | Be ready for the school day | Respect the environment | Let my light shine |
| I am respectful and participate in tutor time daily worship and House assembly. | I am properly equipped for the school day and every lesson. | I aim to achieve at least 97% attendance and arrive on time for school before 8:30 am. | I treat our school with respect, leaving it how I found it. | I develop knowledge and skills to be an active member of society in the future. |

Year 6 Transition Days - Thursday 9th & Friday 10th July 2026

In order to support transition to our school in September we would like to welcome all Year 6 students to our school on Thursday 9th and Friday 10th of July. Students are expected to wear their usual primary school PE kit on both days with their school jumper or leavers hoodie for easy identification of schools.

Our team of school buddies and pastoral members of staff will be at the main hall doors between 8.45 and 9.00 am to greet students and take them into the school hall. Lunch will be provided free of charge at approximately 12:00 pm. Otherwise students can bring a packed lunch. Students will need to bring a water bottle for PE lessons and a pencil case with basic stationary including a pen, pencil and eraser.

On the transition days you will:

- Meet your Head of House
- Meet other key staff, student ambassadors and your support buddy
- Enjoy several sample lessons of different subjects
- Practise moving around school, have a tour of the building and outdoor areas

The day finishes at 2.45 pm but students can opt to stay until 3.00 pm and travel home using one of the scholars buses. There are also regular public bus services to other local areas.

Year 6 Parents' Information Evening - Thursday 2nd July 2026

The transfer to secondary school is an important milestone in every student's life. To help prepare for this next step, we would like to invite you to a Parents' Evening on Thursday 2nd July 2026.

- Presentation at 5.00 pm: Aidan and Bede Houses
- Presentation at 5.45 pm: Cuthbert and Dunstan Houses
- Presentation at 6.30 pm: Elfleda House

Please enter the school through the student entrance. At this evening you will be able to:

- Attend a brief presentation about our expectations
- Be given information about Arbor
- Meet some key members of the Pastoral and Senior Leadership Team






Pastoral Care

The main school is divided into five Houses, with a teacher in charge of each House known as 'Head of House'. Once students reach Sixth Form, they join Hilda House.

Our Assistant Headteacher Pastoral and Designated Safeguarding Lead is Mrs Tubman.



Our five main school Houses are:

| Aidan | Bede | Cuthbert | Dunstan | Elfleda |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Mrs Cobain | Mrs Coyles | Mr Leask | Mrs Hardy Jones | Mrs Visram |
|  |  |  |  |  |

Students are placed into a tutor group within each House; where a student has a sibling at St. Joseph's they will be placed into the same House as their sibling so that the Head of House has a holistic understanding of the student and builds a positive relationship with the family, this includes siblings from blended families. A frequently asked question posed by parents is whether this policy also applies to cousins and the answer is 'no' this only applies to siblings i.e. brothers/sisters/step-brothers/step-sisters

All students will be assigned to a house prior to the information evening so that students will have the opportunity to meet their peers and key adults on the transition day, and parents will know which session attend.



FLAME

- FAITH**: Have **Faith** in God, yourself and others
- LEARNING**: Be ready to **Learn** by engaging in the classroom everyday
- ATTITUDE**: Rise to challenges with a positive **Attitude**
- MUTUAL RESPECT**: **Respect** our community of St. Joseph's supporting and celebrating others
- ENRICHMENT**: Engage in **Enrichment** and charity work

Let your light shine
Matthew 5:16

Key Information for September

Uniform Expectations

The school has used the DfE non-statutory guidance on school uniform and agrees with guidance given in the DfE booklet which states;

'The school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. The Department strongly encourages schools to have a uniform as it can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of pupils. The Department also encourages schools to have a very clear position about appearance such as hair colour, style and length and the wearing of jewellery and makeup.'

The school therefore expects high standards of personal appearance and that all students should wear school uniform to and from school, during the school day or when participating in school-organised events. The full uniform policy can be found on our website.

Uniform

Students are expected to have their St. Joseph's Catholic Academy uniform ready for September. Uniform should comply with our clear uniform code at all times.

Because we want pupils at St. Joseph's Catholic Academy to be proud and to feel part of our community, the dress code applies both within school and on the journey to and from school. Fashion statements with regards to students' dress or appearance are unacceptable. If in doubt, parents and carers should contact the school before any decisions are made.

Students are expected to wear their school uniform with pride, they are ambassadors for St. Joseph's in our wider community.



Our uniform is accessible and affordable with most items being available to be purchased from a variety of high street retailers and only a limited number of branded options that can be purchased from specific vendors (JK Clothing, Little Gems, Total Sport PE kit, Tots to Teams), in line with Department for Education guidance.

If you have any queries or would like to access our preloved uniform please contact the main school office on office@stjosephs.uk.net

| Daywear | PE Kit |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Grey blazer branded with St Joseph's Logo | Blue polo shirt with St Joseph's logo or plain non-branded royal blue polo shirt |
| School Tie (clip on, blue and gold diagonal strip) | Black shorts with St Joseph's logo or plain non-branded black sports shorts |
| Plain white shirt which buttons to the neck | Running style trainers suitable for all PE activities |
| Plain black formal school trousers or a plain black drop-waisted skirt with box style pleats | Optional Tracksuit bottoms with St Joseph's logo or plain non-branded black jogging bottoms |
| Black opaque tights or black /dark grey socks | Optional Leggings with St Joseph's logo or plain non-branded black leggings |
| Plain black formal school shoes NOT trainers | Optional Quarter-Zip long sleeve top with St Joseph's logo or plain non-branded royal blue quarter-zip long sleeve top |

Behaviour Expectations

Our basic behaviour expectations are non-negotiable. They act as the first level of behaviour sanction, with students writing out the Behaviour Expectations Reminder (BER) below, in full.

Students are expected to:

Be Ready

- I arrive on time to school and lessons
- I line up calmly and enter when invited
- I bring the correct equipment every day
- I complete all classwork and homework to the best of my ability
- I engage fully in learning and follow instructions first time

Be Respectful

- I respect prayer, worship and Gospel values
- I speak politely to staff, students and visitors
- I allow myself and others to learn without disruption
- I look after the school environment and keep it clean and tidy
- I follow instructions from all staff first time

Be Safe

- I move calmly and sensibly around the school, using the correct routes
- I remain in the correct areas, supervised by staff
- I keep hands, feet and objects to myself, ensuring a safe distance between myself and others
- I do not use mobile phones or smart technology in school
- I do not bring alcohol, vapes or drugs into school or arrive under the influence

Take Pride in My Appearance and Work

Uniform

- School grey blazer with badge
- School tie
- Plain white shirt buttoned to the neck
- Plain black formal trousers or black knee-length box pleat skirt
- Plain black formal shoes
- Black opaque tights or grey/black socks
- Suitable school bag
- No make-up or jewellery
- No extreme haircuts or colours
- Optional wristwatch (not a smart watch and not allowed in exams)
- Optional plain black belt
- Optional plain black V-neck jumper

Equipment

- Pupil planner
- PE kit (on correct days)
- Pencil case containing:
 - 2 black pens
 - 2 green pens
 - Pencil
 - Ruler
 - Rubber
 - Scientific calculator
- I do not bring expensive personal items into school

The St. Joseph's Standard

We use these standards to ensure that all lessons are purposeful, students put in their best effort, work is presented clearly and professionally allowing all students to make exceptional personal progress in every lesson.



St. Joseph's Standard

At St. Joseph's, students are ready, respectful and safe.



Be punctual to your lessons and line up outside the room until invited in.



Have the correct equipment and planner ready on the desk.



Work must be completed using neat and legible handwriting, with all dates and titles underlined with a ruler. One neat line through errors, no scribbling out.



Diagrams, tables and graphs must be completed in pencil and using a ruler.



Unfinished or missed work must be caught up as soon as possible.

Be ready to learn, engage in the lesson to the best of your ability and take pride in your work.



Respect others and the classroom environment.



Work must be completed in black pen, except for corrections and improvements which are completed in green pen.



Handouts must be stuck into your book neatly and labelled appropriately.



At the end of the lesson, wait in silence to be dismissed and leave in an orderly manner.



Equipment Checklist

It is essential that students have an appropriate bag to carry books and equipment to and from school; this ensures that books and equipment are kept in good condition. All students will be given a planner on their first day, this is to help students plan their homework and to support with organisation.

All year 7 students must have the following equipment on a daily basis:

- Planner
- Pencil case containing - Black pen X 2, Green pen X 2, Pencil, Ruler, Rubber
- Calculator (see the message from Mr Lee, Head of Mathematics, below)
- PE Kit on appropriate days

Students should not bring in expensive personal property to school – the school cannot accept responsibility for their loss. All property should be marked with the student's name.

Maths - Calculator Information from Mr Lee - Curriculum Leader Maths

It is important that in Mathematics lessons and at home students in Years 7-11 use the correct calculator. We recommend the Casio FX-85GTX as the best to use. A scientific calculator is part of the equipment required for all Maths lessons. The advantage of everyone having the same calculator means that all pupils can be taught to use them effectively. Please make sure your child's calculator has their name written on it so it can be returned should they lose it.

We are offering parents the opportunity to purchase these calculators (Casio FX-85GTX) in September from school. Payments can be made via Arbor. These calculators are also widely available from major supermarkets, such as Asda and B&M. We will be in touch with you again in September to provide more information regarding our school payment system and how to make the payment for the calculator.

School transport

Our current scholars' service routes are currently under review as part of an ongoing effort to improve efficiency and better meet the needs of students. As a result, there will be changes to some routes for the 2026/27 academic year. Please note that the routes published at present on our website should be used for guidance only, as some may be subject to adjustment before the new academic year begins. Updated and confirmed route details will be provided in due course to ensure all users have accurate and up-to-date information.