

St Joseph's Catholic Primary School
Dorking

School Procedures



The information in this booklet summarises and gives guidance on the everyday procedures and practice within the school.

We hope it will be a useful point of reference to help you deal with everyday incidents and practical arrangements.

Please keep it in a safe place for future reference.

Mrs Cook is always happy to help with general queries in the School Office.

General Information and Reminders

The Start of the School Day

School begins at 8.55 am. Please ensure that your child is punctual.

Children **should not arrive** before 8.45 am as this is the time from which they are supervised on the playground. Infants and Juniors should go **straight to their own playgrounds** and **remain** there.

Space is very limited, so we ask Infant **parents to remain in the car park** while **the children go into the playground**. Pre-school children should remain with their parents and be supervised at all times for their own safety. Junior parents are encouraged to "drop and go".

The End of the School Day

Children will be brought to their respective entrances by their teachers at 3.15pm. Junior children with infant siblings will leave via the Infant Entrance.

Parents are responsible for collecting their children promptly. Children who are not collected are sent to wait in the Entrance Foyer; we will make every effort to supervise your child until you arrive however we cannot always guarantee supervision beyond 3.30 pm. If there is a change in collection arrangements for your child, please write this in your child's Home Contact Book. We cannot allow your child to leave with another adult or parent unless you have contacted us in advance to confirm this.

Parking

Parents are permitted to use Wickes car park at the beginning and end of the day. Parents are asked to be considerate, abiding by the agreed rules of use and only parking in the bays allocated to the school. A plan showing which parking spaces we are allowed to use is available from the office. Please do not remain unnecessarily in the car park as this causes problems for Wickes and their clients. *Cameras are in operation 24hrs and fines will be issued.*

Staff Car Park

If you are waiting in the staff car park before or after school, please maintain safety and supervise your children to ensure they respect staff vehicles.

Taxis

If your child is brought to or collected from school by taxi, please notify the School Office of the company, their telephone number and the days on which your child uses the service. Please let us know promptly of any changes to the arrangements.

School Security

We aim to keep the school building as secure as possible. To assist us in this, all visitors and visiting parents are asked to gain entry **via the Main Entrance** and **sign in at the School Office before entering the school.**

Post

Letters, reply slips and monies should be sent into school **via your child's book bag** for them to hand in at registration. The class teacher will then send them to the School Office.

Medication

Staff are not permitted to administer any medication. Children must **not** be sent to school with medication of any sort including cough sweets. If your child requires antibiotics, please ask your GP for those which can be administered outside school hours. In **exceptional circumstances**, where a child is required to receive medication during the school day, a 'Pupil Medication Request Form', must be completed. The child or parent must be able to administer the medication. For children with specific conditions, a "Treatment Plan" is negotiated with the Headteacher. If your child develops a medical condition, please ensure that you update us with any relevant information.

Sickness

If your child has vomited and/or suffered a bout of diarrhoea, they should not be sent into school until at least 48 hours after the last episode. Please exercise discretion in not sending sick children to school. If your child is taken ill at school we will contact you.

Allergies

Some children in the school suffer from nut allergies so we are a 'nut free' School. Please **avoid all nut products** such as nut bars, peanut butter and hazelnut spread etc in children's packed lunches and cake sales etc.

School Uniform

The correct uniform must be worn at all times. Any variation e.g. footwear etc. must be accompanied by written explanation from the parent. All clothing and belongings should be clearly and **permanently** labelled. **Nail varnish** is not permitted.

Jewellery: Jewellery should not be worn in school, this includes earrings.

Hair: Children are not allowed to wear hair gel. Shoulder length hair should be tied up and long fringes should be clipped back when children are working.

No Smoking Policy

St Joseph's operates a no smoking policy anywhere on site. This policy applies also to everyone accompanying children on school trips and outings.

Dogs

Dogs are not allowed anywhere on the school site.

Mobile Phones

Children are **not** permitted to bring mobile phones to school. If there are extenuating circumstances which may require your child to need a mobile phone, please contact the Headteacher to discuss the matter further.

Toys and Games

Children are asked not to bring toys or games to school unless specifically requested to do so by a member of staff. Children are also not allowed to trade/exchange cards or stickers within school.

Packed Lunches

If parents provide packed lunches for their children, we request they are suitably balanced and healthy. No chocolate, sweets, nuts or fizzy drinks are permitted.

Birthdays

Children must attend school on their birthday, unless it falls during a holiday or on an Inset Day. Parents are requested not to send sweets into school. Instead, we run a "Birthday Book" scheme where children may mark their birthday by donating a favourite book for the school library if they wish.

Communication

Please use the Home Contact Book and/or the Reply Slip on the weekly newsletter to let us know your views or address any queries.

School Calendar

The school calendar is available on the website at www.stjosephsschooldorking.co.uk. If you don't have internet access and require a hard copy of the calendar, please ask at the school office. Updates on dates and events are also given in the weekly newsletter.

Raising Concerns

If you have any queries or concerns about your child please bring them to the attention of the class teacher as soon as possible by writing a note in the home contact book or talking to the class teacher. Concerns may then be referred, where necessary, to the Deputy Headteacher or Headteacher (See later "What to do if...")

WHAT TO DO IF...

ABSENCES / LATENESS

Your child is late for school

Take them to the main entrance and sign them in the white folder at the School Office. It is essential that your child is signed in and out as this record is used in the event of fire or other such emergency.

Your child is ill or unable to attend school

Phone the school on 01306 883934 and choose option 1 to report an absence stating your child's name, class and the reason for absence. This should be completed by 9.30am as unexplained absences may be reported to the Educational Welfare Officer.

You need to take your child out of school during term time

Please complete a "Request for Leave of Absence Form" available from the racks in the Entrance Foyer or the School Office and return it to the Headteacher for approval **before** the requested absence.

Please note: Under current legislation, Headteachers are **not permitted to authorise any absence** during term time unless there are *exceptional circumstances*. You are urged not to take children out of school during term time since this does affect the continuity of children's learning.

HEALTH ISSUES

Your child develops headlice or an infectious disease

Please let the School Office know immediately.

Your child needs to take medication during the school day

Complete a 'Pupil Medication Request Form', obtainable from the School Office, and return it to Mrs Cook for approval. Staff are not permitted to administer any medication. If your child requires antibiotics, please ask your GP for those which can be administered outside school hours.

Your child suffers from Asthma

The school keeps a register of those children who have asthma, so please ensure that Mrs Cook is aware. Children should keep their asthma inhalers with them in the classroom. Any inhalers sent to school must be "in date" and clearly labelled with the child's name.

SCHOOL DINNERS

You wish your child to start or stop school dinners

Please inform Mrs Cook; two weeks notice is required.

You wish to pay for KS2 school dinners

Payments may be made online or by cash/cheque, and should be made weekly or half termly **in advance**. The easiest way to pay is via our secure on-line system. Please obtain instructions and your unique access code from Mrs Cook in the Office. Cheque/cash payments should be sent into school on a **Monday** in a clearly marked envelope. Change or refunds will be sent home via the book bag. The cost of dinners is currently £2.25 a day. The cost of dinners for each half term is published in the newsletter.

You think you may be eligible for Free School Meals

Contact Mrs Cook in the School Office.

FINANCIAL

You are sending money into School

Please send the money via your child's book bag in a sealed envelope clearly labelled with your child's name and the purpose of the money.

You are having difficulty making a payment for a trip or event

Please contact the headteacher in confidence.

UNIFORM AND EQUIPMENT

Your child has lost an item of clothing

Ask your child where they took it off or last saw it! Look in the Lost Property Box in the Entrance Foyer. Labelled uniform is usually returned very quickly.

You need to purchase school uniform

Our school uniform suppliers are the 'Kit-shop'. The shop is located at 232 Cobham Rd, Fetcham, KT22 9JQ Tel: 01372 378303

E-mail: sales@kit-shop.co.uk. Uniform may also be ordered on-line at www.kit-shop.co.uk. We also hold regular second hand uniform sales.

You find school property at home

Please return it to school as soon as possible!

CHANGES TO DETAILS / ARRANGEMENTS

Your child is being collected by someone different

If this is a "one-off", please write a note in your child's Contact Book or, if it is at late notice, phone the School Office.

If this is a permanent, regular change, please inform the classteacher in writing

You are changing address or phone number

Give new details in writing to the School Office

Your emergency contact details change

Give new details in writing to the School Office

Your domestic family arrangements are changing

Make an appointment with, or write in confidence to, the Headteacher

CONCERNS OR COMPLAINTS

You have issues, concerns or queries about your child or his/her progress

Write a note in your child's contact book or make an appointment to see your child's classteacher. Do this as soon as possible so the concern doesn't escalate. If the issue continues or is not resolved, please contact the Headteacher.

You have more general queries or concerns

Complete and return the slip on the weekly newsletter or contact the Headteacher by phone or via the office.

You are concerned about the safety of a child

Phone the school immediately. Miss Scrutton and Mrs Farr are the trained Designated Safeguarding Leads for the school.

You wish to make a formal complaint

Make an appointment with *or* phone *or* write to the headteacher

You wish to contact a member of the Governing Body

Write to the Chairman of Governors, Ms Catherine Blackburn, c/o the School Office or e-mail cblackburn@stjosephs-dorking.surrey.sch.uk

OTHER**You would like to volunteer to help in school**

Fill in a Parent Helper form indicating your availability and return it to the School Office.

Please note: All parent helpers must have DBS clearance (See below)

You wish to apply for DBS clearance

Ask at the School Office and the School Business Manager, Mrs Dolores Pinkerton, will advise you about the necessary forms and documents.

You did not receive or have mislaid a letter or newsletter.

First check your child's bookbag! If you have no luck, ask the classteacher or at the School Office. Additional copies of the newsletter can be found in the letter racks in the Entrance Foyer or the newsletter can be viewed online on the school website.

The most efficient way to receive letters is via our school e-mail system. If you wish to sign up for this please ask at the office.

You have post for the Friends of Saint Joseph's (FOSJ)

Send it in with your child who should hand it in at registration. The post will then be passed on to the FOSJ. Alternatively use the FOSJ post box in the Entrance Foyer.

Contact Details:

St. Joseph's Catholic Primary School,
Norfolk Road,
Dorking,
Surrey,
RH4 3JA

Tel: 01306 883934

Fax: 01306 500286

E mail: office@stjosephs-dorking.surrey.sch.uk

School Website: www.stjosephsschooldorking.co.uk

Headteacher: Miss Carolyn Scrutton

Deputy Headteacher: Mrs Finula Farr

School Business Manager: Mrs Dolores Pinkerton

Senior School Assistant: Mrs Lisa Cook

Chair of Governing Body: Ms Catherine Blackburn

Parish Priest: Fr. Tony Milner