

ST. JOSEPH'S MALMESBURY

CATHOLIC SCHOOL & NURSERY FOR CHILDREN AGED 2-11

PARENT HANDBOOK



2026-'27

Welcome to St Joseph's

Welcome to St Joseph's School & Nursery!

We are so pleased you have chosen to send your child to our wonderful school and we look forward to working with you in a happy and productive partnership.

St. Joseph's is an ambitious school where the children are given the opportunity to flourish, first and foremost, as human beings.

We seek to educate the whole person and nurture creativity, cultivate social awareness and give opportunities for collaboration.

What is a Catholic school?

Catholic literally means *universal*.

Like all faith schools, children at St Joseph's come from families of all faiths and none. We are proud of our tradition and parents and carers are supportive of our Catholic ethos and values.

Whatever your religious beliefs, your family will receive a warm welcome in our inclusive and friendly community.

We have six virtues, underpinned by the principle of the Golden Rule: "Do to others that you would have them do to you" (Matthew 7:12)

They are:

- **Peace**
- **Resilience**
- **Aspiration**
- **Curiosity**
- **Respect**
- **Serving & Giving**

Our aspiration is that, through these, all children will become the best versions of themselves, now and for the rest of their lives.

The School Day

The school gate opens at 8.30am and again at 3.20pm. Children must be ready to start lessons at 8.50am. Late arrivals must report to reception.

Registration: 8.40am

Morning Break: 10.30am-10.45am

Lunch time: 12 noon to 1pm

End of Day: 3.00pm – Nursery | 3.20pm Reception -Year 6

The Head is usually on the gate at morning drop-off. This allows parents to give quick messages that may be of importance at the start of the day.

Parents and carers are welcomed onto the school playground at the end of the day to collect their children after school. If you are unable to pick your child up from school, please advise us of the name of your responsible adult. *(If you are late collecting your child, the school will arrange for them to go to the Opportunities Club)*

Celebration Assembly

We celebrate our achievements on **Fridays at 2:45pm**. Parents are always welcome to join us in the Hall.

Communication

The School Office is your first port of call. Please call Tracey or Anita who will be happy to help you:

01666 822 331

admin@sjpschool.co.uk

We use *Class DoJo* as an online bulletin board for parents. Your child's class teacher should send you an invitation to join. The platform is intended to make organisation easier for parents; if you have any questions or queries relating to your child's learning or pastoral wellbeing, please speak to their class teacher *in person* at the end of the school day, or at a mutually convenient time.

Who teaches my child?

St Teresa Class (Reception, Year 1 & Year 2)



Mrs Kim Worsey
EYFS Lead & Class Teacher



Miss Mel Watts
EY Teaching Assistant

St Aldhelm Class (Years 3,4 & 5)



Miss Pollyanna Druce
Class Teacher



Mrs Sarah Bennett
Sports Lead & Y5&6 HLTA

St Carlo Class (Year 6)



Mr Harry Wilkinson
Class Teacher & RE Lead



Mrs Hanna Webb
TA & ELSA Lead

Wrap-around & School Clubs

Our Opportunities Club provides breakfast and after school wrap around care, as well as holiday clubs. Breakfast and a hot dinner is available.

All bookings must be made using the club booking form available to download from the school website, or in hard copy from the school office.

We recommend booking at least two weeks in advance and all bookings must be accompanied by the correct payment using *ParentPay* or agreed childcare voucher provider.

“Pot luck” places may be available at short notice.

Attendance and absence

As a school, we are committed to promoting excellent levels of attendance and punctuality as this enables children to take full advantage of the educational opportunities available to them. We also recognise that positive behaviour and good attendance has a significant impact on your child’s attainment and life chances.

Requests for absence

Beyond exceptional circumstances, we are not permitted to authorise term time absence. The government’s expectation is that all family holidays and other absences should take place during the school holidays. School holiday and additional school closure dates are published in advance of each new academic year.

Requests for absence must be made using the appropriate form. This can be found in the office or on the school website. If holidays are taken during term time, this may result in a penalty notice for each child and each parent.

What to do if your child is unwell

If for any reason your child is unable to attend school, please let the school office know before 8.50am.

If a child has repeated bouts of sickness or diarrhoea, parents are requested to keep their child out of school for 48 hours after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

In the case of headlice, children must be treated at home as soon as practicable and the School office alerted.

Medical Appointments

Wherever possible parents should try to make medical and dental appointments outside of school time. Where this is not possible parents should try to make appointments so that they coincide with the start or end of the day. We expect children to be in school after a morning appointment or before an afternoon appointment. Parents must sign their child out of and back through the school office.

Medication

The School recognises its common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency.

All medicines will only be accepted for administration on completion of a consent form (see school website) by a parent or carer. Non-prescription medicines will be administered if there is a compelling reason for doing so, for example, seasonal use of antihistamines.

Medicines should only be brought into school for administration in the school day, when essential, by a responsible adult. Parents are encouraged to look at dose frequencies and timing so that, if possible, medicines can be taken out of school hours.

First Aid

Any child requiring first aid will be dealt with by a first-aider. You will receive an accident report form by email via Medical Tracker to notify you of any accidents or incidents in school. If the accident involves a head injury you must acknowledge the email upon receipt by clicking on the acknowledgment link. If the accident is serious, the school will contact parents by phone and/or the ambulance service if necessary.

Illness/accidents

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Parents are required to complete an 'Emergency Contact Information' card at the beginning of each school year. This is to ensure we have up to date information to contact the appropriate person in an emergency.

Parents are required to provide at least two alternative emergency contacts (other than themselves) and provide updates when those contact details change. If we are unable to contact you and we are concerned about your child's wellbeing, we will seek and act in loco parentis to follow medical advice.

Area health and school nursing team

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as advice on managing medical health conditions, medicals, hearing / vision tests and flu immunisation.

The nurses' team is also available for any advice or issues you may want to discuss. We will always inform you if there are any health professionals scheduled to be in the school or to work with your child.

Safeguarding

St Joseph's School considers the safeguarding of children to be paramount. We are committed to safeguarding your child and our staff. We have a duty to ensure that no child or staff member is at risk of harm, at any time, particularly when they are in school.

To support us in meeting this requirement we have a school safeguarding team, who have a key responsibility to take action if they have concerns:

Designated Safeguarding Lead (DSL):

Mr Nick Morrell

Deputy Designated Safeguarding Leads:

Miss Molly Carvey

Mrs Sharon Carpenter

Designated Safeguarding Governor:

Kirsty Martin, Chair of the Governing Body

When we have concerns about safeguarding or child protection, we will discuss these with you. If children say something that concerns us, we will talk to you about this. We do this from a neutral perspective to clarify our understanding. Very often this will lead to no action but where we feel that something is of concern, we are legally required to report this to children's services.

If we feel talking to you might put your child at greater risk we will contact the Multi Agency Safeguarding Hub (MASH) directly and won't talk to you first.

Behaviour for learning

St Joseph's School seeks to develop an ethos wherein good behaviour choices are encouraged and self-discipline underpins all expectations. Behaviour choices are underpinned by the school's virtues and the expectation that everyone is kind, considerate and compassionate in their thoughts, words and actions.

Children collect house points during the week for good behaviour or making pleasing effort with their work. These are recorded and celebrated together each week on Fridays.

Incidents of poor choices of behaviour are dealt with immediately and appropriate sanctions are put in place.

Where appropriate we will also make contact with parents as we believe pro-social behaviour is something that every member of our school community will support and we do not believe in working alone when behaviours are to the detriment of learning, and the happiness and wellbeing of anyone in our school and wider community.

We will *a/ways* try to be proactive in enabling children to make good choices.

Parents are encouraged to discuss any issues with their class teachers on an ongoing basis. Please do not wait for parents evening if you would like to discuss an issue with the class teacher.

You can read more about our behaviour policy on the website.

Our Curriculum

Our curriculum is designed to be creative, inspiring and challenging, to provide opportunities for the children to develop as independent, resilient, confident and successful learners.

Religious Education is a core subject which is taught for 10% of time, throughout the week and children attend a termly Mass at St. Aldhelm's Church. Parents are warmly invited.

Dynamic Teaching: Phonics, Maths & English

Children are divided into smaller groups in the morning sessions for the delivery of the core subjects: Phonics, Maths & English

Assessment

We assess and evaluate children's progress regularly through our daily interaction, marking and termly assessments. We hold pupil progress meetings three times a year where we explore trends in pupil outcomes and look to celebrate successes or identify actions to address areas of concern.

Special Educational Needs

At St Joseph's we recognise that all children have individual needs and should be treated as individuals. All children have the right to an inclusive, broad, balanced and relevant curriculum including extracurricular activities where appropriate and full access to the National Curriculum. We believe in providing every possible opportunity to develop the full potential of all our children, within a supportive, secure and stimulating environment.

Our SENCo is Mrs Sharon Carpenter: senco@sjpschool.co.uk



Enrichment

We endeavour to enrich our curriculum at every opportunity by exposing the children to the very best art, poetry and music, to complement the National Curriculum.

Outdoor learning & forest school

The importance of fresh air and learning outdoors has been well documented and we are striving to build opportunities to lean outdoors into our curriculum. Outdoor learning improves physical health, boosts cognitive development, increases concentration, creativity and problem-solving skills. Children build resilience, self-confidence and a deeper connection with nature.

School trips and visits

Where visits happen within the school's immediate environment (within walking distance), we ask parents to sign a general consent.

When trips and visits require coach or private vehicle travel we will always seek your permission before any activity takes place during or after school. Where a trip or visit is likely to incur additional costs we will aim to let parents know about this as far in advance as possible.

Music & Performing Arts

Music is very important to us and St Joe's children love to sing! We can offer piano, violin, singing and recorder lessons as well as *Joey's Music Club* for pre-schoolers.

Children enjoy working towards a whole-school production each summer term, recently in the splendid setting of Malmesbury Abbey.

Our Lead is Mrs Debbie Cambray-Smith: debbie@sjpschool.co.uk



Mealtimes and Snacks

Food and mealtimes are an important element of the school day. We see mealtimes as an important element in strengthening community in a socially interactive way.

Our lunch time in particular is organised so that children have the time to play but also eat together without being rushed. We believe that through this, children's relationships and friendships can be strengthened alongside the important element of being able to refresh themselves physically.

School Meals

Our school meals are freshly prepared and cooked on site by a dedicated catering team. All meals aim to meet the government's nutritional standards and are served in the dining room from 12noon.

Packed lunches*

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to make healthy choices. If your child brings a packed lunch to school, it must be in a suitable unbreakable container, clearly labelled with your child's name and class. Children who have elected to have a packed lunch also eat these in the dining room.

Ordering and paying

The Government Universal Infant Free School Meal Grant pays for children in Reception, Year 1 and 2 to have a free school lunch. We do not assume that your child would like to take up this free meal, and so you will need to order menu choices two weeks in advance using your ParentPay account. Parents of children in Year 3, 4, 5 & 6 will also need to order and pay for their school meal two weeks in advance using their ParentPay account.

For parents who are in receipt of qualifying benefits and apply for a Free School Meal, the booking process is the same via your ParentPay account.

See the website for the latest costs.

Break-time snacks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has a special dietary need or allergies, please inform the school. Children in Key Stage 2 (Year 3, Year 4, Year 5 and Year 6) may bring a healthy snack* from home.

**Children should not bring in crisps, sweets or chocolate bars and biscuits for snack time.*

Water and milk

Hydration is an important element of a healthy lifestyle and, as such, we encourage children to drink water across the day. We provide all children with fresh water. Children up to the age of five are entitled to free school milk and this will need to be ordered through the Cool Milk Scheme. The office will assist with this process.

Water bottles

Parents may send their child to school with a small, refillable, water bottle if they wish. Drinking water is available in all class rooms. Please label water bottles clearly.

Please note:* We are a **nut free school. Children must not bring, or consume, any product that has nuts as a specified ingredient on the school site.

Finance

Free school meal eligibility (The Pupil Premium)

Parents in receipt of certain benefits can apply for Free School Meals. We strongly encourage parents to do this regardless of whether they wish their child to have a free meal each day as doing this significantly benefits the school.

Applications for FSM are important as successful applications release government grants that enable us to maintain support staff numbers, subsidise trips and provide additional educational support for children. Please talk to the School office if you feel your family circumstances meet this criteria. All applications are treated confidentially.

Making a payment: ParentPay Account

We aspire to be a cashless school. Each child/family will be registered for a personal ParentPay account and you will use this account to make payments for school trips, to purchase school uniform, order and pay for school meals and for some Parent Friend's Association events. We will also use your ParentPay account for communications home and to obtain permissions for school activities. When your child is admitted on to the school roll, log in details are generated and you can then manage your ParentPay account and ensure it is kept up to date.

Voluntary contributions

Trips, visits and visitors off and on the school site are frequently included in our educational provision to deepen and enrich children's learning. Where these events incur additional costs we will invite parents to make a voluntary contribution to cover costs. We do this because we are not permitted to make charges for provision where this is seen to be part of the curriculum. As our funding does not go beyond normal day to day provision, we make voluntary contribution requests as, without these, enrichment activities may be compromised and the trips, visits or visitors can be cancelled. We will always try to keep costs to the minimum and our requests are never in excess of the per pupil costs. This means that we never overcharge to cover the costs of parents who are not willing to make contributions.

School uniform

Parents are supportive of our uniform policy and we hope that children will be proud to be a part of St Joseph's School and to wear our simple but defining school uniform.

To enable all parents, regardless of means, to support our policy we have a supply of new/used uniform available to order via the school office. If you have spare uniform you no longer need, please bring it into school as it may be of use to another pupil.

The winter and spring uniform:

- Short or long-sleeved white shirt, to be worn with a tie
- Green jumper or green cardigan
- Grey trousers (regular or tailored, not boot-cut or leggings), grey skirt or pinafore dress
- Black, green or grey socks or tights
- Plain black shoes without coloured laces. Fashion shoes, trainers and boots are not appropriate for school.

The summer uniform:

- Grey shorts or a green and white striped or green and white checked dress
- Dark or white sandals (socks or tights must be worn)
- Black, dark green, grey or white socks

All children should have a waterproof coat with a hood in school every day and a sunhat to protect their necks and faces in the summer. No children are allowed to wear trainers unless they are taking part in a PE lesson.

PE Kit

- A yellow polo shirt and green shorts with training shoes for outdoor games.
- A round neck sweatshirt and joggers in the green school colour.
- Spare socks should be brought to change into and girls will not be allowed to take part wearing tights.
- For swimming sessions a swimming cap must be worn.
- All pupils will require trainers for PE lessons.

Lost Property

As you can imagine, managing a class of children's clothing is not a simple undertaking. For this reason all items of clothing, including shoes, must be clearly labelled with your child's name. We will do all that we can to locate missing belongings but cannot be held responsible for lost items of clothing, particularly if these are un-named.

Un-named items of clothing are put in the school lost property box located in the staff entrance to the school which is accessible to parents at the start and end of the day.

Long hair

If your child has long hair, this must be tied back in bunches or in a plait during school hours. Hair should be tied back with a plain or dark coloured 'tie' and in keeping with school colours. Nail varnish, dyed hair or fashion/extreme hairstyles are not permitted.

Jewellery and other valuables

Jewellery, including rings and necklaces are not permitted as these can easily be caught during PE and at playtimes. Pupils are allowed to wear one stud 'type' earring in each ear. Children should be able to take studs out or be willing to have these taped for PE lessons. Other piercings are not allowed. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. For safeguarding reasons, children are not allowed mobile phones or other video capturing devices in school (e.g. enabled Smart Watches or pens). Allowances with respect to mobile phones are made for Year 6 children who, with parental consent, walk on their own to and from school. Smart watches must have all communication or media playing capability disabled whilst your child is on the school site (please see Use of Mobile Devices in School Policy).

Book Bags

Children must bring their book bags into school every day. Parents are reminded to check their child's book bag every day for homework and letters from school.

About the Head



Nick Morrell joined St Joseph's in February 2026 from Beaudesert Park School, Stroud. Prior to this, he was Deputy Head Academic & Head of Boarding at Westminster Cathedral Choir School, London.

Nick is a passionate advocate of the arts. He sits on the Board of Trustees for Clifton Diocese.

The Governing Body

The Governing Body provides governance and strategic support to the leadership of St Joseph's.

At St Joseph's we have 12 governors, one of whom is the headteacher. The majority are foundation governors appointed by Bishop Bosco but we also draw members from staff, parents and Wiltshire Council.

As is the case with all governors, they are volunteers giving their time freely to support the school. The governors are:

Kirsty Martin	Chair and Foundation Governor
Gabriella Tiley	Vice Chair and Foundation Governor
Carole Baker	Foundation Governor
Karen Bathe	Foundation Governor
Andy Dawson	Parent Governor
Anita Druce	Staff Governor
Clayton Gray	Parent Governor
Sue Stanford	Foundation Governor
Brian Cuming	Foundation Governor
Helean Hughes	Local Authority Governor
Nick Morrell	Head

The chair can be contacted directly at: kirstymartin@sjpschool.co.uk

The clerk can be contacted at: clerk@sjpschool.co.uk



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