



Archdiocese of Birmingham

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Fiennes Road, Banbury, Oxon OX16 0ET

Head Teacher: Ms Clare Smith

6th. September 2017

Dear Parents & Carers

Welcome back! We hope you have all had a refreshing and enjoyable summer holiday and have enjoyed the time with your children. It was great to welcome them all back into school this morning and to see them all looking so smart – thank you!

The weather is clearly going to be a little changeable in the next few weeks so please ensure that the children have a jacket or coat as well as a sun hat so that we can make the most of whatever weather the day presents us with.

I would like to take this opportunity to inform you of our **INSET days this year**. Further to the two days we have had this week there will be a further day taken for staff training on **Monday, 19th February 2018** and then our final days will be taken in the final week of the Oxfordshire term **resulting in the children breaking up for the summer on Friday 20th July, 2018**. This will benefit those of you who will want to book flights/holidays as you will be able to do so ahead of the official County school holiday dates; however, any holiday taken before this date or otherwise in term time will NOT be authorized and may result in further action being taken by the school.

New Staff

We are delighted to welcome three new members of staff to St Joseph's School this term. Miss Wortley is our new Year 4 teacher and Miss Balcombe is our new teacher in Year 3. In Year 1, Mrs Doyle will be teaching two days a week and sharing the class teacher role with Mrs Gill. I know that they will make every effort to meet you all and get to know you as well as your children. Please do also introduce yourselves to them and please do bring to their attention any concerns or individual circumstances about which they should know.

Safeguarding

I would like to remind you at this early point in the term that Mrs Hardie and I are the Designated Safeguarding Leads in the school and we should be your first port of call if you have any concerns about a child in the school.

Please remember that we must have written notification if anyone other than the usual parent/relative is going to be picking your child/ren up from school. In an emergency situation you can phone the school and leave a message with us, but otherwise we will not release children into the care of another adult unless we have had prior notification from you. I know you will understand that this is in the interests of the safety of all children and will understand that, as most children have a new teacher this year, we would like you to renew any letters of permission rather than presume that the new teacher will know your personal circumstances.

On another safeguarding note, if your child is absent from school please remember that you must contact us on **each** day of their absence as this is part of our procedure for safeguarding children. If we do not receive a notification of absence from you we will send a truancy call to your mobile phone as a matter of course. If we do not receive a response to the Truancy Call then we have a statutory obligation to report your child to external services as a missing child so please do make sure you stay in touch with us in the case of an absence.

Uniform

We always have a number of pieces of lost and forgotten articles of uniform. Where a piece of uniform is named then this can be returned to its owner, however many pieces of uniform are not named and we intend now to offer these for sale at regular intervals through the year. This will help parents to buy bits of uniform at a very reasonable price and will also raise a little money for the PTA.

If you do not want to have to buy your child's uniform back, please make sure you put a name in it!

Breakfast Club

Breakfast Club will continue this year and we are ready to receive children from as early as tomorrow, Thursday 7th September.

Family Assemblies

Our family assemblies will continue to take place on Friday afternoons at 2.30 p.m. and we hope to see as many of you there as possible. The first assembly will be on Friday 15th September.

All are welcome to our first Mass of the year which will be celebrated on Tuesday 12th September at 9.45 a.m. in the school hall.

Please keep your eye on the school website for a full calendar of events and for updated information and news. I look forward to another busy, productive and successful year for St Joseph's School and to meeting you all in and around the school.

Yours sincerely

Clare Smith
Headteacher