

# Mount St. Joseph

*"A community of Learners, Believers and Friends"*

05 September 2023

Dear parents and carers

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Website: [www.msj.bolton.sch.uk](http://www.msj.bolton.sch.uk)  
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Headteacher: Mrs A Devany



I hope you and your family are keeping well and that you enjoyed the summer break.

Firstly, I would like to congratulate our Year 11 students - class of 2023 who secured a fantastic set of GCSE qualifications. The students have shown sheer determination and resilience throughout the last two years preparing for their GCSE examinations. The dedication and support of the staff, parents and carers and the hard work and commitment from the students has enabled them to progress onto further education, employment, and training. We wish them the very best of luck in the future.

## **New term for students –Wednesday 6th September 2023**

We are looking forward to welcoming both staff and students back to school and we extend a special welcome to all our new year 7 students, who are no doubt eagerly awaiting the start of the secondary school phase; we hope that they will soon feel settled at Mount St Joseph School. We would also like to warmly welcome our new Year 7 parents and carers to our community. If you have any questions or concerns, please contact your child's personal development tutor in the first instance then the pastoral team - please see below.

We have been joined by a few new staff across several departmental areas. We wish them every success in their work with our students and other staff and we are delighted that they have chosen to join our community.

## **Attendance and punctuality**

As part of our drive to continue to raise standards, we would like to request your full support to continue in ensuring that your child attends school punctually every day, and that they are fully equipped and prepared for school. Please ensure that where possible all appointments are made outside of school time and your child is in school, unless their absence is due to genuine illness, to ensure their school attendance is above 96%.

If your child/(ren) is unwell and will be absent from school please email [attendance@msj.bolton.sch.uk](mailto:attendance@msj.bolton.sch.uk) as soon as possible so your child's attendance record can be updated and teachers notified.

It is important to note that students who are late to school miss vital learning time which can affect the rest of the school day. Please ensure your child/(ren) arrives on time each day.

Each morning at 8.30am students take part in Personal Development Time (PDT) and during this time study a range of subjects including Personal, Social, Health (PHSE) subjects along with Relationships and Sexual Education. (RSE). PDT also includes a number of tailored opportunities for our students, including intervention for literacy and numeracy; careers guidance, mentoring and coaching sessions along with the opportunity to discuss their progress with their PDT tutor. At Mount St Joseph we value Personal Development Time and can see the benefits this brings about to develop well-rounded students.

## Pastoral team

There are also some changes to our pastoral team. Please see below the staff who oversee the pastoral structure and your child/(ren)'s year group/s:

Mr. Draper	Deputy Headteacher and Designated Safeguarding Lead (DSL)	draperp@msj.bolton.sch.uk
Mrs Smith	Assistant Headteacher and DSL	smithm@msj.bolton.sch.uk
Mrs Morris	Assistant Headteacher and DSL	morrisg@msj.bolton.sch.uk
Mrs Burns	Pastoral Manager and Deputy DSL	burnsd@msj.bolton.sch.uk
Miss Gettins	School counsellor	gettinsn@msj.bolton.sch.uk

## Year group teams 2023 - 2024

Year group	Head of Year	Pastoral Care Officer
Year 7	Miss Phoenix phoenixk@msj.bolton.sch.uk	Mrs Wolstencroft wolstencrofts@msj.bolton.sch.uk
Year 8	Mr. Dorsett dorsettm@msj.bolton.sch.uk	Mrs Nolan noland@msj.bolton.sch.uk
Year 9	Miss Dale dalef@msj.bolton.sch.uk	Ms. Clarke clarkek@msj.bolton.sch.uk
Year 10	Miss Snape snapec@msj.bolton.sch.uk	Mrs Dalton daltonl@msj.bolton.sch.uk
Year 11	Mr. Drummond DrummondP@msj.bolton.sch.uk	Mrs Archer archers@msj.bolton.sch.uk

If you have any concerns or questions, please contact your child's personal development teacher in the first instance and then the head of year or pastoral care officer (see above for emails). We have further information on our website about the pastoral team and how we support your child and how you can help to support your child [Mount St Joseph - Catholic Mission \(msj.bolton.sch.uk\)](https://www.msj.bolton.sch.uk)

## Reminders about standards:

Mount St Joseph has an excellent reputation within the community. To maintain this, we need to ensure that uniform is of the highest standard. We did write to parents and carers before the summer break to give some reminders about the standards we expect in school. Please ensure you refer to the school website for the full school uniform list.

Year group coloured lanyards must be worn at all times and are now part of the school uniform (please see colour of year group in table above). Please remind your child to bring this into school each day as they will require this to purchase lunch and breaktime snacks. Year 7 and new starters will receive a lanyard on their first day. If your child has lost their lanyard, please contact **reception@msj.bolton.sch.uk** who will arrange for an order to be placed on your behalf.

I look forward to your support in ensuring these high standards of uniform are adhered to. If you are unsure of any aspects of the school uniform, please do not hesitate to contact the school before you purchase the items.

### **Student planner**

We will be issuing all students with a pocket-sized planner on their first day; this will be used by students to make a note of their timetable and homework. Please ensure your child/(ren) bring this into school every day. It is intended to ensure all students have a quick reference guide for their classes each day; however, this will not replace the SIMS app, which will continue to be used by class teachers to post homework. Student who lose their planner will need to purchase a replacement.

### **Mobile phones**

In order to build on and develop student progress and attainment, we need to focus on all aspects associated with learning, eliminating distractions for students. I would like to request the support of parents and carers in reminding their child about mobile phones and other electrical devices; these should be switched off and kept out of sight during the school day. Students found using any electronic devices in school will have them confiscated until the end of the school day.

### **Term dates and holidays**

The term dates for 2023-2024 and 2024-2025 are on the school website and can be found by clicking the following link: [Mount St Joseph - Term Dates \(msj.bolton.sch.uk\)](https://www.msj.bolton.sch.uk) Please could I ask you to check the term dates before booking any holidays or events as holidays cannot be authorised during term time.

### **Communication with parents and carers**

We will endeavour to keep you informed of all the information that you will need to be aware of throughout the year. All letters and correspondence will be posted directly to the **SIMS app**, with this in mind please ensure you have access to this system and that you have the notification setting switched on. We will also continue with a school biweekly newsletter to keep everyone updated with what is happening and to celebrate and reward the achievements in the MSJ community.

We believe that keeping the lines of communication open is essential to the progress your child makes and we encourage parents and carers to check the website regularly for key dates, bulletins, and newsletters to ensure you are aware of events and updated information: [www.msj.bolton.sch.uk](https://www.msj.bolton.sch.uk) or follow us on Twitter / X **@MSJBolton**

If you have any enquiries, please do not hesitate to contact the school on **01204 391800** or email [reception@msj.bolton.sch.uk](mailto:reception@msj.bolton.sch.uk)

### **Parentmail**

We wrote to all parents prior to the summer break regarding Parentmail. This will be used from the start of term to top-up lunch accounts. If you had a balance on the old system this will automatically be transferred. Please ensure you have logged into this system to top-up your child's lunch account prior to the start of term. If you have any problems accessing this system please call Main Reception on 01204 391800 or email [reception@msj.bolton.sch.uk](mailto:reception@msj.bolton.sch.uk) and we will support you with this.

## Year 11- class of 2023

Before summer we sent our parents and carers of our new year 11s a letter outlining the expectations along with some information that they need to be aware for the final year at MSJ. Please ensure that you have read through this letter with your child before the start of the term a link to this can be found on the school website at: <https://www.msj.bolton.sch.uk/page/?title=Letters+%2D+parents&pid=53> There will be a parental information evening for Year 11 and their parents and carers on **Thursday 14<sup>th</sup> September from 4.30-6.30pm.**

### Important dates for your diaries this term:

The key dates for this term are listed below. Please note the dates of parents' evenings where there will be an opportunity to meet all your child's teachers and discuss their academic progress throughout the year. These can be found at [Mount St Joseph - Parents' Evenings \(msj.bolton.sch.uk\)](https://www.msj.bolton.sch.uk/page/?title=Parents'+Evenings&pid=53)

Date	Event
Thursday 14 <sup>th</sup> September 2023	Year 11 Introduction evening - 4.-6pm
Wednesday 27 <sup>th</sup> September 2023	Year 7 photographs
Thursday 28 <sup>th</sup> , Friday 29 <sup>th</sup> September and Thursday 12 <sup>th</sup> October 2023	Year 10 vaccinations
Thursday 21st September 2023	Open Evening – early closure -1.45pm
Thursday 26 <sup>th</sup> October 2023	Year 7 Welcome Mass - 2pm

We greatly value the support of our parents and carers and I look forward to working with you in the weeks and months ahead. In the meantime, may I take this opportunity to wish you and your children the very best for a successful year ahead.

Yours sincerely

Mrs A Devany  
Headteacher