

## SCHOOL EXPECTATIONS

### For Academic Year 2007/2008

#### 1. UNIFORM and PE/GAMES

##### Boys

Blue school shirt  
Black trousers  
School tie  
Black shoes  
(Boots and Trainers may not be worn)  
Dark coloured socks  
Navy V-necked long sleeved pullover or  
Navy blue fleece with school logo

**NB. Black sweaters, cardigans or light-weight jackets are not school uniform.**

##### Girls

Blue girl's shirt (*no short or three quarter sleeves or fitted. Those which are labelled as school uniform are the preferred items*)  
Navy blue skirt (Years 7-11) i.e. approximately knee length, pleated or A line  
Navy V-necked pullover, cardigan or Navy blue Fleece with school logo  
Black trousers (*Trousers should be school uniform. Belts are not to be worn*)  
White or navy socks  
Low-heeled black shoes (no higher than 4cm)  
(Trainers, boots or open sandals may not be worn in school)  
School tie.

**Navy blue fleeces with school logo are available from Newsons**

**Polo Shirts: White Polo Shirts with school logo may be worn in the Summer Term.**

#### Points to remember:

Outdoor coats should be dark blue or black in colour – **not hooded sweatshirts**. Military style coats, badges, jeans, denims, sports and T shirts are not allowed

Jewellery **MUST NOT** be worn e.g. rings, bracelets, necklaces, earrings. Girls may wear ear studs, only one in each ear. Boys may not wear earrings.

**All items of clothing and possessions must be clearly marked with the owner's name. The school cannot be held responsible for any misplaced property or stolen garments.**

#### P.E. – *(Please Note that P.E. kit is only available from the School)*

Physical Education and Games are prescribed for all pupils as part of the National Curriculum and it is an important part of the School's policy on uniform that all pupils have the correct kit for these lessons. Please ensure that your child is **always** suitably equipped for PE and Games Sessions.

##### Boys

Blue Polo Shirt  
Socks  
Blue Shorts  
Reversible Rugby Shirt  
Training Shoes  
Football Boots\*  
Tracksuit Bottoms

##### Girls

Blue Polo Shirt  
Socks  
Blue Shorts  
Reversible Rugby Shirt  
Training Shoes  
Football Boots\*  
Tracksuit Bottoms

## Points to remember:

### **P.E staff cannot accept a continued non-participation without appropriate medical certification.**

Parents are requested not to send in notes requesting pupils to be excused from P.E. lessons for periods of more than one week without first consulting a medical practitioner.

Lack of P.E. equipment will not be accepted as an excuse for non-participation in practical lessons and might well result in a pupil being placed in a detention.

## 2. EQUIPMENT

In order to undertake the daily tasks required of all pupils, it is necessary that your child is equipped with the following items:

- |   |   |  |
|---|---|--|
| <p><b>a. To be brought to school each day</b></p> <ul style="list-style-type: none"><li>Pen(s)</li><li>Pencils(s)</li><li>Eraser</li><li>Ruler</li><li>Pencil Sharpener</li><li>Mathematical instruments –<br/>Compass, protractor, set square,</li><li>Calculator</li><li>School Bag</li></ul> | <p><b>c. Items which must not be brought to school</b></p> <ul style="list-style-type: none"><li>Hand held computer games</li><li>Drugs (Other than those prescribed by a doctor and notified to the School Office)</li><li>Alcohol</li><li>Cameras</li><li>Lighters</li><li>Football Regalia</li><li>Knives</li><li>Replica Guns</li></ul> | <ul style="list-style-type: none"><li>Chewing Gum</li><li>Aerosols</li><li>Noxious Substances</li><li>Tipp-Ex (etc)</li><li>Cigarettes</li><li>Matches</li></ul> |
|---|---|--|
- b. To be kept at home**
- English Dictionary
  - French and/or Spanish Dictionary
  - Atlas
  - Bible
- Computer discs not related to curricular material which may be regarded as offensive, racist or pornographic.

**Whilst mobile telephones can be carried by students for security reasons, they must be kept in school bags out of sight, and must be switched off at all times on the school site. Failure to comply with this will result in the mobile telephone being confiscated.**

PARENTS ARE ENCOURAGED TO NOTE THAT THEIR OWN PERSONAL HOUSEHOLD INSURANCE COVERS ITEMS WHICH MAY BE LOST OR DAMAGED IN SCHOOL

## 3. HOMEWORK

Whereas many children approach the task of homework with enthusiasm and diligence, there is a significant number who find great difficulty in either getting down to it in the first place or being sufficiently organised to hand it in at the required time for marking. Additionally, there are many occasions when parents contact the school expressing concern at the lack of homework which is being set, only to learn that work has not been recorded in the diary, or the work set is one which involves **reading, learning** or **research** and insufficient emphasis and time has been devoted to the task.

Usually, the largest number of problems arise when pupils do not complete homework tasks which results in teaching staff having to impose sanctions against the pupil. When this happens, teachers are required to spend valuable teaching time on disciplinary tasks depriving other children of their natural entitlement.

Successful completion of homework requires a sound commitment on the part of both the school and parents. You (as parents) can monitor by checking the Diary to ensure that homework is undertaken. When nothing appears in the diary it is usually caused by a failure to record the task which has been set. In these circumstances contact the school immediately.

In September, every pupil will be given a homework timetable in the first week of the term and this will be recorded in the appropriate page of the Diary. The subject allocated to each evening refers to the time when this homework should be undertaken, not necessarily to the day on which it is set or the evening before it has to be handed in.

I have outlined below reference to our Homework Policy, which offers suggestions as to how to manage homework in the family setting.

### (i) **The Role of Parents**

We ask parents to support the teaching staff in seeing that homework is done correctly and in the best possible conditions. So that parents and teachers know exactly what is set, all pupils are given a Homework Diary in which they record their homework daily and we ask parents to check and sign it each weekend before it is countersigned by the child's Form Tutor. The homework timetable is laid out in the diary.

Here, we must stress the importance of parents carefully checking the diary each day. This really is the only way home and school can keep a regular check on what is, or is not, being done. Understandably, some parents feel there is little they can do to help with homework, but there are many ways in which everyone can help their children:

**Encouraging; supporting; checking presentation; handwriting and spelling; testing what they have written; asking them to explain what they have been studying; encouraging them to make use of local facilities, and where appropriate, museums, libraries and websites.**

Of course, children work at different speeds and so homework will take longer for some than for others. If there is a repeated problem over homework, we encourage parents to make comments in the diary and, if necessary, get in touch with the Form Tutor. Similarly, we contact parents if we feel there are frequent problems over homework with which we could help.

While it is appreciated that some pupils with learning difficulties or home problems do not find it easy to complete regular homework tasks, it is expected that once homework is requested, the teacher will set and mark homework in the positive expectation they will complete it.

### (ii) **The Homework Diary**

**It is essential that parents follow the procedures detailed below to ensure effective use of the diary:**

- View the diary every day to check for homework and comments
- Sign the diary each weekend to inform the school that you have monitored its use
- Check to see that the homework timetable section is completed
- In situations where blank spaces appear, contact your child's Form Tutor to express your concern
- Pay particular attention to the target-setting section completed by the students. End of key stage targets will be referred to in the reports sent home during the year.

## **4. ATTENDANCE & PUNCTUALITY**

- Pupils in Years 7-11 must attend school each day arriving at the premises by 8.30. a.m.
- Pupils arriving after 8.35 a.m. are required to report to the School Office to receive a late stamp in their diary.
- When a pupil has to miss school through illness parents must contact the school by telephone on the first day of absence. A written letter must be provided when the pupil returns to school.
- Appointments for clinics, hospitals and dentists in school time are pre-booked and must be notified to the Form Tutor and School Office before attendance.
- All other reasons for absence must be requested on a Leave of Absence Form obtainable from the School Office and returned to your child's Collegiate Head.
- It is illegal to keep a child away from school for the purpose of: looking after the home, waiting for a workman to call, going shopping, visiting relatives etc and constitutes unauthorised absence.
- Pupils will be encouraged to attend regularly and punctually and rewards are issued to those who achieve high levels of attendance.
- Attendance Panel Meetings: These will be held for those students whose attendance is a Cause for Concern. Present at this meeting will be the EWO, a Senior Member of Staff, the Attendance Officer and Student and his/her parents.
- **Please note because of the educational disruption it causes, Leave of Absence will not be granted for holiday purposes and will be treated as unauthorised absence.**
- **In cases of unauthorised absence or continued absence through illness, parents can expect a letter and/or a visit from the Educational Welfare Officer (EWO) on behalf of the Local Education Authority.**
- **Please note that from September 2007 Penalty Notices will be liable for parents of students who are persistent late arrivers at school**

## 5. BEHAVIOUR & DISCIPLINE

The major task of the school is to operate a learning environment which works to the benefit of all pupils and teachers. To achieve this aim it is necessary to bring to pupils' attention our expectations in terms of behaviour and personal discipline which ultimately results in our pupils progressing successfully at St Edmund's.

I also wish to emphasise to parents that the first point of contact on matters of home/school liaison should be with your child's Form Tutor and then the Collegiate Head. In situations where there are issues concerning work and progress in specific subjects, contact should be made directly with the subject-teacher, either by letter or telephone (depending on availability). Please note that it is not always possible for a member of staff to meet a parent without an appointment.

- Extra work or detention are used to encourage pupils to improve their behaviour and problems are dealt with within the context of the Collegiate System and Parent/Teacher/Pupil interviews. **Detention is an integral part of the School's Discipline Policy.**
- On occasions, pupils may be excluded from school for a fixed period of up to 45 days in any one year for failing to meet the expectations of St Edmund's. In cases where parents fail to be responsible for their children's actions, the Governing Body upholds the Headteacher's decision in the permanent exclusion of a pupil.
- **In seeking to establish the School's expectations pupils will be given advice in:**
  - making apologies
  - asking for help
  - saying 'please' and 'thank you'
  - seeking permission
  - showing tolerance
  - showing respect for property
  - taking pride in personal appearance
  - taking turns
  - giving and receiving
  - dealing with aggression or rejection
  - greeting visitors
  - accepting disappointment
  - showing respect to others
  - showing respect for self

### **In promoting positive behaviour the following rewards may be used:**

- a quiet word of praise
- an encouraging comment on a piece of written work
- a visit to the Collegiate Head, Subject Head or Headteacher to show good work
- a word of praise in front of the class
- achievements Logs given for good work and recorded in the pupil's diary
- a Certificate of Commendation from the Collegiate Head awarded at Assembly
- a letter to parents informing them specifically of some action or achievement
- a Headteacher's Commendation

## 6. DETENTION

Detention is an important part of the School's Discipline Policy and is used whenever it is deemed necessary by a member of staff. However, it is important to emphasise that detentions which take place during the school day are taken by an individual member of staff during the mid-day break. These detentions are imposed in situations where pupils do not complete homework tasks to the specified deadlines or on occasions when their conduct during a timetabled class has been unsatisfactory. Parents will not always be notified when a teacher puts a child into a lunch-time detention.

After-school detentions are known as the 'Headteacher's Detention'. This sanction can be used by any member of staff and takes place on Thursday afternoons from 3.20. pm.- 4.00. p.m. Parents will be issued with a 48 hour notice whenever this detention is imposed.

**When parents accept a place at St Edmund's they agree to support all of this policy; distance of home from school is not acceptable for non attendance.**

**At this point it is necessary to advise parents that the Education Act 1997 gives a school the power to detain pupils on such detentions without parental consent. As St Edmund's has an explicit policy of detention, parents are bound to comply with the School's decision. Obviously, parents will receive 48 hours notice and this will allow any necessary communication with the member of staff concerned.**

## 7. ILLEGAL SUBSTANCES

As part of the national policy on drug awareness, it is necessary to advise parents that any illegal substances which are classified as drugs must not be brought on to the school premises. The possession of illegal drugs is a criminal

offence and any such incident which might arise is referred to the police. When a student is believed to have supplied drugs to other students the ultimate sanction of permanent exclusion will be applied.

Whereas the school has had very few drug related problems on its premises, we are responsible for delivering programmes of Drugs Awareness to our pupils so that they are equipped to deal with whatever they might come into contact with in their daily lives.

It is necessary for parents to be aware that illegal drugs cover a wide range of substances including the misuse of solvents and aerosols.

## **8. CHEWING GUM**

Pupils are not allowed to bring chewing gum into school under any circumstances as its use and disposal causes serious damage to personal and school property as well as the general environment. Pupils who fail to comply with the school's requirements will be referred to their parents through contact by letter and interview.

## **9. PARENT CONSULTATION**

Parents are advised of their children's progress through written reports, two of which are sent home each year. Following the sending home of the annual report, parents are invited to the school to discuss the contents of the report with teaching staff. We believe that parental attendance at these consultation meetings is the most important role that a parent takes in their contact with the school. *As such, parents must appreciate that attendance on these evenings is essential.* Student Review Day will also be an occasion for parents to meet with tutors to set and renew subject targets.

## **10. ATTENDANCE AT SCHOOL FUNCTIONS & PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

The quality of education experience provided at St Edmund's is significantly enhanced when pupils participate in a wide range of extra-curricular and out of school activities organised by committed members of staff. All pupils are encouraged to participate wherever possible in sports teams, school visits, music concerts and drama activities whenever they take place. Once a pupil shows an interest and develops a talent which is enhanced at the school, staff and parents move forward on the understanding that the commitment is maintained through to completion. This expectation requires the full support and co-operation of parents so that young people are not part of the 'opt out' or 'uninterested' culture.

## **11. BULLYING**

As a Catholic School which bases its ethos on the Gospel messages of Christ, the school strives to establish relationships between pupils which are characterised by mutual respect and trust. On this basis the school has clear procedures to deal with bullying. This is achieved through the establishment of clear lines of communication between teaching staff and parents who operate within a climate of openness whenever a problem arises. Any complaint of bullying made by a parent or pupil is fully investigated and dealt with promptly and seriously with the result that all parties concerned are re-assured and a clear outcome is achieved.

## **12. ADDITIONAL EDUCATIONAL NEEDS AUDIT**

Pupils are identified in their Primary School and allocated to a particular intervention level on the AEN Register, when the pupil transfers into the Secondary sector. On entry to the school, Year 7 pupils are subject to an internal audit and, through discussion with staff, levels may be changed during their time at St Edmund's.

Parents/Carers will always be consulted about recommendations for alterations in levels.

## **13. SCHOOL DEVELOPMENT FUND**

The Governing Body is responsible for the provision of school buildings, their upkeep and maintenance. The facilities provided by the government are never sufficient to meet the total needs that the school requires. To help improve the facilities available to the pupils in the school the Governing Body has introduced a Development Fund to which parents are invited to contribute. You will receive more details about the scheme when you visit the school on the Induction Evening in June each year.

## **14. INTERNET ACCESS SAFEGUARDS**

Every year students will be asked to sign an Internet User Form. It is essential that students do not abuse the freedom of Internet Access they receive at St Edmund's. Students who attempt to log on to inappropriate sites will lose all access for an extended period of time.

## **15. REFERRAL PROCEDURES**

Guidance and reminders of all aspects of discipline are detailed in the Diary, which is issued to pupils at the beginning of each year.

*During involvement within these procedures, the following steps may be taken when pupils fail to meet the standards expected by their teachers:*

- \* Lunch-time detention
- \* Placed on Report Card by the Collegiate Head
- \* Letter to parents followed by parental interview
- \* Headteacher's detention
- \* Exclusion from lessons
- \* Involvement of Education Support Services
- \* Fixed term exclusion from school by the Headteacher (up to 45 days in an academic year)
- \* Permanent exclusion from school with right of representation to the Governing Body

In order to alert parents to problems which arise in school, comments concerning behaviour and discipline are noted in the diary or sent home to you on a blue Referral Card. Parents are invited to the school at a very early stage in the referral procedure so that problems are discussed to the mutual benefit of the pupil.

## **16. GENERAL APPROACH TO DISCIPLINE**

Discipline will be best achieved in the framework of a relaxed, pleasant atmosphere in which pupils are able to give of their best in the classroom and in extra-curricular activities, and are encouraged to fulfil their potential.

This requires a positive policy of encouraging good attitudes, rewarding and praising where possible, and the setting of a good example. Any teacher's influence depends on his/her character, attitude, example, teaching skills and rapport with pupils if he/she is to be successful.

**In cases where parents fail or are unable to take responsibility for their children's behaviour, the Governing Body may take the decision to impose the permanent exclusion of a pupil.**

The school encourages the development of maturity through which there has to be a gradual transition from the child-like acceptance of adult leadership appropriate in Year 7, to a mature acceptance of self-discipline and self-control in adult life.

The school requires that all its members should aim in their personal conduct to achieve the standards set down in the teaching of the Catholic Church. The principal guidelines of these teachings are to be found in the two commandments of Christ found in Mark 12 29:31 concerning the love of God and your neighbour as yourself. Conduct must be such that it enables the school to fulfil the aims which have been laid down for it.

## **17. ARRIVAL & DEPARTURE AT SCHOOL**

In the interests of safety all pupils arriving at school by foot must **enter the site by the Barton Road gate**. Similarly, at the end of the school day, walking pupils must depart by the same route. The contract buses, which bring pupils directly onto the site, along with other vehicles, use the entrance in Old Charlton Road. For this reason, pupils are not allowed to either enter or leave through the main school gate. **It is essential that parents do not 'drop off' their children at this point, nor must they make arrangements to meet them there at the end of the school day. Parents are asked for their full co-operation in these matters in order to guarantee the safety and well being of everyone who enters the school.**

For the same reasons of safety, under normal circumstances, pupils are not allowed to bring a bicycle to school.

**THIS IS A VERY IMPORTANT DOCUMENT WHICH INFORMS YOU OF THE POLICIES  
AS THEY OPERATE IN THE SCHOOL AT PRESENT.**

**YOU SHOULD STORE IT IN A SAFE PLACE SO THAT IT CAN BE REFERRED TO SHOULD  
THE NEED ARISE**