



St. Katherine's School

# Parent/Carer Handbook September 2019

*Learning together, succeeding together, inspiring excellence*

Dear Parent/Carer

Everyone at St Katherine's is looking forward to welcoming you into our school community and working with you and your child over the coming years. Our journey and relationship is an important one as we work together to support your child to achieve their personal best. We encourage all our young people to take full advantage of the many activities we offer while learning about our values and developing skills that will last them a lifetime.

I encourage you to be actively involved in your child's education. Your involvement, such as understanding the curriculum, assisting with homework, asking questions about your child's day or contacting us if there is a problem will make a significant difference to their school life and success at St Katherine's. Equally, you may want to be more actively involved in life at St Katherine's. You may have a particular talent, interest or knowledge that could be offered to our pupils or you may wish to be part of the Governing Body. Please do not hold back in letting us know what contribution you can make to our school community.

Year 7 parents/carers have helped write this booklet so we hope you find it useful. We regularly communicate with parents/carers through letters home, newsletters, subject evenings and focus groups. We use electronic communication as much as possible and you will find a wealth of information for parents/carers on our website [www.stkaths.org.uk](http://www.stkaths.org.uk). You can keep up to date with the latest news on the school Facebook page ([St Katherine's School](https://www.facebook.com/StKatherinesSchool)) and Twitter (@stkathsschool).

If you have any concerns, no matter how minor, please do not hesitate to contact us in person. I appreciate meeting directly after school is difficult for some parents/carers so we are always happy to arrange another time or return a phone call.

Once again, welcome to our St Katherine's community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Justin Humphreys'.

**Justin Humphreys**  
**Headteacher**

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**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY**

## ETHOS, VISION AND VALUES

### Our Vision

To be the first choice secondary school for families by focusing on the whole child, high levels of achievement, resilient attitudes, a healthy mind, body, spirit and individual character.

### Our Ethos

Learning together, succeeding together, inspiring excellence.

### Our Values

Acceptance | Respect | Honesty | Determination | Equality | Excellence | Friendship | Aspiration | Resilience | Responsibility.

St Katherine's School stands firmly on three pillars; **People | Community | Excellence**

We encourage everyone in our school community to 'live and breathe' our values each day:

#### People

- keeping children, families and employees safe
- dedicated staff who care and nurture, support and challenge in equal measure
- honesty, openness and trust
- professional integrity
- enthusiasm that welcomes change and growth
- celebrating achievement in all its forms
- inclusive education
- finding and developing the best in every child
- individuality
- empowering pupils to learn
- a diverse mix of pupils from a wide variety of primary schools and backgrounds
- tolerance and respect for people of all different backgrounds and beliefs

#### Community

- leadership by example, at every level
- a culture of teamwork
- healthy mind, body and spirit
- strong partnerships
- mutual respect between all our partners: pupils, families, teachers, agencies
- engagement with the local, national and international communities
- good behaviour from all
- clear and effective communication
- the school as a resource for all
- pupils doing it for themselves
- democracy, individual liberty and responsibility

#### Excellence

- attainment and progress
- high quality teaching
- high expectations of everyone
- equal opportunities
- learning without limits
- creativity, flair and innovation
- always seeking to improve on previous best
- perseverance
- pride in our achievements – celebrating the best in everyone

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## SCHOOL TIMETABLE

8.10-8.40	Period Zero
8:40	All pupils on site
8:45-9:05	Registration and tutor time including assembly
9:05-10:05	Period One
10:05-11:05	Period Two
<b>11:05-11:25</b>	<b>BREAK (11.00am for Year 7)</b>
11:25-12:25	Period Three
12:25-1:25	Period Four
<b>1:25- 2:05</b>	<b>LUNCH (1.15 for Year 7)</b>
2:10 - 2:20	<b>Drop Everything and Read (DEAR)</b>
2:20 - 3:20	Period Five
3:20 - 3:30	End of school day and buses leave
3.30-4.30	Period Six

Pupils arriving after the register has been taken will be marked late on the register unless they have been given a card by a member of staff authorising their lateness. Any pupil arriving after 9.05 must report to the Student Support Office to register.

Period Zero and Period Six are not part of the official school day.

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## MAKING CONTACT WITH SCHOOL

### ADDRESS

St Katherine's School, Ham Green, Bristol, BS20 0HU  
Telephone: 01275 373737  
Email: [school@stkaths.org.uk](mailto:school@stkaths.org.uk)  
Website: [www.stkaths.org.uk](http://www.stkaths.org.uk)

### APPOINTMENTS

If you have a query or would like to see a member of staff, please do not hesitate to contact us. To arrange an appointment please telephone or email the school [school@skdrive.org](mailto:school@skdrive.org).

### SOCIAL MEDIA

Keep up to date with school news and activities by following us on Facebook 'St Katherine's School' and Twitter '@stkathsschool'.

### NEWSLETTERS

Our termly newsletter is published on the school website [www.stkaths.org.uk](http://www.stkaths.org.uk).

### PARENT/CARER INFORMATION EVENINGS

We run **Information Evenings for parents/carers** in Term 1 of the academic year. All resources and materials are placed on the school website after each event.

### PARENT/CARER ASSOCIATION

We run a Parent/Carer Association group which meets three times per year. These evenings take place in Terms two, four and six. Each session focuses on a whole school priority. The Parent/Carer Association provides an opportunity for parents/carers to meet with senior leaders to discuss a range of topics relating to your son's/daughter's experience at St Katherine's School.

### PUPIL PLANNER

All pupils are given a planner at the beginning of Term 1 every school year. This is designed to:

- forge a link between home and school.
- give pupils, teachers and parents/carers an opportunity to pass information to each other
- encourage pupils to monitor their own attendance
- record achievements in lessons and other aspects of school life
- record activities pupils are involved in outside school
- remind pupils about our expectations as members of our school community

Pupils are expected to have their planner with them each day. Replacements can be bought from the Student Support Office. Please read the planner regularly as it is a useful way to keep in touch with the school.

### TELEPHONE

Mobile devices must be switched off and in bags from the time pupils arrive on site in the morning until they leave school at the end of the school day.

The Student Support Office can receive messages for pupils from parent/carers. Messages are passed on as soon as possible. If a pupil needs to make a phone call during the day they can use the phone in Student Support.

### WEBSITE

The school website [www.stkaths.org.uk](http://www.stkaths.org.uk) features comprehensive information about every aspect of school life including curriculum areas, clubs, sports fixtures, news, an event diary and much more.

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### **CAR PARKING**

Visitors must park in the allocated parking bays and not in the areas designated for buses. Please do not park on the double yellow lines or near the entrance gates as this obstructs access for coaches and deliveries. When collecting you son/daughter from school, please use the overflow car park at the far end of the car park.

### **EMERGENCY CLOSURE**

In the unlikely event of the school being closed, please check our website ([www.stkaths.org.uk](http://www.stkaths.org.uk)) and social media sites on Facebook and Twitter.

### **CHARGES**

We believe that pupils' education is broadened and enhanced by visits, exchanges, sporting and cultural activities. If an activity is a compulsory part of the curriculum it will be provided without charge. In other circumstances a fee will be charged in line with the schools Charging and Remissions Policy. For families facing financial hardship, a request for assistance can be made in writing to the Headteacher. All requests are handled in complete confidence.

### **PARENT PAY**

All monies for trips, visits, dinners and tickets etc are paid online via **ParentPay** ([www.parentpay.com](http://www.parentpay.com)) which can be accessed via the school website and a downloadable app. ParentPay allows you to make and keep track of payments whenever and wherever you like via a secure online account. No card details are stored in any part of the system.

You will be given a unique ParentPay user ID which you then need to activate on the ParentPay website. You can change the ID to something easy to remember and merge accounts for two or more children if you wish.

Parents who do not have online access can request a bar coded letter for individual trips so that cash can be paid at a local Pay Point shop. Please note all payments should be made via Parent Pay. We do not have any facility to take cash.

## ATTENDANCE

### ATTENDANCE (including holidays)

Achievement and attendance are intrinsically linked and we expect all pupils to attend school every day. It is the responsibility of the school to support attendance and have systems in place to monitor attendance and address any problems of non-attendance.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. **Pupils must be on site by 8:40am.** Any pupil arriving **after 9.05am** must sign in at the Student Support Office.

Any absence must be reported via the attendance line 01275 376882 (or call 01275 373737 and choose option 1) **on each day of absence.** If an absence has not been reported the school will contact you by phone.

Exceptional circumstances for term-time absence are:

- service personnel prevented from taking holiday outside of term-time
- when a family needs to spend time together to support each other during or after a crisis such as a family death or to attend a funeral.

Exceptional circumstances for term-time absence do not include:

- overlap with the beginning or end of term (e.g. if your holiday accommodation is rented from a Friday or you are planning a day to travel to or from your holiday)
- to celebrate a child's birthday
- availability of cheap holidays
- surprise birthdays (including when other family members wish to take children out of school)
- availability of the desired accommodation
- poor weather experienced in school holiday periods.

### PUNCTUALITY

Pupils are expected to be in their tutor base by 8.45am and 2.10pm. Any pupil who is late in the morning will be given a warning and the lateness recorded. If there is a repeat incident within a week tutors will give a 25 minute lunchtime detention. Failure to attend this detention will lead to the pupil being sent to the Ready to Learn room for 24 hours. Pupils are expected to be in class within three minutes of the lesson bell ringing. If they arrive after this they will be given a lunch time detention unless they present a card from a member of staff authorising their lateness.

### LEAVING SCHOOL PREMISES

Pupils are not permitted to leave the school site for appointments without written permission from their parents/carers. Any pupil with permission to leave must sign out at Student Support. Any pupil wishing to leave the school premises during lunch time can only do so with permission from the Headteacher.



## TRANSPORT

There are several options for the majority of pupils who travel to school by bus:

- Two bus companies, Eurotaxi and Carmel Coaches operate bus services to St Katherine's as commercial regulated Public Bus routes.

Although the school does not have a contractual agreement with these companies, we work closely with them and several of our older pupils are trained as Bus Monitors and travel on each service each day.

### **Eurotaxi run routes 888A and 888B:**

**888A** Starts by Horfield Sports Centre, then travels along Monks Park Avenue to Southmead Road, Henleaze Road, Westbury Road, Canford Lane, Shirehampton Road Westbury Lane, Sylvan Way, Kings Weston Lane, Long Cross, Kings Weston Avenue and Avonmouth Road

**888B** Starts on Canford Lane/Westbury Village then goes along Northover Road, Charlton Road, Knole Lane, Crow Lane, Henbury Road, Long Cross, Kings Weston Avenue and Avonmouth Road.

### **Carmel Coaches operate route X5:**

The X5 starts by the The Bush on Wells Road, then goes to Broadwalk Shops, St John's Lane, Bedminster, North Street (Hen and Chicken) Ashton Gate, Sea Mills, Shirehampton Station, Avonmouth and on to St Katherine's.

These buses stop at any recognised bus stops on the routes where pupils are waiting. Pupils must put their hand out to ask the driver to stop. All three services drop off and collect pupils on the school premises. Fares are paid directly to the driver.

Contact details are:

Eurotaxi                    01454 320022  
Carmel Coaches        01275 859123

Timetables for the 888A, 888B and X5 services are on the ['Transport and Travel'](#) section of the school website.

In addition First Group's X3/X4 services travel between Bristol, Pill and Portishead and stop near St Katherine's. The X4 stops outside the school in the morning and stops at school at 3.30pm every afternoon, The X3 stops 5-10 minutes' walk away on the A369.

Full timetables: [www.firstgroup.com/bristol-bath-and-west/timetables](http://www.firstgroup.com/bristol-bath-and-west/timetables).

First Bus Customer Services and Enquiries Tel: 0845 602 0156

These times are correct at the time of writing. We will let pupils and parents/carers know if there is any change in services but we would advise double checking with the operators directly.

## PASTORAL CARE, SUPPORT AND GUIDANCE

### ASSEMBLIES

Assemblies are held between 8.45-9.05am. All pupils will have one assembly each week, led by the Headteacher, a member of the Senior Leadership Team, the Head of House or the Transition Learning Manager. The assembly programme focuses on the core values of the school and current affairs topics and provides an excellent opportunity for promoting community cohesion at St Katherine's.

### BULLYING

*"Every pupil at St Katherine's School has a right to feel safe from physical and emotional harm, and not have their education spoiled by another's bullying behaviour."*

We do not tolerate any prejudiced, discriminatory or bullying behaviour. Respecting all pupils whatever their characteristics is central to our values of acceptance and equality.

We expect all pupils to:

- treat other members of the school with respect
- not put up with any form of bullying
- work with others to stop bullying
- not be afraid of reporting any incidents to a member of staff
- not put up with bullies in their group of friends.

Every pupil can expect:

- the school to provide a secure and supportive environment
- not to be bullied
- to say 'No' firmly to anything they think is wrong
- to be able to protect themselves by ignoring others by walking away
- to be listened to by a member of staff if someone is making them unhappy

Bullying incidents should be reported to your child's tutor or any member of staff, by using a Bullying Incident Form, or by emailing [bullying@stkaths.org.uk](mailto:bullying@stkaths.org.uk). A copy of the Bullying Policy is available on the school website.

Please encourage your child to report any bullying, including cyber bullying, to a member of staff or their tutor.

### BICYCLES

Pupils who cycle to school can leave their bike in our locked bike shed. We would encourage they use a secure lock for their bike. All bikes are left at school at the pupil's own risk. Pupils are not permitted to ride their bicycles on the school site. We strongly recommend that cycle helmets are worn at all times. We run the Bikeability course for Year 7 pupils to train pupils in how to cycle safely.

### CATERING

We pride ourselves on having an outstanding catering facility for pupils and staff. Aspens are our school caterers. Our catering team provide high quality healthy food and drinks throughout the day. Our fantastic menus feature locally sourced ingredients and are cooked on site. We operate a cashless service using biometric technology. Payment is made through ParentPay. Pupils can bring a packed lunch if they prefer. Teaching and support staff are on duty to supervise pupils throughout breaks.

Free School Meals should be applied for at [www.n-somerset.gov.uk/freeschoolmeals](http://www.n-somerset.gov.uk/freeschoolmeals) (see page 11 for more information)

### CHARITY

Each House Group supports at least one charity and raises funds through activities during Charity Week. Charities supported this year include Teenage Cancer Trust, Borderlands and Bristol Children's Hospital.

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## **COUNSELLOR**

We have a dedicated School Counsellor. Counselling offers a safe, confidential and non-judgemental environment where pupils have the time and space to explore and make sense of some of the upsets, difficulties and problems they are experiencing. Sometimes it may be simply 'the need to be heard'.

The counselling service runs on a 'Self-Referral' basis, which means only pupils themselves can ask for counselling. They cannot be made to attend by teachers or family. 'Pupil Self-Referral Forms' are available from several locations around the school; the Student Support Office, Reception and outside the counselling office. Completed forms can be posted in the red post-box, marked 'Counselling Forms' in the Student Support Office. Pupils can also email the Counsellor directly to arrange an appointment: [counselling@skdrive.org](mailto:counselling@skdrive.org)

Different appointment times are allotted each week so pupils do not miss the same subjects and minimise disruption to timetables. There is also a drop-in counselling service during lunchtimes, no appointment is necessary. All sessions are confidential.

## **DISCRIMINATION**

Any form of discrimination (gender, race, religion or sexual orientation) is taken very seriously at St Katherine's School. Our value of acceptance promotes sensitive attitudes to each other including those from different cultures, ethnic backgrounds or faith. Racist, sexist or homophobic behaviour is not tolerated and will result in disciplinary action.

## **FIRST AID**

Please inform the school of any medical conditions. If pupils require medication at school contact the pupil Support Office so that they can issue the relevant forms to complete.

First Aid for minor injuries and sickness is provided by trained First Aiders and children who feel unwell should report to pupil Support. If your child is too ill to stay at school, we will contact you so you can collect them and take them home. Pupils are not permitted to phone home themselves. In emergencies when a pupil is admitted to hospital we will contact you as soon as possible with the hospital details. It is essential that we have at least three emergency contact numbers in case of such emergencies. Please ensure you have submitted contact numbers and inform us of any changes.

## **FREE SCHOOL MEALS**

There have been some recent changes to the free school meals application process, due to the roll out of Universal Credit.

Eligible pupils will remain entitled to free school meals until the end of their current phase of education, as at March 31 2022.

This means that if you are currently entitled to free school meals you will not have to reapply until your child changes school after March 31 2022, regardless of your benefit status (see below regarding transfer from primary school)

For further information contact North Somerset [www.n-somerset.gov.uk/freeschoolmeals](http://www.n-somerset.gov.uk/freeschoolmeals) or by email [fsm@n-somerset.gov.uk](mailto:fsm@n-somerset.gov.uk) or calling 01275 888 328.

When children move up from primary school to secondary school, we have been asked by North Somerset to remind parents to email in during the summer holiday to [fsm@n-somerset.gov.uk](mailto:fsm@n-somerset.gov.uk) to change their entitlement over to their new school.

Criteria for free school meals: income Support

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999

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- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with annual Take Home Pay/Net Earnings below £7,400 (which equals £616.67 per month) benefits not included

### HOME SCHOOL AGREEMENT

We ask all parents/carers to sign the Home School Agreement when their child starts with us. The agreement is borne out of our belief that educating pupils is based on a positive, working partnership between the staff, pupils and parents/carers.

### HOUSE SYSTEM

Every pupil in Year 7 will join a House and will compete with other pupils in a wide range of House competitions and events. In Year 7 all pupils are overseen by the Head of Year 7 for Terms 1-3. From Term 4 in Year 7 all pupils are overseen by their Head of House who has lead responsibility for their pastoral care and personal development.

Our House names represent individuals who have made a significant contribution to their community and represent our core values.

#### The Heads of House names and colours:

Head of House	Name	Colour
Iain Murdoch	Pankhurst	Green
Andy Thomas	Stephenson	Red
Hannah Price	Turing	Blue
Esther Andrews	Yousafzai	Yellow

Paul Stephenson	Paul Stephenson is a community worker, activist and long-time campaigner for civil rights for the British African-Caribbean community in Bristol. Paul Stephenson is a Freeman of the City of Bristol and was awarded an OBE in 2009.
Alan Turing	Alan Turing conceived modern computing. He played a crucial part in the Allied victory over Nazi Germany in WW2. Despite his contributions to the war effort he was persecuted for being homosexual before dying in 1954. He received a pardon from the Queen in 2013.
Malala Yousafzai	From the age of 11, Malala campaigned for girls to be given an education in Pakistan. At 15, the Taliban attempted to assassinate her, but she survived and received the Nobel Peace Prize in 2014. Today Malala campaigns for all to have an education across the world

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Emmeline Pankhurst	Emmeline Pankhurst was a British political activist and leader of the British suffragette movement who helped women win the right to vote in 1918
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### ICT USER AGREEMENT

Every pupil must agree to the terms of our ICT user agreement (available in the pupil planner) We also ask parents/carers to follow E-Safety "GOLD" rules at home:

- G – Agree ground rules**, privacy and boundaries for Internet use at home
- O – Online safety**, anti-virus and activating security settings
- L – Location** and type of internet access in the home
- D – Dialogue**, keep talking about the sites you have seen and issues you feel confused or worried about.

### LOST PROPERTY

If a pupil loses an item of property he/she should report to Student Support. The best advice for a pupil who has lost something is to go back over his/ her timetable, checking each room in turn. Please label every item of uniform to help ensure it doesn't go astray.

### PARENTAL INVOLVEMENT

We actively encourage parents to get involved in life at St Katherine's, it can make a real difference to the experience we offer to pupils. Here are some ways you can get involved: *(NOTE: In the interests of safeguarding, some activities may mean we have to carry out a DBS check on your behalf)*

- **Pupil Literacy Support:** Some pupils need to develop extra confidence with their reading and literacy skills and really enjoy one to one reading sessions with our volunteers. If you can spare time to help on a regular or ad hoc basis please contact Jo Jefferson, Associate Headteacher, [jeffersonj@skdrive.org](mailto:jeffersonj@skdrive.org)
- **Your skills and interests:** You may have skills and interests that would support our pupils. You could talk to our pupils about your business, an interesting job you have or had, or maybe travel. You may have time to help with the school's vegetable gardens, help pupils with textiles or art projects or other topics/interests covered by our Lunchtime and After School Activities. If you think you may have a skill or interest that would be helpful in enhancing our pupils' learning please contact Steve Colebourne, Assistant Headteacher, [colebournes@skdrive.org](mailto:colebournes@skdrive.org)
- **Work Experience:** There is an ever increasing need for pupils to get real hands-on understanding of the workplace and life outside of school. If you or you think your employer may be able to offer a pupil a work experience placement please contact Sara Gardiner, Careers and Work Related Learning Advisor, [gardeners@skdrive.org](mailto:gardeners@skdrive.org)

### SCHOOL COUNCIL

The School Council is a great way for pupils to get involved in developing our school. The Council meets once a month to voice ideas and make practical improvements in all aspects of school life. A boy and a girl from each tutor group are elected by classmates to represent them at each meeting. They present issues brought up by their peers and feedback any information and progress made.

### SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

We are fully committed to recognising and providing provision and support for the needs of all our learners including those with Special Educational Needs and Disability (SEND). To discuss any aspect of provision for SEND please contact Flora Slater, SENCO [slaterf@skdrive.org](mailto:slaterf@skdrive.org)

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### **SUPERVISION**

Pupils are supervised throughout the day from 8.30 am—3.30 pm. Staff are on duty around the school before and after school and at break and lunchtime.

### **TOILETS**

Toilets are open in school throughout the day. To avoid unnecessary disruption we encourage all pupils to visit the toilet at break and lunchtime. In the event of a related medical problem or an emergency, pupils will be issued with a card that gives them permission to be out of their lesson.

### **TUTOR GROUPS**

On entry to the school, each pupil is placed in a Tutor Group. The Tutor meets the group every morning and afternoon and is the most important contact a child has with the staff. The Tutor registers attendance, monitors progress, helps pupils organise their work and provides guidance if there are any problems. The Transition Learning Manager is always on hand to provide extra support.

### **WATER**

We encourage pupils to drink water during the day. There are water fountains around the school for use at break and lunchtimes. Pupils can bring a clear plastic water bottle into school and drink water from this at any time providing that it does not disrupt lessons.

## THE CURRICULUM, TEACHING AND LEARNING AND HOMEWORK

### CAREERS

We understand our responsibility to prepare all pupils for the choices, changes and transitions affecting their future education, training and life as adult members of society. A Careers Guidance programme is followed in Years 7-11. Pupils in Year 10 undertake Work Experience for a week in July. All pupils are encouraged to find their own placements with help from their parents/carers plus advice from their tutors and the Work Experience Coordinator.

### CURRICULUM

Our taught curriculum operates over a two week timetable with five one hour lessons per day.

At **Key Stage 3** we offer a broad and balanced curriculum designed to stimulate and challenge pupils and provide a sound foundation for study at Key Stage 4 and beyond (14 – 19). At Key Stage 3 all pupils study the core subjects of English, maths and science alongside ICT, technology, drama, music, arts, humanities, French, PE, philosophy and beliefs, society and culture, and citizenship.

Our **Key Stage 4** curriculum offers a balance of breadth, flexibility and choice for the full ability range. All pupils study an extended core of subjects and can choose from a variety of optional pathways which link in with post-16 study. These range from academic combinations to vocational/work-related pathways. All subjects are taught by well qualified and experienced staff and curriculum activities are extended by a wide range of educational visits and experiences linked to different subject areas. Independent learning is given a high priority for each curriculum subject.

### DUKE OF EDINBURGH AWARD SCHEME

The Duke of Edinburgh Award (DoE) Bronze, Silver and Gold award programmes are open to young people aged 14 to 24 offering them opportunities to become involved in lots of exciting different activities. A DoE certificate is highly regarded by both employers and further education providers. At St Katherine's, we offer the Bronze programme to pupils in Years 10 and 11 and the Silver and Gold programmes to pupils in Years 12 and 13.

### EXTRA-CURRICULAR

We encourage pupils to take part in our extensive range of lunchtime and after school clubs, groups and team events suitable for all year groups and pupil interests. Pupils can find out about what is on offer through their tutors, teachers or Student Support. Pupils can also take part in sporting tournaments and fixtures and trips and visits including overseas residentials.

### HOMEWORK

We believe that home learning is important to support pupils' educational progress. Homework is set on a regular basis to help every pupil to achieve their potential. Every pupil has a homework timetable to help them organise their home learning. Pupils are awarded praise points for completing homework.

Homework can be accessed on the Class Charts website or smartphone app. In September pupils and parents/carers will be given Class Charts logins to access their personal homework record.

Please support your child by ensuring home learning is completed conscientiously and in a suitable environment. If a child has a genuine difficulty in completing their homework or meeting a deadline they should speak to their tutor and subject leader before it is due to be handed in.

We also encourage pupils to read at home for at least 20 minutes a day.

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## **LIBRARY RESOURCE CENTRE (LRC)**

Our library offers pupils a wide range of services:

- Extensive range of books; there really is something for everyone
- Study spaces
- 12 bookable computers
- Open from 8.15am (before school starts) and during breaks
- Range of board games
- Knowledgeable and helpful librarian
- Stationery shop (including USB memory sticks)
- Regularly changing displays
- A wide range of events and activities including quizzes, author visits, award shadowing, reading groups, and a manga mania group

Every pupil becomes an LRC member when they start at St Katherine's so they can start borrowing books and using the facilities straight away.

## **LITERACY/NUMERACY**

Reading is vital if pupils want to succeed at school and in life. As part of our Drop Everything and Read (DEAR) programme all pupils read for 10 minutes in every afternoon registration. Pupils must have a reading book with them each day. In Years 7 and 8 this book must be the pupil's Accelerated Reader book. All pupils are also expected to read at home for at least 20 minutes a day.

Accurate punctuation is key to successful writing. We recommend that pupils spend at least 10 minutes a day honing their technical accuracy on the Bristol University Punctuation Exercises website.

Pupils have weekly maths homework to support their in class learning. All pupils in Year 7 put their times tables knowledge to the test to compete for a place on the St Katherine's team in the regional [IT rockstars](#) competition. All pupils are expected to have a scientific calculator for use in lessons.

## **MUSIC TUITION**

We offer peripatetic tuition in a wide range of instruments: Violin, Flute, Clarinet, Saxophone, Guitar, Drums, Trumpet, Piano and Voice. Please contact Miss Adams, Head of Music, for more details [adamsa@skdrive.org](mailto:adamsa@skdrive.org)

## **PROGRESS EVENINGS**

There is at least one Progress Evening for each year group every academic year when you can talk to your child's subject teachers about their progress. We operate an online booking system so you can book times to see your child's subject teachers. You will receive details of the online system and a personal login prior to the first Progress Evening.

If you have any concerns or questions about your child's education, arrangements can be made at other times to meet your child's Tutor, Head of House or teachers. If there are any issues or problems with your child outside of school at home we would also like to know as soon as possible so we can support them appropriately.

## **PHYSICAL EDUCATION during illness**

Any pupil not able to participate in PE because of injury must bring a note for their PE teacher alongside their PE kit. We appreciate there may be limitations to what your child can achieve so our PE staff will adapt the lesson or give your child differentiated tasks so your child can still participate and maintain their progress.

## **RELIGIOUS EDUCATION**

Religious Studies is a compulsory subject in Years 7, 8 & 9. It is taught by the Humanities team.

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY**



## REPORTS

Staff record progress information centrally on each pupil three times per year. Parents and carers currently receive three progress reports and one tutor report each year. You can access data on your child's progress, behaviour and attendance through Class Charts.

## SEX AND RELATIONSHIP EDUCATION

Sex and relationship education is designed to help pupils prepare for adulthood. It covers facts about the human reproductive processes and behaviour, plus broader emotional and ethical dimensions of sexual attitudes. Teaching content is designed to reflect the age and maturity of the pupils. Sex Education is taught as part of science and religious education. Parents have the right to withdraw their children from sex and relationship lessons but we encourage you to contact Katherine Crocker, Assistant Headteacher [crockerk@skdrive.org](mailto:crockerk@skdrive.org) before making a final decision.

## SIXTH FORM

The majority of our pupils stay with us in our very successful Sixth Form for their post 16 education. Support and guidance is given to all pupils in KS4 about subject choices and options. For more information about sixth form contact Mr Colebourne, Head of Sixth Form [colebournes@skdrive.org](mailto:colebournes@skdrive.org)

## SKAMPS

SKAMPS (St Katherine's Music Parent Supporters) is a registered charity that has raised over £17,000 for musical instruments, workshops and tuition. The trustees and committee members are all parents, former parents and friends of St Katherine's who believe that making music is central to the life of a school. If you would like to find out more about this fantastic asset to the school contact [j.kenyon@icopywrite.co.uk](mailto:j.kenyon@icopywrite.co.uk)

## ONLINE LEARNING

We use a large range of online learning tools alongside paper based and practical work. Every pupil will be given a username and password to access the Google Apps for Education Suite, including email and virtual classrooms.

## VISITS

We provide a wide range of educational visits for pupils to supplement their classroom learning and enrich their experiences. These include visits to the theatre, museums, exhibitions, local fieldwork and sport events. There are also residential trips with opportunities to go abroad.

## WORK EXPERIENCE

Pupils in Year 10 do work experience during Term 6. This gives pupils an insight into the world of work and develop the confidence and skills needed when they leave school. Pupils are encouraged to find their own placements with guidance from staff

## UNIFORM

All pupils must be in the correct uniform (any changes in hot weather will be communicated to staff and pupils), unless carrying a pass issued by their tutor. Passes are only issued for medical reasons or if the pupil has lost or broken the item (blazer, tie, shoes, skirt or trousers) in the previous 24 hours. If a pupil who is not in uniform (no tie or blazer) refuses to resolve the issue when asked they will be sent to the Ready to Learn room for 24 hours.

A pupil must hand over any non-school jumper or hooded top. A warning on Class Charts will be made by the tutor. On the second occasion in the same week a lunchtime detention will be issued. The non-uniform items will be confiscated until the end of the school day and can be collected from Student Support at the end of the day. If confiscated more than twice during a term, a parent/carer will be required to collect the item. If a pupil refuses to hand over the item, they will be sent to the Ready to Learn room for 24 hours. If the pupil has not handed over the item by the end of that period of time, they will remain in the Ready to Learn room until the item is handed over.

All items of uniform must be clearly labelled with the pupil's name. For full details please see the Uniform and Equipment policy in our School Policies section on the school website [www.stkaths.org.uk](http://www.stkaths.org.uk)

### KS3 and KS4 - Compulsory items

- Maroon blazer with the school logo
- White shirt with top button done up
- Maroon and silver clip-on tie
- Mid-grey straight trousers (not jeans-style) and / or mid-grey knee-length skirt
- House pin

### Clothing not permitted

- Skinny style, hipsters or flared trousers
- Lycra or 'figure hugging' skirts
- Denim, canvas, corduroy, linen or similar materials

Plain white t-shirts (or vests) are permitted under the school shirt. Coloured t-shirts are not permitted to be worn under the school shirt

### Optional items

- St Katherine's grey with maroon striped v-neck jumper
- St Katherine's grey with maroon striped slipover with school logo
- No other jumpers or sweaters are permitted

### Socks/tights

- Grey or black socks must be worn
- Grey, black plain or skin tone tights are permitted. Other colours are not permitted

### Footwear and belts

- **Plain** black, leather-style (polishable) flat school shoes should be worn without any branding, logos or embellishments.
- Trainers, trainer style, open-toed shoes, boots, canvas shoes and suede shoes are not permitted
- Plain black belts which fit through trouser loops may be worn

### Uniform Suppliers

Our Uniform Supplier is **Scholars** who provide an online and mail order shopping. Contact details: **Scholars Schoolwear Specialists, 4 Terrace Walk, Bath BA1 1LN** Tel: 01225 462206 Email: [info@scholars-uk.com](mailto:info@scholars-uk.com)  
Website: [www.scholars-uk.com](http://www.scholars-uk.com)

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY

## EQUIPMENT

Pupils are responsible for having basic equipment with them each day - pen, pencil, ruler, planner and reading book. Tutors will check uniform and equipment each morning to ensure that all pupils are equipped and ready for a successful day at school. On the first occasion that a pupil does not have the equipment they will be given a warning on Class Charts by their tutor and will be given a pen, pencil or ruler. If there is a repeat incident within a week they will be given a 25 minute lunchtime detention. Failure to attend this detention will lead to the pupil being sent to the Ready to Learn room for 24 hours. If a pupil does not have basic equipment in a lesson they must be given a first warning on Class Charts by the classroom teacher.

## PE KIT

To avoid confusion, all items of clothing and equipment should be named. Pupils must make every effort to take responsibility for their equipment. The school does not take responsibility for loss or damage to kit or sports equipment.

Sportswear items are available from:

**The Sports Shop, 39 High Street, Portishead, BS20 6AA Tel. 01275 842573.**

### Compulsory PE kit for all pupils

- Black and red polo shirt with school badge
- Reversible rugby shirt (students participating in rugby only)
- Black and red skort with school badge (students participating in netball and hockey only)
- Black shorts with school badge (students participating in rugby and football only)
- Hooped red, black and white football socks
- Training shoes (suitable for physical activity)
- Football boots
- Shin pads

### Optional PE kit

- Grey hoodie with school badge (students participating in netball and hockey only)
- Black tracksuit trousers with school badge
- Gum shield (strongly recommend)

## JEWELLERY AND MAKEUP

Pupils are permitted to wear one pair of small ear studs (approximately 5 mm in diameter) or sleepers, one plain ring and a watch. Bracelets and sunglasses are permitted. Make up should be kept to a minimum. The use of false nails, coloured nail varnish or false eyelashes is not permitted. Pupils will be requested to remove such items. For reasons of health and safety facial piercings are not allowed: this includes nose studs, eyebrow or tongue rings/bars. Visible body tattooing is not permitted.

## HAIRSTYLES

Hair styles should be neat and tidy and not represent extremes of fashion. The use of dye to achieve unnatural colours is not permitted and pupils can be withdrawn from lessons if hair is an unnatural colour. Caps and baseball hats are not permitted.

## COATS

- Coats may be worn as ADDITIONAL items of clothing and not instead of the school blazer.
- Outdoor coats must be predominantly one colour and must not have large badges or logos.
- They must be plain in style and must not be made from denim, hoodie or (faux) leather material.
- Hoodies, non-school sweatshirts or zipped-hoodie jackets do not promote the ready to work ethic and are not permitted. These items will be confiscated if worn.

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
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## **MOBILE PHONES, EARPHONES AND INAPPROPRIATE JEWELLERY**

Mobile devices must be switched off and in bags from the time pupils arrive on site in the morning until they leave school at the end of the school day.

If a pupil does not comply with this instruction their mobile phone will be confiscated until the end of the school day. If the mobile device is confiscated more than once a parent/carer will be asked to come into school to collect the phone. Pupils who break this rule repeatedly may not be permitted to bring a mobile phone to school.

If you would like to us to pass a message to your child during the school day please call us and we will ensure that the message reaches your child. It would be greatly appreciated if parents/carers could support the school around communication with their children:

Please do not call or text your child when during the school day.  
If your child needs to contact you during lesson time we will always call you.

A pupil must hand over any jewellery that is not allowed. This will be confiscated until the end of the school day and can be collected from Student Support at the end of the day. If Confiscated more than twice during a term, a parent/carer will be required to collect the item. If a pupil refuses to hand over the item, they will be sent to the Ready to Learn room. If the pupil has not handed over the item by the end of that period of time, they will remain in the Ready to Learn room until the item is handed over.

## RULES

### CLIMATE FOR LEARNING AT ST KATHERINE'S SCHOOL (Please see Ready to Learn Parent Handbook for more details)

Our ethos, 'learning together, succeeding together, inspiring excellence' epitomises our approach at St Katherine's.

We challenge everyone within our school community to live and breathe our values each day:

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE FRIENDSHIP |  
ASPIRATION | RESILIENCE | RESPONSIBILITY**

Our 3Rs (Respect, Responsibility, Resilience) underpin our conversations with pupils so everyone understands our expectations.

In summary a St Katherine's pupil is expected to:

- **be respectful** by listening and speaking politely
- **be responsible** by arriving on time and fully equipped
- **be resilient** by remaining on task and working hard

## READY TO LEARN SYSTEM

Every pupil at St Katherine's has the right to learn in an environment that is free from disruption where:

- all pupils can learn
- all teachers can teach

Ready to Learn is a strategy based on the belief that all pupils can and should take responsibility for their actions. It is built around our expectation that all pupils need to be 'ready to learn' so teachers can focus on the learning taking place within the classroom to maximise pupil progress.

Ready to Learn covers all aspects of school life, ensuring fairness and consistency and maximising achievement and success. Ready to Learn will strengthen the 'learning triangle' between staff, pupils and parents/carers to ensure we are all participants in our young people's education and support them to learn in an environment where they can make great progress in every lesson, every day.

Ready to Learn is the result of feedback from pupils and staff highlighting they wanted greater consistency across the school in embedding our climate for learning and minimising disruption to learning caused by low level disruption. For example, arriving late to lesson, not having the correct equipment, talking unnecessarily or chatting, calling out, being slow to start work or follow instructions, showing a lack of respect for each other and staff.

## EXPECTATIONS OF ALL PUPILS

Our expectations of all pupils are very clear. Pupils must meet our expectations and take responsibility for being a St Katherine's pupil by being Ready to Learn. If a member of staff asks a pupil to do something, they must do it. We will always use clear language in our expectations - "This is a reasonable request. I expect a reasonable response." If the pupil refuses or walks away they will be sent to the Ready to Learn room.

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY**

<b>St Katherine's Way</b>
<p>A St Katherine's pupil is Ready to Learn. They are expected to:</p> <p style="padding-left: 40px;"><b>Be respectful</b> by listening and speaking politely</p> <p style="padding-left: 40px;"><b>Be responsible</b> by arriving on time and fully equipped</p> <p style="padding-left: 40px;"><b>Be resilient</b> by remaining on task and working hard</p>
<b>In the classroom and around the school</b>
<p><b>Be respectful</b></p> <ul style="list-style-type: none"> <li>· Treat everyone and everything with respect at all times</li> <li>· Listen carefully and follow all staff instructions first time</li> <li>· Listen when others are talking</li> <li>· Put your hand up and avoid calling out</li> <li>· Respect school property</li> <li>· Speak appropriately with no bad language or prejudicial bullying language or behaviour</li> <li>· Engage when being spoken to and never walk away</li> <li>· Show good manners i.e.holding doors open for each other, greeting visitors politely</li> <li>· Clear away after yourself</li> <li>· Respect the needs of others</li> <li>· Keep left in corridors and avoid contact</li> </ul>
<p><b>Be responsible</b></p> <ul style="list-style-type: none"> <li>· Have a positive attitude</li> <li>· Be punctual</li> <li>· Show kindness every day</li> <li>· Arrive in class within 3 minutes of the bell</li> <li>· Have all the required equipment</li> <li>· Keep mobiles phones and earphones out of sight during tutor, lessons and lesson changeover</li> <li>· Walk around the site and run only on the courts and fields</li> <li>· Eat and drink outside or in the canteen at break time and/or lunchtime</li> <li>· Go to the toilet at break time and lunchtime</li> <li>· Put your litter in a bin</li> <li>· Speak calmly to each other without shouting</li> <li>· Wear all items of uniform correctly and with pride at all times</li> <li>· Have a pass for incorrect uniform/items</li> <li>· No involvement in serious incidents</li> </ul>
<p><b>Be resilient</b></p> <ul style="list-style-type: none"> <li>· Work hard to complete all work to the best of your ability</li> <li>· Understand and accept your own strengths and weaknesses</li> <li>· Develop problem solving skills</li> <li>· Self control</li> <li>· Set personal goals with realistic expectations</li> <li>· Learn from your mistakes</li> <li>· Be willing to overcome difficulties rather than avoid problems</li> <li>· Be optimistic in your thinking</li> <li>· Refuse to give in when facing a challenge or set back</li> <li>· Be able to recognise your own emotions and those of others</li> <li>· Develop social skills and the ability to seek assistance from others</li> </ul>

ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE  
 FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY

### **CONFISCATED ITEMS**

Non-permitted items brought into or used in school will be confiscated. Valuable items will be kept in the school safe. These will be returned after 24 hours.

### **SMOKING, ALCOHOL AND SUBSTANCES**

St Katherine's School has a 'No Smoking Policy' and smoking is not permitted within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities. Any pupil found smoking or in the presence of smokers on the school site or in the vicinity of the school will be disciplined. Pupils are not permitted to bring alcohol onto the premises or consume alcohol at any time during the school day including trips, visits and sporting fixtures. Pupils who do so will be excluded. In accordance with school policy dealing in and possession of illegal drugs and/or their misuse during the school day, on trips and visits may result in permanent exclusion.

### **VANDALISM**

The school has very few problems of vandalism or graffiti by pupils. Where damage is done to the school buildings, equipment or surroundings by pupils acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way we hope to encourage responsible behaviour.