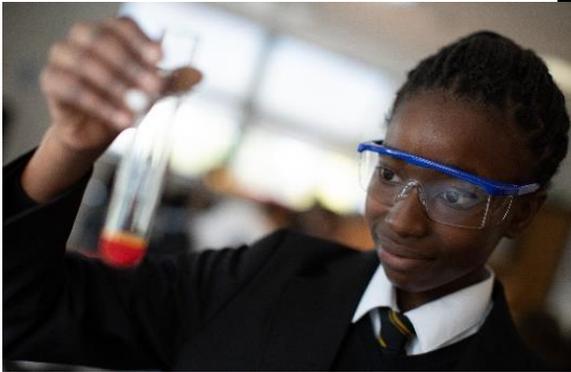


# St Paul's Catholic School



**Parent Handbook 2020 - 2021**





# Welcome

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Dear Parents/Carers

Welcome to St Paul's Catholic School. You will find us to be a warm inclusive community where we are inspired and motivated by our School Prayer "To act justly and to love tenderly". We are one of 22 schools who all belong to the St Thomas Aquinas Catholic Multi Academy Trust. We are bound together by the Trust mission to "prepare all our young people for a wholesome, fulfilling and active life in the future making a valuable contribution to society." We are committed to the education of the whole person and look to foster each student's gifts and talents whatever they may be.

This handbook contains essential information which I hope will prove useful to you as your child starts our school. You will also find our website a valuable source of information. We prize open communication therefore if there is anything you are unsure of please telephone us or call into reception where someone will be pleased to assist you.

We value and recognise your role as parents as the first educators of your children and our aim is to support you with this. We look forward to working in partnership with you as your child progresses through the school, we hope they will be very happy and fulfilled in their time with us.

Yours sincerely,



Mrs S Conaghan  
Principal

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# Mission Statement & School Prayer

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St Paul's School is a Catholic family, a living, breathing reflection of the love of our God and neighbour.

We celebrate our diversity, seeking from each other mutual respect and high expectations.

Our mission and vision is to strive to fulfil our potential as disciples who grow in holiness, knowledge and dignity.

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## School Prayer

***This is what The Lord asks of you,  
to act justly,  
to love tenderly,  
and to walk humbly with your god***

Micah:6

# Contact Details

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Principal	Mrs S Conaghan
Deputy Principals	Mr A Curran
	Mrs S Lockyer
Assistant Principals	Ms S Warrilow
	Mr N Cockcroft - Head of Sixth Form

Chaplain – Rev Deacon Seamus O’Looskan

Head of Year 7 - Mrs Z Chapman [zwalsh@st-pauls.leicester.sch.uk](mailto:zwalsh@st-pauls.leicester.sch.uk)

Assistant Head of Year 7 - Ms J McManus

Head of Year 8 – Mrs J Grundy [jgrundy@st-pauls.leicester.sch.uk](mailto:jgrundy@st-pauls.leicester.sch.uk)

Assistant Head of Year 8 – Miss M Barber

Head of Year 9 - Mrs J Chavda [jchavda@st-pauls.leicester.sch.uk](mailto:jchavda@st-pauls.leicester.sch.uk)

Assistant Head of Year 9 – Miss H Grudgings

Head of Year 10 – Miss L Boyle [lboyle@st-pauls.leicester.sch.uk](mailto:lboyle@st-pauls.leicester.sch.uk)

Assistant Head of Year 10 - Mr J Chapman

Head of Year 11 - Miss E Weatherhog [eweatherhog@st-pauls.leicester.sch.uk](mailto:eweatherhog@st-pauls.leicester.sch.uk)

Assistant Head of Year 10 - Mr D Robinson

Head of Sixth Form – Mr N Cockcroft [sixthform@st-pauls.leicester.sch.uk](mailto:sixthform@st-pauls.leicester.sch.uk)

Assistant Head of sixth form – Mrs C Magulike

SENCo - Miss C Teal [cteal@st-pauls.leicester.sch.uk](mailto:cteal@st-pauls.leicester.sch.uk)

First Aider - Mrs E Currie

# Spiritual Life

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Growth and understanding of the Catholic Faith is of key importance for the life of our School Community. The Chapel of St Paul with the Blessed Sacrament reserved is open all day for prayer with Mass celebrated throughout the year in RE lessons and on Holy Days and Special Feasts.

Morning Prayer is held in the Chapel each day at 8.25am with other opportunities for prayer and liturgy throughout the year.

Our school chaplain - Rev Deacon Seamus O'Looskan - supports students' personal and spiritual development and is available to meet with and advise students. The Chaplaincy office is situated in the Bosco Room along the main corridor.

Students and staff are supported well with the growth of their faith. As well as many opportunities to take part in formal worship, students are encouraged to explore and develop their faith through RE and other enrichment activities.

We are part of a large CMAT and the school collaborates with the other schools and is supported by the Lead Lay Chaplain.

# The School Day

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There are twenty five one-hour periods in the school week and the daily timetable is as follows:

8:45 - 9:00 Registration

9:00 - 10:00 Lesson 1

10:00 - 11:00 Lesson 2

11:00 - 11:20 Break

11:20 - 12:20 Lesson 3

12:20 - 13:20 Lesson 4

13:20 - 14:00 Lunch

14:00 - 15:10 Registration and Lesson 5

The school spends 25 hours per week on teaching with an extra 1 hour 40 minutes for registration and tutor time.

Your child will need the following items:

2 black pens            30cm ruler

2 blue pens            Glue stick

2 pencils            Pencil crayons (not available from school)

Pencil sharpener    Eraser

Compass            Protractor

Scientific Calculator - The approved calculator is a Casio FX-82

All of the above items can be bought from the school office at reception.

# Student Code of Conduct

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At St Paul's Catholic School and in the local community, students do whatever it takes to help create a safe school and local community which respects the rights of others by:

- listening to all members of staff and following instructions politely and calmly and treating everyone with respect
- not running or shouting, and being calm in corridors
- going straight to lessons and holding doors open for others when the corridors are busy
- never damaging school property, defacing the building, dropping litter or spitting
- never insulting, undermining or swearing at anyone
- remembering they are always an ambassador for St Paul's Catholic School. Leaving school and making their way home in an orderly, responsible way and
- When travelling on public transport, students will respect those around them, speaking to others, transport staff and members of the public quietly and politely respecting the local environment, by being considerate to their local community, obeying shop rules, and never dropping litter, defacing or trespassing on private property.

# Classroom Expectations

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Every second is precious. Students turn up to lessons on time. If they are two minutes late to each lesson every day that equates to 50 minutes per week and over 32 hours per academic year. Following our classroom expectations is vital so that more time can be spent learning. In order to support students to reach the expectations, teachers guide them to follow the strategies below. In classrooms, students will:

- Follow instructions the first time of asking
- Follow the behaviour for learning protocols, allowing teachers to teach and students to learn
- Work in silence when instructed to do so
- Stay on task and work hard even when they find work challenging
- Complete their homework as specified, to a good standard and on time
- Produce their best work
- Ensure books/folders to be neat and tidy
- Include the title and date and underline them
- Not graffiti/doodle on their books/folders/planner
- Make corrections to their work where highlighted and improve their work after feedback

Teachers have a seating plan and students sit at the seat they have been allocated. They listen to every single word the teacher says very carefully especially to instructions.

When students ask questions, they always put their hand and wait for the teacher to speak to them. Calling out is never permitted. Even if they have their hand raised, they have to wait for the teacher to choose them by name. If they are confused, or unsure what to do, they should let the teacher finish what he/she is saying and then put up their hand up to ask a question. Questioning is targeted, there is no opt out.

Sometimes students will receive detentions. Sometimes they may even be put into the Isolation Room. This will be because their teachers have decided that their actions were rude or damaging to their education or that of others. Students may think the teacher was unfair. The teacher's decision is final. Students never answer back.

# Dining Room Protocol

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In order to treat everyone with respect in our Dining Room the following rules must be observed:

- Food purchased in the Restaurant must be eaten there and may not be taken around the school
- All food purchased in the Restaurant is carried on a tray
- The tables and chairs in the Restaurant remain as laid out and are not to be moved around. When you leave, place your chair under the table
- When finished, each person clears his/her own place, using the clearing stations and bins
- Bags should be placed safely as directed and never put on the dining tables

# Movement around school

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When moving around or socialising at school we do so in groups of not more than 3 or 4 people. Staff car parking areas and the area at the back of the sports hall are out of bounds except during lessons when accompanied by a teacher.

- **Be Courteous:** Move around school taking care to respect other people and the buildings
- **Be Punctual:** Move to lessons immediately the bell sounds. The five minutes between lessons are movement times not breaks and students should not stop to talk to people or congregate
- **Be Organised:** Use lockers and water dispensers only before school, at break and lunch time
- **Be Quiet:** Move around the buildings and public areas inside and outside in a quiet and orderly way. Walk on your own, not in a group. Do not shout out greetings or messages to other students. Conversations should be at low volume. When waiting outside a classroom for a teacher, students should wait quietly
- **Be safe:** Never push people or try to push through a crowd or climb over fences

# School Uniform

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All uniform must be worn correctly with care and pride at all times including travel to and from home.

\* Black school blazer with school badge

White shirt buttoned fully to the neck with a school tie

Black school uniform trousers **OR** \* St Paul's black school skirt (knee length)

**NO SKINNY TROUSERS, JEANS OR LEGGINGS.**

Optional plain black v-necked jumper or cardigan. Not to be worn in place of blazer

Black or white socks, black or skin tights

Shoes should be all black without logos. **NO BOOTS.**

## **PE Kit**

- Black leggings (Girls only)
- \* Black Fleece (Girls)
- \* PE Fitness Top (All)
- \* Multi Sports Top (Boys)
- Black shorts (Boys)
- Trainers
- Football boots (Boys and Girls)
- Shin Pads (Boys and Girls)
- Gum Shield
- Water bottle

All uniform with a \* can only be purchased from Schoolwear Solutions, 64 London Road, Oadby, Leicester, LE2 5DH - Telephone 216 0665

website - [www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)

email - [oadby@newplansolutions.co.uk](mailto:oadby@newplansolutions.co.uk)

Opening times are 9am-5pm Monday to Saturday (June – October. Closed

on Thursdays November to May).

Ties and aprons can be purchased from the school office.

**Parents are reminded:**

- Of the importance of labelling all items clearly with owner's name
- That variation of school uniform is often attempted by pupils who try to reassure their parents that "*they all do it*". Please ignore such reports unless backed by an official school letter
- That in emergencies, when you are obliged to send your child to school wearing incorrect clothing, a written note of explanation is necessary.

**The following items are not permissible:**

- Hoodies
  - Fashion items such as T Shirts or denim
  - Necklaces and bracelets
  - Visibly noticeable makeup or nail varnish
  - Hair colour should be within the range of natural hair colouring (no bright colours and no extreme styles).
  - Jewellery should be restricted to **1 stud only** in each ear and no facial piercings are allowed.
  - False eyelashes and false nails
- Baseball caps and other hats are not permitted at any time. Scarfs including bandanas and woollen hats may only be worn in extreme weather conditions (snow). Hats, gloves and scarfs may not be worn indoors.

A uniform detention is held for those not wearing their uniform correctly.

If a student attends school dressed inappropriately, we will contact home and reserve the right to place the student in isolation until the issue has been rectified and our expectations have been met.

# General Information

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## **Academic Achievement Targets**

Each student is given academic achievement target (learning journey, GCSE or A Level grade). During the year there are regular tests and assessments. Students who are not meeting their targets are given additional support and encouragement. We use Go4Schools to record targets and grades – all parents will receive a login for this system.

## **Autistic Spectrum Disorder (ASD)**

Autistic Spectrum Disorder (ASD) is a condition that affects social interaction, communication, interests and behaviour. Students within school with ASD are supported by staff using ASD friendly strategies as recommended by the Local Authority 'Inclusive Provision'. Some students will receive additional support from external agencies.

## **Assembly**

Assembly takes place once each week for each year group. There will be an act of worship and assemblies are often led by form classes and follow a religious theme.

## **Attendance**

Full attendance is extremely important to each student's success and at St Paul's Catholic School we expect students to attend fully during term time. All students should be onsite by 8.45am. Students with 100% attendance receive Attendance Certificates at the end of each term.

However, in the case of genuine illness, please telephone the school office on 0116 2414057, Option 1 'Absences', before 9am. If your child is ill for more than one day, it is important that you ring school each morning that they will not be in.

## **Behaviour**

The school has very high expectations of students' behaviour and conduct. This applies in class, around the school and en route to and from school and at all times including when on-line. A small number of students need additional support with behaviour education and this is provided in a variety of ways, e.g. through closer monitoring by Head of Faculty or Head of Year

or through extra support by the pastoral support team. The school also works in collaboration with other Leicester schools in an 'Attendance and Behaviour Support Partnership'. Through this partnership we provide for the education of a small number of students at the Carisbrooke Learning Centre and the Leicester Partnership School which provide specialist support for behaviour education in small group settings. St Paul's staff are trained to use physical intervention to restrain a student should this be necessary. In practice this is exceptionally rare.

The Behaviour Policy can be found on the school website.

### **Breakfast Club**

The school sells breakfast for students between 8.00am and 8.40am.

### **British Values**

In recent years the government has introduced a set of Fundamental British values which are delivered through the curriculum in all English schools. These are Democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. At St Paul's these values form part of the Christian values which underpin the school's ethos and they are part of the curriculum in a number of subjects both explicitly and implicitly. We expect all governors, staff, students and parents to respectfully support the teaching and living out of British values at the school.

In particular, we foster British values by helping students to develop their self-knowledge, self-esteem and self-confidence and to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely. We help students to distinguish right from wrong and to respect the civil and criminal law of England and for English public institutions and services. We try to further promote harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other culture and we encourage respect for democracy and support for participation in the democratic processes.

### **Bullying**

At St Paul's we take reports of bullying very seriously. Bullying contravenes our belief in the value and uniqueness of each person and we have clear structures in place to deal with bullying.

Our bullying policy is available on the school website. Students receive anti bullying education throughout their school life and our pastoral system

supports this. Students are encouraged to report any instance of bullying to any member of staff where the matter will be dealt with - initially seeking to promote understanding and reconciliation.

### **Calculator**

The school calculator is a Casio FX-82 and may be purchased online or from the School Office. It is most helpful if students use this calculator to avoid confusion.

### **Cashless Catering/ParentPay**

The school operates a Cashless Catering system for payments – ParentPay. ParentPay is a secure website whereby parents are able to pay for dinner money, printing/photocopying, school trips and other school resources. Parents are able to pay online using your credit or debit card. ParentPay is easy-to-use and offers the freedom to make online payments whenever and wherever you like, 24/7.

- the technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- payments can be made by credit/debit card or also through PayPoint
- full payment histories and statements are available to you securely online at anytime
- your children will not have to worry about losing money at school

All new students and parents will receive account activation details.

If you have any questions, please contact the school office.

Parents should ensure that there is sufficient credit on their child's account prior to them purchasing food from the dining room.

There are 2 charging machines in school should students wish to top up their accounts with coins and notes.

### **CCTV**

Closed circuit television recording operates throughout the school site. Images are stored for 28 days. It is the policy of the school not to release CCTV recordings to anyone other than the police and as part of a police investigation.

### **Clubs and Societies**

There are many clubs in school. These cover a range of activities including Performing Arts, Sport and Science. Students are encouraged to take part. Full details are published on the school website at the beginning of the academic year.

### **Communication with parents**

We look forward to meeting you at parent's meetings which are a vital point of contact. Information is displayed on the website. We also send emails or text messages to parents if there is an emergency or to signal important events. Contact data is held on the school's database. Parents must notify us immediately of changes to phone numbers, email addresses etc. Should a parent with parental responsibility not be living at the same address as their child, both parents will receive those letters which are sent by post. In this case a note giving the details should be sent to the Principal signed by both parents to give authorisation.

### **Computer network/e-safety**

St Paul's Catholic School recognises the wonderful opportunities for learning offered by ICT applications and the Internet. Everyone is expected to use the Internet and all ICT applications responsibly and both students and parents will be required to sign the 'ICT and Internet Protocol Agreement'.

Every student is given a password to use the school network. This includes filtered access to the Internet.

Parents are encouraged to ensure that they talk to their child about internet use and students should not have unsupervised access to the internet outside school. Please note that under 13s are not permitted by law to use social networking sites.

### **Chaplain**

The School's Chaplain, Rev Deacon Seamus O' Looskan, supports students' personal and spiritual development and is available to meet with and advise students.

### **Damage to School Property**

Any deliberate damage to school property e.g. by graffiti etc. is a serious break of discipline. It will be followed up and parents/carers are expected to contribute to the cost of the repairs.

### **Data Handling**

Each year the school will ask you to confirm the personal information we hold about you and your child(ren). Please check for accuracy and return the Data Collection Sheet promptly to the school office. This information can be updated throughout the school year by using the 'Parent Lite' app.

## **Detentions**

Occasionally students may be set a C2 (30 minutes) or C3 (1 hour) detention after school. These are non negotiable and parents will be informed in advance. Full details can be found in our behaviour policy.

## **Dining Room – Lydia’s**

A variety of hot and cold meals and drinks are available to students each morning before school, during morning break and lunch. Students may also eat packed lunches in Lydia’s and other dining spaces.

## **Examinations**

All students will have formal examinations during their time at school including regular tests and examinations in the Summer Term. Students should make a revision timetable for their summer examinations and prepare carefully.

## **Expressing concerns**

If you are worried about a situation to do with an academic or social matter please contact your child’s Form Tutor in the first instance. More serious matters (e.g. bullying) may be dealt with immediately by contacting your child’s Form Tutor or Head of Year. Should you have very serious concerns e.g. about the conduct of a member of staff, please write a letter briefly explaining the situation to Mrs Conaghan, the Principal.

Your letter will be acknowledged and you will be invited to discuss your concerns with a member of our Senior Leadership Team. If the matter is a concern where you think that students are at actual risk of imminent harm, please telephone the school immediately and ask to speak with the Safeguarding /Child Protection Officer (Mr Curran) or the Principal.

All teachers are in class for up to 23 hours each week. The Head of Year and Assistant Head of Year also have a heavy teaching commitment. Please note it is not always possible to return your call the same day.

We are unable to see parents without an appointment unless in exceptional circumstances.

## **First Aid/Children who become unwell**

The First Aider will take care of them and if necessary will contact the main carer. It is imperative that all contact details are kept up to date. Should you change address or contact telephone numbers, please let the school office know immediately. Please note that students are not allowed to call their parents directly and ask to be collected from school if they are feeling unwell.

We do not permit children who are sick to walk home or catch a service bus under any circumstances. Should a parent wish their child to go home in a taxi the school can arrange this, however parents must meet the charge when it arrives at their home. Should we be unable to make parental contact, the child will be asked to wait in the medical room until we can contact a parent. All children leaving school due to illness will need to sign out at Reception.

### **Free School Meals**

One in five students in England is entitled to a free school meal. On average a family with two children spends over £600 per school year on school meals. To check your entitlement, contact the Free School Meals Service at Leicester City Council on 0116 454 1009 – option 3.

More information can be obtained via the school website: Parent Information/Free School Meals.

### **Getting to school**

Students are encouraged to cycle to school. There is a bike shed at school but pupils should bring in a secure lock for their bike. Students cycling to school **must** wear a cycle helmet. All cyclists must dismount and wheel their bicycles on site.

Confidence Bus supply all the home to school transport to St Paul's. Full details of the routes, timings and costs are available via <https://www.confidencebus.co.uk/school-bus-routes/>

### **Healthy Eating**

St Paul's has Healthy School Status and we strongly encourage students to live a healthy lifestyle. Consequently, packed lunches must be healthy, parents must decide what this means to them and make the decision accordingly. Students may carry a 75cl water bottle around school with them and use this discreetly during lessons. Water is available from the water fountains at break and lunch times only. Water bottles must be left in school bags during the school day.

Packed lunches should contain healthy foods such as sandwiches/rolls and fruit.

### **Holiday Requests/Leave of Absence**

Schools can no longer authorise leave of absence unless an application has been made in advance by the parent with whom the pupil normally resides and the Headteacher considers that there are exceptional circumstances relating to the application. If you wish to make a request for leave of absence, please send a letter to Mrs Conaghan, School Principal and a decision will be

provided to you in writing.

Where there is unauthorised absence, Penalty Notices will be issued. ***The law with regard to Penalty Notices is also changing as follows:*** The periods during which a Penalty Notice should be paid are shortening. For unauthorised absence that occurs wholly from 1 September 2013 onwards, the amount of the penalty to be paid will be: £60 per parent per child if paid within 21 days of receipt of the notice/£120 per parent per child if paid within 28 days. Where a Penalty Notice remains unpaid, legal action will be pursued by the Local Authority.

### **Homework**

Students have access to Show my Homework where they can see and complete all homework set. Parents also get a log in to the site so they can monitor their child's homework.

### **Homework Club**

There is a supervised Homework Club from 3.30pm - 4.30pm Monday - Thursday. The Homework Club provides the opportunity for students to complete any homework projects, use the school library resources and internet with staff available to offer assistance if required.

### **Home School Agreement**

This is shared and signed by the school, parents and students annually.

### **Information for Students and Parents**

Notices for students are given each morning by Form Tutors during registration or in Assembly. Other notices are published on our website - [www.st-paul's.leicester.sch.uk](http://www.st-paul's.leicester.sch.uk). Letters such as praise, school visits and events are sent by email to parents so please ensure the school holds the correct email for you. The Principal's letters are also emailed to all parents.

### **Keeping your child safe on line**

As a school we fully embrace the many benefits of technology and students use the internet frequently to access learning materials. However, as your child journeys through secondary school they will need help from home as well as school to navigate away from some of the dangers of the internet including distorted presentations of human relationships and radicalisation from terrorist groups.

You should maintain an honest dialogue with them about their online use and explain the dangers to them. We will also do so in school every year. Information about e-safety can be accessed via the Student Information tab

on the school website. You will find e-safety information sheets and 'conversation starters' to prompt for discussions with your child. There are also links for students to learn more about e-safety.

We recommend parents take note of the advice offered on the following government websites:

<http://parentinfo.org/>

<http://educateagainsthate.com/parents.>

<https://www.thinkuknow.co.uk/>

### **Keeping in touch with St Paul's**

The Parent Information tab on the school website is updated regularly and contains all relevant information required by parents.

We are now also on Twitter – follow us on 'StpaulsLeic'.

### **Key Stages**

We have a 5 year learning journey but you may sometimes hear Years 7-8 referred to as Key Stage 3 (KS3) and Years 9-11 as Key Stage 4 (KS4)

### **Lanyards**

All students are issued with an ID card and lanyard at the beginning of the school year - these must be worn at all times. If either of these are lost or damaged, replacements must be purchased from the school office for £1 for each item.

### **Library**

The school library is based in the Learning Plaza and is open Monday –Friday from 8.00 – 3.10pm. The library is open during break and lunch time for some year groups. The library contains a varied collection of fiction and non-fiction books as well as reference books and computers. Students may borrow up to 2 books in years 7-11 and 4 books in the 6th form. They are issued for 2 weeks. For further information please contact Mrs Wilson, Librarian.

### **Lockers**

Lockers are available to order from the beginning of Year 7 at a cost of £15 and are available until the student reaches the end of Year 9. They are allocated on a 'first come, first served' basis. Replacement keys can be ordered from the school office at a cost of £3.75. Locker letters are distributed to Year 7 parents to complete and return to the school.

### **Lost Property**

Any lost property is handed to the First Aider in the first instance. Please can we remind all parents of the importance of labelling all items with the

student's name to ensure that anything found is swiftly returned to them as soon as possible.

### **Meetings and Telephone Calls**

We may request to speak to or meet with parents from time to time. Please let us know if you cannot attend a specially arranged meeting. If you do attend a meeting with our staff, we would be grateful if you could be on time. We understand that meetings can sometimes be stressful, but we do expect that all visitors conduct themselves with good manners. Staff are instructed to end meetings or telephone calls where they are subjected to abusive or threatening language or outbursts of temper.

Some meetings lead to a special plan called "Pastoral Support Plan" being put in place to help support a student's educational or emotional need. This sometimes includes inter agency support.

### **Medical Appointments**

Whenever possible, medical and dental appointments should be made out of school hours or in school holidays. However, if this is not possible and your child has a medical appointment during the school day or comes in late due to an appointment, parents **MUST** ring the school office or send a letter into school **before the appointment**. This will ensure that your child receives the correct mark on the register and will enable them to leave school without first ringing the parent/carer for confirmation. Your child must also complete the signing out sheet in reception.

It is an issue of Health & Safety and the school's legal responsibility that we know where students are at all times.

### **Medical Conditions - Healthcare**

The school works in collaboration with parents/carers and the Health Service and Social Services to ensure that students are supported to live healthy lifestyles and to manage all medical needs. Advice and guidance on health matters is always available in school via the School Nursing service and a number of aspects of school life support student health in the broadest sense.

### **Mobile Phones /Portable Internet Devices**

Mobile phones are not permitted in school for Years 7-11. Phones can be handed into the school office for safekeeping and collected at the end of the day. They are not to be seen or used on the school site including on the school drive. Any phone seen during this time will be confiscated and parents will be asked to collect it. An afterschool detention will be set for anyone who has their phone confiscated. Should a student have their phone out and

refuse to hand it over when asked, this will result in a Fixed Term exclusion. A student who has their phone confiscated more than once in a term will also be sanctioned. Students should never use their phones to contact their parents during the school day, if we find this has happened the procedures above will apply.

The Sixth form are permitted to use mobile phones in the Sixth Form Common Room only.

If parents/carers need to contact the student in an emergency during the school day they must phone the school office and the student will be sent for. If students need to contact parents/carers urgently, they should go to their Head of Year or Form Tutor who will make the call for them. Mobile phones should not be used to contact parents when the child is unwell. Students should report to the First Aider or a member of staff who will contact parents, if necessary.

We accept no responsibility for lost or broken phones or phones that go missing.

### **Parent's Evenings**

All students have one parents evening a year, there are two evenings in Years 8 & 11. These evenings run from 4.30-7pm and it gives parents an opportunity to speak to each class teacher. Appointments are booked online and you will receive a link to the website prior to the meeting.

### **Photography**

Still and moving photography is used in school for a variety of reasons. This includes taking photographic evidence for the completion of examination submissions. Photography is also used to illustrate student work and to celebrate success. Photographs of students are published on the school website. Students are not normally named in these photographs. Occasionally professional video recordings may be made of students taking part in Performing Arts activities.

Parents/carers who wish their students not to be photographed for official school purposes are asked to contact Mr Curran in writing.

### **Prohibited Items**

There are a number of items, which are not permitted in school. Possession of these items carries a consequence that students can expect if they are in breach of the school rules. In order to encourage honesty, the consequence for bringing any of these items into school may be lessened if students own up before a search takes place:

- Chewing gum
- Energy/fizzy drinks
- Alcohol
- Matches
- Lighters
- Cigarettes
- Electronic cigarettes ('e-cigarettes' or 'e-lites')
- Mobile Phones, MP3 players and hand-held games consoles
- Laser pens
- Aerosols
- Illegal substances
- Weapons including replica items

### **Punctuality**

Students should arrive at school by 8.45am.

For whatever reason, if a student is late they must go to the school office to sign the late sheet. It is essential that we know who is in school in case of emergency.

Any student that is late will be handed a red slip to attend an after school detention the next day. The slip will detail where they will attend the detention. The detention will run from 3.10pm – 4.00pm and parents will be informed on the day that the student is late.

Persistent lateness will incur further sanctions.

If a student is late because of a medical appointment, evidence of the appointment will be needed. A dated appointment card will suffice.

Any students who are not in school by 9.00am when registers close and we have not been informed of the reason, will automatically receive an absence mark and a text home from the Attendance Officer.

Persistent lateness will incur further sanctions.

### **Reading**

All students are encouraged to read at least one book for pleasure every two weeks. All students should carry a reading book with them.

### **Religious Education**

RE is a compulsory part of the curriculum and is one of our core subjects. All students receive 2 hours a week in Years 7 & 8 and it is a compulsory GCSE which is studied in Years 9-11

### **Reporting Progress**

Tracking takes place 3 times a year. There is a tutor evening in October and

a full parents evening in the spring term for Year 7.

Parents can access their child's data in real time using Go4Schools. The website includes attendance, behaviour and assessment data. [www.go4schools.com](http://www.go4schools.com).

Full details can be found on the school website under Parent Information/Go4Schools. Passwords will be issued in the autumn term.

### **Retreat Programme**

A retreat is a time of prayerful reflection on our lives. Students are regularly given the opportunity to go on retreat during their time at St Paul's.

### **Rewards and Sanctions**

Reward is part of the celebration of a student's talents, commitment and achievement. Reward takes many forms – an affirming word by a teacher, the satisfaction of acquiring a new skill or the enjoyment of learning. It is part of the whole-school philosophy of having high expectations of students. Positive points are to be awarded on a 4:1 ratio with negative points. Integral to the identity of St Paul's Learning Model is that all teachers will seek opportunities to praise students for their behaviour and achievement. Positive Praise will be implemented in a number of ways which typically include:

- Verbal praise or comment on written work
- Praise points
- Good Attendance Certificates
- referral to Head of Department/Head of Faculty
- referral to Year Leader, attached member of the SLT or the Principal
- Principal's Pen
- Subject badges
- recognition in assemblies including through presentation of a certificate
- a letter of praise sent home
- a phone call home

Students are expected to follow the school rules at all times. In the first instance, those who do not will be reminded of the school's expectations by members of staff. If this does not lead to an improvement, parents will be contacted and sanctions may apply.

The disciplinary procedure will be worked through in a logical and sequential manner by all staff when addressing behaviour that falls short of expectation. Sanctions will be proportionate to the incident they seek to redress. The Governors have agreed that the following sanctions may be used in the school:

- verbal coaching by subject teacher/Form Tutor/ year leader

- moving a student within class
- extra work or repeating unsatisfactory work until it meets the required standard
- short detention at lunch or break
- detention after school
- a school-based community service
- writing a letter of apology
- withdrawal of break or lunchtime privileges for a fixed period of time
- withholding participation in educational visits or sports events
- confiscation or removal of personal items
- paying for, or making a contribution towards, broken/damaged property
- specific subject report
- pastoral report/cross-curricular report
- report to the Principal or another senior teacher
- removal from a class or curriculum area for a fixed period
- home contact
- placement in “isolation” either in school or at a partner school
- fixed-term exclusion
- Governors’ disciplinary Panel
- permanent exclusion

Full details of the school Behaviour Policy can be found on the school website.

### **Safeguarding**

The school has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children’s services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances, the school will be able to inform the parents/carer if they need to make a referral. However, sometimes the school is advised by Children’s Social Care or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the best interests of the child. The schools designated Safeguarding Lead is Mr A Curran – Vice Principal.

The school endeavours to ensure the safety of all students. Parents are asked to support the school especially by telling the school about any situation which may impact on their child’s welfare. Our safeguarding policy can be found on the school website.

## **School Council**

St Paul's has a School Council which meets each term. The Council discusses matters raised by the Year Council. School Councillors are elected by members of their form and serve for one year.

## **School Health Services**

Students have access to a school nurse who visits regularly. Referrals can be made through the Head of Year.

## **School Meals**

Students can either bring a packed lunch or eat a school meal. The school operates a cafeteria system from "Lydia's", offering a wide range of both meat and vegetarian options. Pupils are made aware of both the menu choices and prices so they can select what they would like to eat. We are as helpful as possible over dietary needs and we comply with all Government requirements for nutritional standards that apply to school meals.

Students can eat in the dining room a classroom dedicated for packed lunches if it's wet or if the weather is nice, at a picnic table outside. Students buying food from Lydia's must line up with their year group at the right time. There is a rotation system so that all year groups get the opportunity to be served early.

## **School Office**

All student and school administration is dealt with at the School Office.

The School Office deals with the following:

- Co-ordination of all school trips
- Return of data forms and medical forms
- Payment for school photographs, tickets for school productions concerts and events
- Replacement of school ties, stationery and lanyards
- Issue of locker keys and replacement of lost keys
- Issue of bus passes
- Telephone calls home in the event of a fixture or rehearsal being cancelled and a lift having to be arranged

## **Special Educational Needs and Disabilities**

Learning Development at St. Paul's is led by the SENCo (Special Educational Needs Co-ordinator).

Teaching Assistants working within Learning Development carry out a variety of tasks. These include:

- Supporting students in the classroom in small groups or a 1-1 basis

- Liaising with teachers
- Supporting students on outings
- Withdrawing small groups for literacy, numeracy or social skills

The department has a designated 'Learning Hub' where withdrawal groups for literacy and numeracy take place as well as an additional facility where students can go during morning break and at lunch time to eat, meet with other students, read or play games.

Parents are kept fully informed of any concerns regarding a pupil's progress and possible inclusion onto the school's Special Educational Needs register.

Parents and carers who have concerns or queries about their child are invited to contact the SENCo at any time during the day to discuss their concerns or arrange a meeting.

### **SRE**

Sex and Religious education is delivered during PHSE lessons, RE lessons and cross curricular. We follow the TenTen programme. Parents will be given a login to view the resources we use. All students take part in the SRE programme.

### **Student Medical Conditions and Medicines**

Parents /carers of students with a recognised medical condition (including allergies) must declare it on the data collection form and tell the Head of Year unless it is outlined in an Education, Health and Care plan (EHCP). Parents/ carers should keep the school updated of any changes.

Some chronic or acute conditions require the child to carry equipment such as an inhaler or epi-pen. Training is given to school staff and to the student. Should you wish for your child to have medicine administered during school hours, please send a letter to the school First Aider. We must be kept informed and updated about any medical problem. If your child has an EPI-pen, we advise that a spare one should be kept with the First Aider.

This ensures that medicines are kept secure and reduces the risks of students inadvertently coming to harm. Arrangements for the student to come to get their medicine will then be put in place at an appropriate time as advised in writing or break time or lunchtime. Please note that school does not keep a stock of medicines and may not supply pain killers.

Advice should be sought from the GP by the parents/carers about any long term, regular use of any medicine; the school may ask for an advice note from the GP or hospital as appropriate. The school nursing service may also be consulted.

Details of the school's policy on for the administration of medication in school can be found on the school website under General Information/School Policies.

A variety of pastoral measures are in place to support students with short term issues or long term medical conditions such as time out cards, pastoral support, counselling. These include pastoral support from the Chaplain and pastoral support team.

### **Transition from Primary School**

Contact will have been made with primary schools before students make the transition to St. Paul's. This enables the team to prepare for the new Year 7 intake and make arrangements to meet their needs.

On arrival at St. Paul's, Year 7 pupils undertake several assessments to establish their current level of ability in literacy, numeracy and cognitive skills. The results of these assessments will help to identify where support and interventions may be required.

### **Vehicles on site**

Parents are asked not to drive on to the school site during certain times for safety reasons. We ask that they come before 8.15am and after 3:30pm to let buses go first.

# Term Dates 2020 – 2021

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## **Autumn Term**

School Opens	Wednesday 26 August 2020
Autumn Half Term	Monday 19 October – Friday 23 October 2020
School Closes	Friday 18 December 2020 at 12.20pm

## **Spring Term**

School Opens	Tuesday 5 January 2021
Teacher Training Day	Friday 29 January 2021 – school closed to students
Spring Half Term	Monday 15 February – Friday 19 February 2021
School Closes	Friday 26 March 2021

## **Summer Term**

School Opens	Monday 12 April 2021
May Day	Monday 3 May 2021
Summer Half Term	Monday 31 May – Friday 4 June 2021
School Closes	Friday 9 July 2021 at 12.20pm

PLEASE NOTE: these dates are the current published term dates. Any changes because of COVID-19 will be communicated to you as a priority.

# Privacy Notice

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## **How we use student information**

St Paul's Catholic School collects, holds and personal information about students and may also receive information about them from their previous school, local authority, partner organisations (such as the Police, NHS) and/or the Department for Education (DfE).

## **What data do we use:**

- The types of data the school holds includes:
- Personal information (such as name, unique student number, contact details and address(es))
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as teacher assessments, test and examination results)
- Relevant medical information
- Information relating to Special Educational Needs (SEND)
- Behavioural information (such as number of temporary exclusions)
- Post 16 learning information

## **Why we collect and use this information**

- We use the student data:
- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to undertake marketing and promotional activities

## **What allows us to use this information**

The Education Acts are the main laws that allows us to use data without the consent of the pupil or their parent/guardian. Schools have a 'legal obligation' or have 'official authority' to process the data.

In some cases the school may enter into a contract with you.

Sometimes consent will be required e.g. for using a child's photograph in promotional materials.

You can find a list of reasons why we can use pupil information, including sharing data with the local authority, in Appendix A.

### **Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **Storing student data**

We hold student data until their 25<sup>th</sup> birthday.

Please see [www.st-pauls.leicester.sch.uk/General Information](http://www.st-pauls.leicester.sch.uk/General%20Information)

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Antoinette Bouwens [abouwens@aquinas-cmat.org](mailto:abouwens@aquinas-cmat.org)

# Notes

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