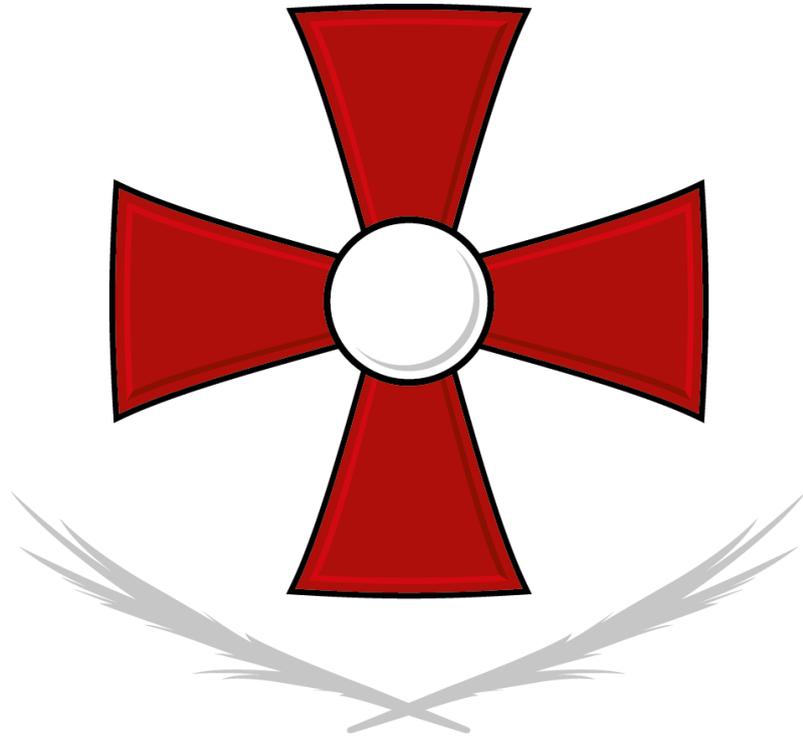


St Richard Reynolds Catholic High School



VIDETE BONA DOMINI

PARENT HANDBOOK

2018-19

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1. INTRODUCTION

The purpose of this handbook is to provide you with the key information you need to help your child to be successful and happy at St Richard Reynolds Catholic College. Please do not hesitate to contact the College should you require any further information or clarification of anything detailed in this Handbook or the Pupil Planner.

2. OUR CATHOLIC MISSION AND IDENTITY

A community rooted in the love of Christ and learning to become the people God calls us to be

A place where our young people come first, are loved, listened to, challenged and inspired.

Our College motto is **Videte Bona Domini** (See the good things of the Lord). This is taken from the words of St Richard Reynolds. The Motto encourages us to look at the good things God has given us; to discover them across the curriculum in literature, science, art and music as well as finding the talents He has given to us and others.

Our mission and identity as a Catholic College is central to all our work. Each morning will begin with an Act of Worship, either as part of an assembly or as a form group. The Church's liturgical year is reflected in school events such as the Carol Concert and Easter Liturgy. Year 7 will have a Mass as a form group in the autumn term. Whole College Masses are held when Holy Days of Obligation fall on a school day and on key occasions in the College year.

We are very grateful to the local clergy for supporting the College by celebrating Mass for us. Fundraising for charity, especially at Lent and Advent, is a key part of College life; pupils respond to this challenge with generosity and enthusiasm. Charities are nominated by the College Council. Recent charities have included Mary's Meals, Toilet Twinning, Cafod and Cancer Research.

3. SAFEGUARDING

Keeping children safe and well is of paramount importance to us. If you have any concerns about the wellbeing of a pupil, please contact Mr McPaul, the designated senior person with responsibility for this.

The School Identity and Mission

- Pupils taught to value themselves and others – Videte Bona Domini
- Pupils come first, are listened to and loved
- We have clear, robust routes for raising concerns – No concern is too small to be noted
- School Council elected and active
- Good relationships with all our stakeholders are critical – pupils colleagues, parents, governors and other professionals are highly valued
- We have an open door policy
- Pupils know how to keep themselves safe
- Relevant policies are on our website

Employing Staff

- Safeguarding is referred to in job adverts and person specifications
- Interview questions include child protection issues
- References are obtained
- A single central record is maintained and detailed procedures exist in relation to this area
- All statutory checks are carried out on staff
- Safeguarding information is provided to visitors

Staff Training

- A robust induction programme
- Regular child protection training
- E safety guidance and training
- Governor involvement in training
- Training opportunities to respond to staff and pupil needs
- First aid trained staff, including paediatric first aid, administration of Epipen, Midazolam



How we keep our pupils safe at St Richard Reynolds Catholic College

A Safe Environment

- Ongoing risk assessments and routine daily / weekly checks
- Daily routines, e.g. first day absence phone calls, visitor sign in pupil sign in after school
- Teaching routines to pupils to ensure good behaviour
- Staff duties before and after school and during breaks
- Parent Mail and text messaging to communicate unexpected changes to routine
- Classroom displays, e.g. behaviour, e safety
- Regular fire drills
- Site security, e.g. electronic gates, cameras
- Data protection training and working practices (e.g. clear desk policy, shredding)

Teaching and Learning

- The College delivers a curriculum that is engaging and relevant
- The College minimises barriers to participation through appropriate interventions
- Pupils are taught how to keep themselves safe eg e-safety, cyberbullying risks, Sex and Relationship education policy
- The College promotes positive relationships
- The College behaviour policy teaches pupils to take responsibility for their own actions
- Delivery of key messages through assemblies (e.g. e safety, wellbeing)

Well-being Support

- Form Tutors are available to their forms
- Pastoral Leaders
- Extra-curricular provision
- PSCH (eg emotional health)
- School nurse service – Weds drop-ins
- a quiet 'haven' for pupils in LSD
- Support for pupils with social, emotional, mental health issues through LSD programmes eg social skills
- Pupil Worry box
- Liason with external agencies eg Strengthening Families

College Policies and Procedures

- Safeguarding Children and Child Protection
- Health and Safety
- Anti bullying
- Whistleblowing
- SEN
- Behaviour
- Attendance
- Support for pupils with Health Condition and Administration of Medicines
- Complaints
- Safer recruitment, SCR and DBS checks
- Grievance and disciplinary

4. THE PASTORAL AND HOUSE SYSTEMS

In September, each pupil is placed in a form. The key person in your child's school life is the Form Tutor. It is the Form Tutor who will monitor your child's progress and keep in touch with you. The Form Tutor will help each child to settle in, to make friends and to find ways to solve any problems they may encounter. If you or your child have any concerns, the Form Tutor is the best person with whom to speak.

Our Pastoral Leaders support the form tutors in their role and are also happy to speak to parents. The Head of Year for Year Seven is Miss Gellard.

Each of our Houses is named after a saint and each form is a member of one of these Houses. As the forms progress through the school, they remain in the same House so, for example, 7F will become 8F.

7F – St Francis of Assisi

7P – St Martin de Porres

7B – St Josephine Bakhita

7L – St Anne Line

7K – St Maximilian Kolbe

7M – St Gianna Beretta Molla

There are many Inter-House competitions during the year, including an art sketch-off, a French quiz and football, basketball, rounders and netball tournaments. The points achieved in these, together with merits gained by pupils throughout the year, go towards each House's tally. The winning House is announced at the end of the year.

5. TERM & HOLIDAY DATES

Autumn Term 2018

| | | |
|---------------|--|-----------------------------|
| Start of Term | Tuesday 4 th September | (6 th Form only) |
| | Wednesday 5 th September | (Year 7) |
| | Thursday 6 th September | (Whole school) |
| Half Term | Monday 22 nd October to Friday 26 th October | |
| End of Term | Friday 21 st December (early close) | |

Planned school closure dates for 2018/19 (subject to change):

| | |
|--------------------------------|----------------|
| 6 th November 2018 | Staff Training |
| 30 th November 2018 | School Closure |
| 25 th February 2019 | Staff Training |
| 3 rd June 2019 | Staff Training |
| 3 rd July 2019 | Staff Training |

Please look at the website throughout the year for any changes or further early close dates.

Other important dates for 2018/19

1. Year 7 Parents' Welcome Mass Wednesday 12th September 2018
2. Year 7 Curriculum Evening Wednesday 3rd October 2018
3. High School Open Evening Wednesday 17th October 2018
4. Year 7 Parents' evening Wednesday 20th March 2019

6. THE SCHOOL DAY AND ROUTINES

Pupils may be on site from 8am onwards. After College, pupils may remain on site in designated classrooms to complete homework until 5pm. They should sign in at the College Office if they are staying later than 30 minutes and sign out when they leave.

| Year 7 timetable: Monday- Friday | |
|----------------------------------|------------|
| 8:30am | Form time |
| 8.50am | Period 1 |
| 9.40am | Period 2 |
| 10:30am | BREAK |
| 10:50am | Period 3 |
| 11:40am | Period 4 |
| 12:30am | LUNCH |
| 1:20pm | Period 5 |
| 2:10pm | Period 6 |
| 3:00pm | END OF DAY |

Note: Year 10 and 11 have an extra lesson on Mondays, finishing at 3.50pm

7. COMMUNICATION

Good communication is central to a successful Home-College partnership. Should you become aware of a problem, pastoral or academic, that you wish to discuss with the College, please telephone your child's Form Tutor, in the first instance. This person will know your child better than anyone else at school. If you wish to discuss your child's learning needs, please contact Mrs Roy, the Learning Support Leader.

Queries about the school day, payments or other issues can be dealt with by the College Office. Their opening hours are 8am to 5pm.

School Address: Clifden Road
Twickenham
Middlesex
TW1 4LT

Phone number: 0208 325 4630

Email: office@srrcc.org.uk

Web page: www.strichardreynolds.org.uk

School Twitter Feed: StRRCCollege

As stated in the Home-College Agreement, we will keep you fully informed of your child's progress. You will receive information on this on four occasions during the year, including three Grade Collections and one Parents' Evening.

A Grade Collection will give you information about your child's academic achievement and progress in each subject, as well as grades for Behaviour for Learning and Independent Learning. Please use these Grade Collections as an opportunity to praise your child for their achievements and to discuss any areas of under-achievement.

8. ATTENDANCE AND PUNCTUALITY

Attendance

If students are to achieve their full potential, high attendance rates are essential. Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:

- to age, ability and aptitude and
- 'to any special educational need, he/she may have either by regular school or otherwise'.

It is a parent's legal responsibility to ensure that a child attends school during term time and that the school is properly informed of the reason for any absence as soon as possible. 'Family holiday' does not qualify as a reason for leave of absence. It is important to instil children with a respect and enthusiasm for education, and it is counter-productive if parents display a casual approach by planning holidays when their children should be in school. Absence from school during term time disrupts the class overall as teachers must spend time ensuring that absent children catch up on lost time.

Persistent absence can also be a safeguarding concern. We will refer parents who persist in removing their children without authorisation to the Education Welfare Officer. Our target for students is 97% attendance.

If your child is not well enough to come into school, please telephone or email the College Office (attendance@srrcc.org.uk) to explain, **by 9am at the latest**. When your child returns to school, she or he should bring a note signed by their parent or carer confirming the reason for their absence. Medical and dental appointments should take place outside school time. We expect that Students **catch up with work** that they have missed, including homework.

Parents/Carers are advised to refer to the College Attendance Policy on the SRRCC website for further details.

Punctuality

Punctuality to College is crucial. Tutor Time with your child's tutor is one of the most important periods in the day. Students should arrive at College in good time to be ready for lessons at 8.30am each morning. Students who are late must sign in at the College Office before moving immediately to their lesson. It is recommended that students arrive to College by 8.15am each day.

Should a Student be late for the start of school or for lessons, he or she must attend Late Detention. Please note that there are no bells in school (apart from the fire alarm) so please make sure that your son or daughter has a wristwatch so that she or he can keep a check of the time.

9. BEHAVIOUR FOR LEARNING

1. Pupil Code of Conduct

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbour as yourself.'"

Love the Lord your God...

- Live out the Catholic values of our College
- Respect all people
- Respect our environment which is God's creation

Love your neighbour...

- Treat others with courtesy and consideration
- Never use language which puts other people down
- Speak to a teacher if you are worried about someone else
- Use lesson time and resources purposefully
- Move sensibly and courteously around the College
- Keep to the left in corridors and use the appropriate staircase
- Use outdoor areas in a way which respects other people
- Queue up sensibly in the canteen and sit down to eat food
- Take responsibility for tidying up classrooms and the canteen at the end of lessons/meals
- Keep mobiles switched off and out of sight unless directed by a teacher
- Don't bring anything into College which could hurt the environment, other people or yourself

As you love yourself

- Make sure you are in the right place at the right time and ready to learn
- Follow the uniform code
- Bring the correct equipment
- Co-operate with teachers
- Attempt every task to the best of your ability and ask when you are not sure
- Spend the right amount of time and effort on your work
- Get your planner signed by your parents each week
- Use the lockers and the toilets before College and at break or lunch so that you do not miss out on learning time

For everyone's safety and wellbeing, please do not bring the following items into College:

- Nuts
- Chewing gum
- Expensive items such as jewellery
- Fireworks
- Alcohol
- Drugs
- Cigarettes or smoking materials
- Ipods or headphones
- Clothing which is not included in the uniform policy
- Make up or nail varnish
- Skateboards and mini-scooters
- Any items which could be used to harm another person

The Pupil Code of Conduct applies in College, on the journeys to and from College and on College trips.

Rewards

At St Richard Reynolds Catholic College, excellence will be celebrated through the College Merit system. Merits may be awarded for excellent progress or attainment in class work, participation in extra-curricular activities, high quality thinking and high standards of courtesy and consideration for others. Merits will count in competition between Houses.

As pupils reach certain levels of merits, they will gain:

| | |
|------------|--|
| 100 merits | Bronze Merit Badge Letter home from Tutor |
| 200 merits | Silver Merit Badge Letter home from Pastoral Leader |
| 300 merits | Golden Merit Badge Letter home from Vice Principal |
| 400 merits | Platinum Merit Badge Lunch Pass for student and two friends Letter home from Principal |
| 500 merits | House Badge |

Pupils who achieve 100% attendance and punctuality will be celebrated in end of term assemblies and will receive letters home.

Sanctions

At all times, our emphasis will be on promoting and rewarding excellent behaviour. In order to achieve this, we will deal firmly and fairly with behaviour which does not meet our expectations. Please note **that pupils may be detained for up to 30 minutes at the end of the school day without notice.** Staff will give 24 hours' notice of detentions longer than 30 minutes by writing a note in the pupil planner for after school detentions. In cases of truancy, pupils will be expected to make up the time missed. For persistent or serious problems, pupils may be placed on report with certain targets to achieve each day.

Mobile phones may be brought into school. They should remain out of sight and turned off unless a teacher has given permission for phones to be used for learning. This applies before and after the College day. It is the responsibility of the child to ensure that his or her phone is kept securely and the College does not take responsibility for theft or loss.

Phones which are used without permission will be confiscated and returned to the pupil after 48 hours. A thirty-minute detention will be set by the class teacher (if seen in lessons) or form tutor (if the incident occurred outside of lessons). If a phone is confiscated for a second time, the phone will be returned to the parents after a meeting with a member of the pastoral team.

10. ORGANISATION

Organisation is a vital part of success at secondary school and we ask you to support your child in achieving this.

Pupil Planner

Each pupil has a Pupil Planner with space to record homework and deadlines, their timetable and other important pieces of information. Please sign the Pupil Planner each week, read any notes from teachers and encourage your child to make best use of the Planner. The Pupil Planner should only be used for College purposes and not as a personal diary. Pupils may be charged for its replacement if necessary.

Lockers

Pupils are strongly encouraged to use a locker. The annual cost of hiring a locker is £15, and on receipt of payment pupils will receive a locker key that they will be responsible for. Lost keys will need to be reported to the College Office and a replacement key will cost £5. Lockers should be looked after and kept clean of stickers.

Uniform

All uniform and possessions must be named. We encourage pupils to attach a personal identifier such as a key ring to their school bags so that they can recognise their bag quickly. Lost Property is held at Student Services.

Equipment List

1. Pupil Planner (provided by school)
2. A pencil case
3. Two pens
4. Two pencils
5. A calculator
6. A rubber and sharpener
7. A ruler
8. A non-permanent board marker pen
9. A reading book
10. A purple pen

Remember correct PE kit on the correct day.

Optional

1. Coloured pencils/ felt tips
2. Scissors and glue
3. A highlighter
4. A USB stick
5. A compass

11. HOMEWORK

Homework is an important part of supporting pupils to become more independent and resilient in their studies. We expect pupils to spend at least one hour a week on reading and a sporting activity. In addition, pupils are expected to complete other homework tasks that are linked to their classroom learning and to meet the deadlines set for them. If a pupil finds a piece of homework very challenging, they should discuss with a teacher before the deadline. Pupils should have approximately one and half hours of homework each evening. If your child is spending lots more time or too little time, please contact the Form Tutor. The College has an online homework calendar called Show My Homework which shows homework set, deadlines and useful resources and can be accessed from a tab on the College website.

Homework tasks can include:

- Project work
- Research
- Comprehension activity
- Reading
- Practise an instrument, language, drama or practical skill
- Written activity
- Sporting activity
- improvement and reflection time to correct previous work
- Investigation
- Exercises from a textbook
- Preparation of a speech
- Group activity
- Directed revision task

If homework is not handed in on time or to an acceptable standard, an extension will be set. If this is not met, pupils will be set a detention. A poor homework record may lead to a pupil being placed on report. The Learning Support Department run a homework club twice a week – all pupils are welcome to drop in.

You can support your son or daughter by:

- Ensuring that he or she has a quiet room with a desk where she or he can work
- Checking the Pupil Planner or Show My Homework with your child
- Showing an interest in your child's work and looking at exercise books
- Encourage your child to do work promptly and to plan his or her time in order to meet deadlines
- Encourage your child to make skilful use of the Internet rather than cutting and pasting; ask questions about how they spend their time on the computer
- Encourage your child to seek help promptly from their teacher if they do not understand

12. ENSURING EXCELLENT PROGRESS

At St Richard Reynolds, we recognise that each pupil is made in the image of God and has a unique worth and dignity. Therefore, we aim to provide an education which enables each pupil to fulfil their potential within a context of respect and tolerance for the differing needs and gifts of each individual. At St Richard Reynolds, our teachers achieve this through high quality teaching in the classroom which means that each pupil is given work which is appropriate to their ability and will enable them to make good progress. Teachers identify opportunities to stretch the more able and there are many extra-curricular opportunities to extend pupils with a particular talent for a subject.

A few pupils need additional support outside the classroom to make progress. In this case, parents will be contacted to discuss how best to support their child. Individual Education Plans are hosted on a secure website on which parents can comment on the provision for their child. If you wish to discuss your child's learning needs, please contact Mrs Roy, the Learning Support Leader.

13. TRAVEL TO AND FROM COLLEGE

Pupils' behaviour whilst travelling to and from school must be exemplary. Staff provide supervision at the gate and we regularly check on behaviour at the train station and High Street. The college has a school travel plan which endorses pupils to walk, cycle or use public transport to and from college. Pupils should exercise road safety and cross on 'Green Man' signals. Where possible, pupils should try to travel with other pupils who use the same route. Please be mindful that the college is located in a residential area and that if you have to drop off or collect your child by car, please park in pay and display bays only and do not block entrances or neighbouring properties. We discourage the use of mobile phones on the journey home as they can distract from road safety and make pupils vulnerable to crime.

Please note the following points

- Pupils are not allowed to visit fast food outlets near the College
- Pupils represent the College and should travel to and from College in full, smart uniform. Pupils may travel to and from St Mary's University College for PE lessons in their College PE kit (tracksuit and College hoodie) as there are no changing facilities.
- Pupils who cycle must have a helmet
- Bikes may be stored in the racks at pupils' own risk
- Scooters or pennyboards may not be brought to school

14. PUPIL WELFARE

Healthy Eating

We promote a healthy lifestyle and so we eat together as a community. Pupils have a wide range of healthy choices in the College canteen. Your child is welcome to bring a healthy snack to school to eat at break time; snacks are also on sale in the canteen. **Please note that we are a nut-free school.**

Some families are eligible for free school meals but do not realise it. If you believe you may be one of these families, more information can be found at http://www.richmond.gov.uk/free_school_meals.

Medical Matters

Pupils who are unwell or who need First Aid should go to the College Office. Please ensure that our records for your child are up to date in case we need to contact you.

If at all possible, medication should be given at home but if this medication must be administered in College, please complete a Consent Form (available from the College Office). Medication, including paracetamol, will not be administered without written permission. The medicine should be labelled with your child's full name, date of birth, form, the dose and frequency of the medication and brought to the College Office by an adult. Pupils who use epipens or inhalers should keep them in their bags. If your child's medical needs are serious, then please contact the College Office to discuss them with the team.

We have a school nurse, Charlie Pratten, who runs a drop-in session for pupils on Wednesday break times in the meeting room. She can be contacted at Tel: 020 86145300 Email: charlotte.pratten@hrch.nhs.uk

Beating Bullies

"Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally." (DfE 2011). We will not ignore any incident of bullying or suspected bullying. If you have concerns, we ask that you inform us promptly so that we can act swiftly to stop this behaviour.

As a parent:

- a. Look out for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- b. Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunch time was spent etc.
- c. If you feel your child may be a victim of bullying, inform the school immediately. Your complaint will be taken seriously and appropriate action will follow.
- d. It is important that you advise your child not to fight back. It can make matters worse.
- e. Reassure your child that the situation is not their fault.

- f. If cyber-bullying occurs outside school hours involving pupils, contact the school and take a **screen print of the material**. We are committed to dealing with such incidents in order to demonstrate our commitment to eradicating bullying amongst the College community.

e-Safety

While new technologies enhance education, it is important to use them in a way which is safe. You may see a copy of the school e-copy rules in the Pupil Planner. Pupils must not share their log-ins with anyone else. Mobile phones may be brought into school, but should not be seen or heard unless a teacher has given permission for phones to be used to support learning.

Your child needs your guidance in the on-line world. It is good practice to be aware of the sites your child is using and to talk through e-safety with your child, including making them aware that they can report anything which causes them concern through the CEOP button. An e-safety awareness evening will be organised for parents in Spring 2016. Valuable advice for parents and guardians can be found at <https://www.thinkuknow.co.uk/parents/>

15. SCHOOL UNIFORM

Pupils at St Richard Reynolds typically wear their uniform with pride because parents strongly support our uniform policy. Our policy is intended to:

- Develop a strong sense of belonging to the St Richard Reynolds community
- Encourage pupils to take pride in their appearance and in their role as ambassadors for the College
- Educate pupils in the need to dress appropriately for different purposes

Uniform must be worn correctly at all times, including the journey to and from College. Please be conscious of the requirements of the school uniform dress code when purchasing shoes or clothing. If you are in any doubt about what is and is not acceptable, please ask the College Office. The College Uniform Policy is available on the website or from the College Office.

If there is a problem which prevents your child from wearing the correct uniform, please send them to school with a note. We distinguish between pupils with genuine problems and pupils who are defiant of the uniform code. However, pupils who do not comply with the uniform code may not be allowed to represent the College on trips or on College teams. In extreme cases, pupils may be directed to work in isolation from other pupils.

In particular, please note the following points

- Boys are not allowed shaved patterns or any haircut shorter than a 'Number 3'
- Ties should cover 6 buttons of the shirt
- Girls' skirts should be at the bottom of the knee
- No make-up, including nail varnish, is allowed
- The only permitted scarf is the SRRCC scarf
- No logos should be apparent on any item of clothing

PE Kit

If pupils are unable to participate fully in lessons, they are expected to bring a letter from their parent or carer explaining why they are unable to fully participate in the PE lesson. For injuries lasting more than two lessons, a doctor's note is required. We still expect pupils to bring PE kit as they may be able to participate on a lower level and benefit from much of the lesson content.

Please note that boys will need gum shields for rugby which can be bought at the dentist, through the PE department, or at Stevenson's.

16. EXTRA-CURRICULAR ACTIVITIES

We strongly encourage pupils take part in at least one extra-curricular activity. We run over thirty different clubs over the school year, some of which are shown below, so there is a wide range of opportunities available for pupils. The table below shows some of the activities on offer at different points in the school year. Each term will have an extra-curricular activities timetable, which will be published on the College website. We have many links with local clubs such as Richmond Knights who offer activities in school. Where activities are provided by an external company, a charge may be made for the activity. Some clubs are linked to school teams but others focus on participation and enjoyment. Some clubs may be off-site, such as tennis and rowing.

| | | | | |
|-------------|--------------|--------------|--------------------|------------------|
| Rugby | Rounders | Dance | Chamber Choir | Music Theory |
| Football | Netball | Trampolining | Contemporary Choir | Jazz Band |
| Basketball | Golf | Rowing | Guitar ensemble | Art Club |
| Cricket | Table Tennis | Cheerleading | Wind Band | Homework Support |
| Athletics | Running | Archery | String Quartet | Chess Club |
| French Club | Your Space | SRR Readers | Quiet Study | Mathletes |

Sports Teams

1. Pupils will be notified of their selection for a team by looking on the PE noticeboard or being approached by their teacher or team captain.
2. Pupils then write down the details in their diary (date/pick up time).
3. Parents/carers are then to counter sign the diary and check the pickup time.
4. Pupils should be picked up at the College after away games; they will be transported to and from games in our school minibus.

Please also follow the College Twitter feed: **StRRCCollege**

NB: fixtures may be played on a Saturday as well as on school days

Music

Music is a specialism at St Richard Reynolds, and is an integral part of school life. All pupils are developed as musicians through a curriculum that is largely practical, aiming to develop many different skills through the study of historical and contemporary musical styles. In addition to curriculum music, you are strongly encouraged to consider additional instrumental tuition. Individual or small group lessons are offered in many different instruments and in singing. To apply for lessons in school and for details of fees and discounts, please visit the Richmond Music Trust website. The Music Department has a busy co-curricular timetable, and pupils learning an instrument are expected to attend at least one ensemble to support their instrumental studies.