

## Principal's Introduction

St Richard's is a co-educational Catholic college offering an inclusive Christian education to pupils of all abilities from the ages of 11 to 16 years. It is our aim to encourage and develop every pupil in our care academically, socially and spiritually.

We have high academic standards at St Richard's, as our GCSE results testify. We expect our pupils to work hard, behave well, dress smartly and pursue excellence in all that they do inside and outside of the classroom. We also aim to provide a happy, caring and safe environment in which pupils can learn and develop into rounded, responsible and confident members of the community.



Our efforts have not gone unnoticed. We are a National Teaching School and National Support School and a Specialist Science college with High Performing Specialist School status and we have Leading Edge status, International School status, Prince's Teaching Institute 2017 Mark, Fairtrade Fair Achiever Award status, Artsmark Gold Award, Space Education Quality Mark as well as Gifted and Talented Lead School status. We are also a partner in the Sussex Maths Hub.

This handbook indicates what St Richard's has to offer your child. It also provides you with valuable information which will hopefully make the transition between primary and secondary school smoother.

All children are unique and precious individuals with different talents and aspirations, and our efforts are directed into ensuring that they feel both valued and challenged.

*D Cronin*

Miss D Cronin  
Principal  
June 2018

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# St Richard's Mission Statement

## Comitas, Scientia, Caritas

St Richard's Catholic College is a community where all are welcomed in the spirit of Christian love and respect.

Our school encourages the wonder and joy of learning in order to ensure that every pupil reaches their full potential.

We enable all to flourish and grow together in friendship and in faith.

We aspire to be courageous, having the integrity and the spiritual strength to make a positive difference in the world, both now and in the future.

We endeavour to cherish our school motto of Community, Knowledge and Charity.

***'I have come so that all may have life, and have it to the full.'* (John 10:10)**



## Christian Values

Parents choose to send their children to St Richard's because they want them to be educated in the Catholic faith. We have an active and vibrant religious life and we are lucky to be supported in that by our local clergy. They regularly visit the college and are always available to provide advice and practical help for pupils, staff and parents. We have a Lay Chaplain to enhance this area of school life.



The school day begins and ends with a prayer or reflection. We hold daily assemblies and encourage pupils to participate through preparing and presenting themes or by providing music for the hymns. Regular masses are held and we have a chapel within the college where pupils can pray alone or in a group. We also run retreat days and residential weekends designed for contemplation and deepening of faith. Pilgrimages are organised to Lourdes and Rome.

A pupil liturgy team enables pupils to make an impact on how they feel the spiritual and liturgical life of the college should develop. The Liturgy Captain and Deputy Liturgy Captain make a valuable input into all whole-school services.

The RE department was rated 'outstanding' in our most recent Diocesan inspection. It seeks to help pupils explore their own spiritual journey whilst having the dual role of ensuring academic excellence at GCSE. Opportunities to put 'Faith into Action' and to learn from other religions are always sought in the RE curriculum.

We strongly encourage parents to participate in college and community religious activities to support their child and show by example how to be a committed Christian.

## Parents and the College

As a parent/carer, you play an integral role in the success of St Richard's. We want you to feel part of college life and we aim to keep you fully informed of what's happening in college and how your child is progressing. We also welcome your ideas and input which you can email to [admin@strichardscc.com](mailto:admin@strichardscc.com).

Each term we publish on-line a newsletter celebrating pupil participation in a range of activities and informing you of important issues including forthcoming events and activities.

We will keep you fully up-to-date on your child's progress with profile and summative reports, and Parents' Evenings held annually and twice yearly in Year 7. Curriculum Information evenings are held to update you on any important curriculum changes or innovations in relation to a particular year group. We also organise evenings related to emotional health, internet safety, positive parenting, drugs awareness and how to help your child to revise.

We need parents to ensure that their children attend regularly and punctually. We also need your support in ensuring homework is completed well and on time. Pupils access homework electronically and parents are able to see the homework set and are asked to check this at least once a week. We have an online communication system that allows parents to see their child's timetable, track their rewards and monitor their behaviour and attendance. If you have any concerns about your child's development or well-being, our staff are always available to talk with you. Appointments can be made by calling Reception or emailing the relevant member of staff.

### Parental Focus Groups

A morning and evening Parental Focus group meet informally each term to discuss aspects of school improvement. This input is invaluable in helping the school evaluate and review its practices. Attendance by parents/carers is voluntary. If you would like to join one of these groups then please email Mrs Oliver at [mrsoliverj@strichardscc.com](mailto:mrsoliverj@strichardscc.com).

### Governors' Fund

As a 'Voluntary Aided' school the Governors are required to fund 10% of the cost of any major building development. We therefore ask all parents/carers to make a voluntary contribution of £50.00 per family per annum. This can be made annually, quarterly or monthly either by banker's standing order or cheque. For those parents/carers who pay income tax, we would urge you to also complete a Gift Aid Declaration so that the school can benefit by a further 25% or £25 for every £100 donated. Cheques should be made payable to St Richard's Catholic College. LCVAP funding will be used to pay for a new sports hall; your donations could help furnish it with equipment, as well as fund 10% of the overall building cost.

### Parent, Teachers and Friends Association (PTFA)

The PTFA plays a key role in strengthening links between home and college and enables parents to play an active part in the working of St Richard's. The PTFA organises social functions and is present at many college events providing support and refreshments.

The PTFA also contributes to the development of the college. It has purchased picnic benches, musical instruments, equipment for product design, art and other subjects, medals and a House Cup for sports day and awnings to provide shade. It has also made a donation to equipment for the new sports hall and it pays for the annual lease of one of our minibuses. The PTFA is always looking for new members. Please email them at [ptfa@strichardscc.com](mailto:ptfa@strichardscc.com).

# Information You Will Need

## Postal Address and Telephone No

*St Richard's Catholic College*

Ashdown Road

Bexhill-on-Sea

East Sussex

TN40 1SE

Tel : 01424 731070

E-mail: [admin@strichardscc.com](mailto:admin@strichardscc.com)

*Local Education Authority*

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

East Sussex

BN7 1SG

Tel: 01273 481000

Chair of Governors: Mrs A Horan

## Contact in College

Our Reception Desk is open for calls from 8.00am - 4.30pm

## Staff to Contact regarding Pupil Welfare and Guidance

Principal	Miss D Cronin
Vice Principal	Mrs D Bligh
Assistant Principal	Mr P Tadros
Assistant Principal	Mr R Jacobs
Acting Assistant Principal	Mrs P Hoyle
Acting Assistant Principal/Pastoral Leader - Year Eleven	Mr R Doherty
Acting Assistant Principal/Pastoral Leader - Year Ten	Mr J Campbell
Pastoral Leader - Year Nine	Mr T Holloway
Pastoral Leader - Year Eight	Mr J Steele
Pastoral Leader - Year Seven	Mr J Bligh
SENCO	Mr I Smith
Learning Support Administrator	Mrs K Britt
Lay Chaplain	Miss J Doyle
Children Looked After & Young Carers	Mrs A Hills
Counsellor	Mrs H Blackford

The above staff will then make the relevant contacts with the academic or pastoral staff.

## First Aid Facilities

Mrs O'Brien, Mrs Jones, Mrs Hollands and Mrs Britt are qualified County First Aiders. Pupils who are taken ill, or who need treatment for any reason, are seen by a First Aider. Parents are requested to let the college have details of any health difficulties which might require the First Aiders' attention. The college also needs telephone numbers to contact parents at home or at work in cases of emergency. On no account should pupils who feel unwell go home before seeing one of the medical staff or a senior member of staff. It is requested that pupils needing medication during the day consult Mrs O'Brien or Mrs Jones in the First Aid room. It is preferable if all medication remains in their care.

We also have a nurse from the County Schools Health Service who comes in once a week and operates a drop-in clinic. Referrals can be made to the County Health Service and your child can be seen by a qualified nurse in school, if the need arises.

## Lost Property

Mrs O'Brien deals with Lost Property so initial enquiries should always go to her, although lost Sports Kit should be brought to the attention of the PE staff. Please ensure that your child's uniform and sports kit are clearly labelled. Looking after belongings is always a priority in Year Seven and pupils always find this one of the hardest parts of transition. At St Richard's, we believe that pupils must develop their self-care skills with support from our pastoral team of staff. Parents can support pupils in a variety of ways and some top tips are outlined below, along with information about what to do if something goes missing.

### Top Tips

- The Lost Property area is located in the changing room corridor opposite 'C' ICT and the boys' changing rooms.
- Parents should label EVERYTHING as this enables belongings to be returned to their rightful owners.
- REINFORCE the notion that your child is responsible for their property.
- Pupils have lockers. We encourage them to use them at break time and lunchtime to put away items they do not need for the rest of the day.
- Parents/carers are encouraged to make several copies of locker keys as these can go missing and are expensive to replace via the college and there is a long time delay in being delivered.
- If an item is lost there is a very good chance it has been left in one of the classrooms a child is taught in. A search of these classrooms as soon as the items are lost is essential in relocating lost property.
- If your child cannot find their items, contact their Form Tutor who will liaise with your child, older pupils and staff to help locate items. Email is a good way to communicate with Form Tutors. Addresses are on our website.
- The PE department regularly sort out lost property and return items that are named. Notices to forms are also sent regularly stating where unnamed lost property is on display.
- DO NOT BUY EXPENSIVE COATS, BAGS, TRAINERS OR FOOTBALL BOOTS for school use.

### The College Day

	<b>Monday</b>	<b>Tuesday</b>	<b>Rest of Week</b>
<b>Registration</b>	8.50 - 9.20	8.45 - 9.40	8.50 - 9.10
<b>Lesson 1</b>	9.20 - 10.05	9.40 - 10.25	9.10 - 10.00
<b>Lesson 2</b>	10.05 - 10.50	10.25 - 11.10	10.00 - 10.50
<b>Break</b>	10.50 - 11.05	11.10 - 11.25	10.50 - 11.05
<b>Lesson 3</b>	11.05 - 11.55	11.25 - 12.10	11.05 - 11.55
<b>Lesson 4</b>	11.55 - 12.45	12.10 - 12.55	11.55 - 12.45
<b>Lunch</b>	12.45 - 1.35	12.55 - 1.45	12.45 - 1.35
<b>Lesson 5</b>	1.35 - 2.25	1.45 - 2.30	1.35 - 2.25
<b>Lesson 6</b>	2.25 - 3.15	2.30 - 3.15	2.25 - 3.15

All pupils should be on the school premises by 8.40am. On their assembly days, pupils should go straight to the hall or gym.

Pupils should arrive for class 5 minutes before the beginning of each morning/afternoon session. Pupils are not allowed out at lunch time.

## School Term and Holiday Dates 2018/2019

College commences on	Wednesday, 5th September 2018 (Years 7 & 11) Thursday, 6th September 2018 (Years 8, 9 & 10)
End of Term Holiday	Saturday, 20th October to Sunday, 28th October 2018
Term 2 begins	Monday, 29th October 2018
Christmas Holiday	Thursday, 20th December to Wednesday, 2nd January 2019
INSET Day	Friday, 4th January 2019
Term 3 begins for pupils	Monday, 7th January 2019
End of Term Holiday	Saturday, 16th February to Sunday, 24th February 2019
Term 4 begins	Monday, 25th February 2019
Easter Holiday	Saturday, 6th April to Monday, 22nd April 2019
Term 5 begins	Tuesday, 23rd April 2019
End of Term Holiday	Saturday, 25th May to Sunday, 2nd June 2019
Term 6 begins	Monday, 3rd June 2019
Summer Term ends	Tuesday, 23rd July 2019

During the school terms, five days are used for professional development activities for staff. Parents will be notified of the dates as soon as they are available.

## College Website

Our college website has been updated to make it more user-friendly for staff, pupils and parents/carers. As well as containing information on the curriculum, it is regularly updated with news and contains policy documents which may be of interest to you: Safeguarding & Child Protection, Friendship and Anti-bullying, Equalities Scheme and Action Plan, Attendance, Relationships and Sex Education, Drugs, Looked After Children, Complaints, Special Needs, Pupil Premium and a number of other useful policies. The address is [www.strichardscc.com](http://www.strichardscc.com).

## Adverse Weather Conditions

We will always endeavour to open the school, however a health and safety risk assessment will be the deciding factor if we find ourselves needing to close or close early. **Should adverse weather occur and there is a possibility that the college may be closed, please check the following for information:**

- **The college website:** [www.strichardscc.com](http://www.strichardscc.com). This will give a clear statement about whether the college is closed or open. The information will be available by 6.45am. The delay is caused by the need to speak to public transport and they will not make a decision on travel until 6.30am.
- **School Communication System:** an App message and email will be sent.
- **East Sussex County Council school closure website:**  
<http://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures.htm>  
This information will be available before 7.00am. This link also provides parents with the opportunity to subscribe to receive automatic RSS news feeds and emails which tell them when the college is closed.
- **Please also listen to local radio:** Radio Sussex, Heart or Arrow FM.

If the closure is for more than a day then school work will be provided online.

## Transport

### Buses

Hailsham	98 (Stagecoach)	Depart Hailsham North St.	7.37 am
		Arrive at St Richard's	8.26 am
	98 (Stagecoach)	Depart Dorset Road	3.27 pm
		Arrive Hailsham High St.	4.25 pm
Hastings*	No 359	Depart Harrow Lane	7.27 am
		Depart Ore (Post Office)	7.39 am (357) and 7.41 am (359)
	(Stagecoach)	Depart Silverhill (Asda)	8.00 am (357)
		Arrive at St Richard's	8.30 am (357) and 8.18 am (359)
	Depart St Richard's	3.20 pm (357 & 359)	

\*Bus times and routes subject to change. Full timetables are available at the following link:

<http://www.stagecoachbus.com/east-sussex-schools.aspx>

### Trains

Eastbourne	Depart Eastbourne	7.43 and 7.49 am
	Arrive Bexhill	8.04 and 8.16 am
	Depart Bexhill	3.32, 3.47 and 4.04 pm
	Arrive Eastbourne	3.55, 4.04 and 4.29 pm
Hastings	Depart Hastings	8.08 and 8.22 am
	Arrive Bexhill	8.18 and 8.32 am
	Depart Bexhill	3.30, 3.42 and 4.04 pm
	Arrive Hastings	3.40, 3.53 and 4.16 pm

### Contact Numbers

Stagecoach:	0871 200 22 33
National Rail Enquiries:	03457 48 49 50

The above are the **approximate** times of buses/trains serving the college. These times are subject to change by the bus and train companies and hopefully we can keep you informed of them.

Behaviour on college and public transport is expected to be of the highest order. Prefects are appointed on trains and buses and all misbehaviour has to be reported by them to a designated Assistant Principal. Parents are asked to be fully supportive of the college's expectations of high standards of behaviour on transport and walking to and from school. **Pupils are not allowed to access the beach, local shops or takeaways before or after school.**

Pupils coming from low income families, eligible for free school meals, are entitled to assisted transport costs.

### Cycling to College

Pupils may bring cycles to college only if they have been granted a cycle permit by their Pastoral Leader.

We ask pupils bringing cycles to college to follow the rules of our safety code which includes the wearing of a cycle helmet, and if this is not followed cycle permits are withdrawn. The Local Authority and Governors accept no liability for cycles on college premises in cases of loss or damage.

## **Attendance**

In line with County policy, parents are requested to contact the Attendance Officer, Mrs Jones, on the first day of a pupil's absence. Pupils are required to bring a note explaining any absence. Telephone calls must be followed by a note when the child returns to college. We monitor all pupils' attendance rates and, in cases of long term frequent absence, the college would need a note from the doctor.

## **Holidays**

Permission for pupils to go on holiday or to participate in extra-curricular activities during term time will only be given in exceptional cases, and not as a matter of course. Parents must write to Miss Cronin well in advance and fill in the Withdrawal from Learning Application Form issued by East Sussex and available on our website. If the request is not authorised then a Penalty Notice (£60 fine per parent) will be issued. Please note that holiday requests will not be authorised.

## **Free Meals**

Children whose parents are in receipt of certain support payments are entitled to free school meals for their children. If you think that your child may be entitled to free school meals, please ask at Reception for an application form. Information regarding eligibility is available at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk).

## **College Meals**

We have a cafeteria that provides snacks at morning break and a varied lunch-time menu. Menus are published on the website. Facilities are available for pupils who prefer a packed lunch. Parents are able to view what their child is eating via ParentPay.

## **Biometrics/Cashless Catering**

Working in partnership with our catering contractor, Chartwells, the college operates a cashless catering system. On their first day at the college, pupils will have a scan of their finger taken, which is then converted into a digital signature. By placing their finger on a reader they can access their accounts, which can be "topped up" by sending a cheque payable to 'Compass Group (UK) Ltd', or by ParentPay or loading cash on to the revaluers which are situated around the college. There is a daily 'spend limit' programmed into the system of £5 which can be increased or decreased by making a written request to the kitchen or via e-mail to [cashless@strichardscc.com](mailto:cashless@strichardscc.com). If problems are encountered with ParentPay, or if you wish your son/daughter to use a pin number instead of the fingerprint system, please contact the kitchen directly on (01424) 224721.



## **Essential Equipment for College**

All pupils are expected to have: a strong school bag, writing and drawing equipment including a purple pen, a calculator (the recommended calculator is the CASIO FX-85GTPLUS which can be ordered from the maths department), a dictionary and thesaurus, a Bible, headphones and a good quality sketchbook. The recommended Bible is the Good News Bible - hardback edition with cover. This can be obtained from the RE

Department at a generously discounted price. A bilingual dictionary would be extremely helpful for French, German or Spanish lessons. All items should be clearly labelled with the pupil's name and form. All text-books and exercise-books should be covered in the first week of term. Plastic covers can be purchased in most departments and from the library.

## Personal Property

Each pupil is provided with a locker at a nominal non-refundable cost of £5.00 for the five years. In addition, at a cost of £4.00 a year, each pupil is furnished with a journal (Year 7), rough books and access to an online journal app which includes homework, rewards and a calendar amongst other features and GCSE Pod. Please ensure that all property is clearly marked with your child's name, and that valuable items and large sums of money are not brought to college. If money has to be brought (for trips, for example) it should be handed in to the Finance Office as quickly as possible.

We can accept no responsibility for expensive jewellery, mobile phones, cameras or electronic devices, so they must not be in college. If they disappear we cannot guarantee to undertake to investigate their disappearance.

## Charging

Voluntary contributions are asked for in order that trips/activities which support the curriculum can take place. Extra-curricular trips are expected to be paid for. Any trip/field work which is part of an examinable or college course will be paid for by the college. Parents can access the 'Charging and Letting Policy' on the college website for further details.

## Online Payment System

The school is now able to accept payment for school expenses online using a debit or credit card. Parents/carers will be able to pay for uniform, school equipment and trips via a link on the school website with payments being processed securely through Worldpay. Upon request to [finance@strichardscs.com](mailto:finance@strichardscs.com), an online link code will be provided, which will enable a payment account to be created. Sibling accounts may be linked to view account details and make payments using one account. Multiple online payment accounts can be linked to the same pupil (for example, in the case of separated parents).

## Complaints Procedure

In the first instance, complaints should be made in writing to the Principal with a view to an informal resolution of the complaint. Should this fail, the complaint will be referred to the Governing Body, following which a formal hearing will take place. Should the complainant still feel aggrieved, the matter may then be referred to the Local Authority and, if necessary, to the Secretary of State for Education.

## College Dress

All items are available from Wards and department stores, unless stated. Parents should ensure that all items are clearly marked with the pupil's name.

### Girls

- V-necked grey pullover with embroidered badge and name of the college (available only from St Richard's)
- Tie (available only from St Richard's)
- White shirt (able to take the tie)
- Dark Grey knee-length skirt (preferably pleated)
- Tights – black only
- Socks - white or black (socks must not be worn with tights)
- Black, low-heeled school shoes (no backless shoes, canvas shoes or boots)



## Boys

- V-necked grey pullover with embroidered badge and name of the college (available only from St Richard's)
- Tie (available only from St Richard's)
- White shirt
- Black school trousers (tailored fit and not 'skinny' fit)
- Black socks
- Black school shoes (no boots)

## Uniform/Appearance

- Uniform must be worn in its entirety, as per uniform list. Jumpers may be removed in the summer term, following the Principal's directive.
- Tights and socks may not be worn together. Plain black or white ankle socks for girls and black socks only for boys (no sports/ trainer socks or inner shoe 'sockettes').
- Coats should be worn without badges or logos. Denim, suede, fur or leather jackets and hooded sweatshirts/tracksuit tops are not permitted.
- T-shirts may not be worn under white shirts.
- Skirts must be of regulation colour and knee length.
- Boys' trousers must be tailored fit (not 'skinny' fit).
- All pupils must wear black shoes (no boots, canvas or backless shoes).
- Hairstyles must be of a conventional nature. Girls' hair should be tied back. Boys must have short hairstyles (minimum grade 3) above their collars, and tram-lines, wedges or shaved hair are not allowed. Styling products are not permitted. Highlighting and colouring of hair for both sexes is not permitted and neither are extensions. Boys must be clean shaven.
- Girls may wear one pair of plain stud earrings on the earlobe and all pupils may wear a watch, but not a smart watch. No other jewellery is allowed.
- Make-up must not be worn and nail polish is not allowed.

Your co-operation in ensuring that your child wears the correct uniform would be very much appreciated. Uniform rules are not open to question, interpretation or negotiation.

## **Physical Education Kit**

Below is a list of physical education clothing your child must possess. The college is able to supply you with the items below at significantly lower prices. The rugby and hockey jersey, and the games polo shirts can only be purchased from the college as they have been designed to include the college motif and house colours.

Please note that pupils are only allowed to wear the college jerseys and plain black tracksuit bottoms and are not allowed to wear any other form of tracksuit.

## Boys & Girls

- Black rugby/hockey jersey with house colours
- Black football shorts (sheen)
- Red games polo t-shirt
- Red football socks

Footwear is not supplied by the college but the following are essential:

Boys: Football boots and training shoes.

Girls: Football/hockey boots and training shoes.



# The Curriculum

We provide a learning programme that is broad, balanced, motivating, engaging and challenging. A programme relevant to young people living in the 21<sup>st</sup> Century.

In the first three years, pupils will study a wide range of subjects incorporating Religious Education, Maths, English, Science, History, Product Design, Geography, French/German/Spanish, Computing, PSHEe, PE, Drama, Music, Art and Dance. Some pupils also study Astronomy and Latin.



In Years 10 and 11, pupils are offered a curriculum that embraces opportunity and excellence. This curriculum is designed to give pupils the necessary skills for life-long learning and prepare them for the work place. The core curriculum includes: Religious Education, English Language and English Literature, Mathematics, Science (Triple or Double), MFL, Physical Education and Personal, Social, Health and Economic Education including Citizenship and Work Related Learning.

In addition to the Core Subjects there are two or three learning pathways that offer an element of choice, but also ensure that each pupil has the opportunity to achieve an Ebacc qualification.

## Pathway 1

Option A Subjects: Geography, History

Option B Subjects: Art, Business Studies, Computer Science, Drama, Graphics, Classics, Food Preparation and Nutrition, Media Studies, Music, Textiles, Resistant Materials, GCSE and Technical Award Sports Studies, Technical Award in ICT

Option C Subjects: Technical Award in Product Design, Technical Award in ICT, Technical Award in Sports Studies and Certificate of Personal Effectiveness (ASDAN)



## Pathway 2

Pupils continue with the Modern Language option made at the end of Year 8; either French, German or Spanish.

Option A Subjects: Geography, History

Option B Subjects: Art, Business Studies, Classics, Computer Science, Drama, Graphics, Food Preparation and Nutrition, Media Studies, Music, Resistant Materials, Sports Studies, Textiles, Technical Award in ICT

Year 10 pupils participate in a Work Experience placement and have access to Enterprise Learning where they develop skills in team-working, problem solving and assertiveness. All pupils must continue in full-time education after the age of 16 and we support them in the choosing of the most appropriate A-level or vocational course, including Apprenticeships.

## More Able Pupils

St Richard's Catholic College aims to extend and challenge more able pupils and is committed to a policy of differentiation in teaching and learning. This encompasses variety, enrichment, extension and support for pupils. The school's More Able Pupil policy ensures the identification of pupils, the provision of extension and enrichment activities and the careful monitoring of progress to ensure that pupils achieve their best. Our core aim is to ensure pupils are extended within the classroom. In addition, there is a programme of departmental enrichment activities which runs throughout the year.

## **Special Educational Needs**

All pupils feel motivated to excel because their needs are met through a policy of inclusion. Our inclusive approach means that most support takes place in mainstream lessons using the following strategies:

- high quality differentiated teaching
- teaching which is adapted to take account of specialist advice
- modified resources, equipment and groupings
- additional adults deployed to support the pupils and the teacher

Teaching Assistants work within departments to support pupils in all year groups, enabling them to provide specialist and subject-specific support. They focus on ensuring that pupils become independent learners with high levels of confidence and self-esteem. Pupils receive support appropriate and tailored to their particular needs. Progress is monitored by a Teaching Assistant Co-ordinator attached to each year group.

Pupils with additional needs benefit from a range of intervention programmes. Advice is sought from external professionals such as Educational Psychologists, Occupational Therapists, Speech and Language Therapists and the Language and Learning Support Service. This advice, together with internal assessment procedures, informs the provision that is made to meet the pupils' needs.

The views of parents and carers, and their knowledge of their child, are essential to successful inclusion. Parents' evenings provide an opportunity to discuss the progress of the pupils. In addition, we offer an informal drop-in with the SENCO and Teaching Assistant Co-ordinators and interviews to evaluate the impact of provision and plan future actions. The caring approach of the college, along with a commitment to helping every pupil develop their full potential, ensures that all with additional needs have the opportunity to progress, thrive and flourish.

## **Literacy**

Our world is dominated by the written word, both online and in print. This means we can only contribute and participate actively if we can read and write sufficiently well. Literacy is essential to developing a strong sense of well-being and citizenship. Children who have developed strong reading skills perform better in school and have a healthier self-image. They become lifelong learners and sought-after employees. There is a focus on literacy across the curriculum at St Richard's and we provide the following in order to support literacy:

- A library session once a week, so that pupils can read for pleasure.
- Reading homework.
- Word of the week.
- DEAR (Drop Everything And Read) sessions in tutor time.
- Reading age testing at the beginning and end of Year 7 and Year 8.
- Reading intervention for weak readers in Years 7-9.
- Sound training.

## **Homework**

Homework plays an essential part in the learning progress of every pupil. Pupils are given a homework timetable and the homework itself is published on the online 'journal' app page. Pupils and parents will all be given logins so homework can be supported and tracked at home. Pupils in Year 7 also receive a journal in order to write extra notes, important events and track rewards. Parents/carers are asked to sign this journal weekly in Year 7. From Year 8, pupils use an online journal.

Homework is designed to support the learning of pupils in school and develop their independent learning skills. In Year 7, pupils will have a gradual introduction to homework with subjects being phased in during Term One. We have provision at St Richard's to complete homework at school in Prep Club (3.15-5.00pm) or Prep Club Plus (3.15-4.15pm). Both clubs run from Monday to Thursday. Pupils do not need to 'book' a place and are free to go after homework is completed. Prep Club Plus is designed for pupils with additional needs and has more support staff on hand to help pupils with their homework.

Each piece of homework should be differentiated for your child's ability. A piece of homework should take no longer than 30 minutes in Year 7. However, in some cases such as projects/investigations homework is given over a longer period of time and may take longer e.g. a history project over two weeks will equate to 4 homeworks x 30 minutes. If you feel your child is doing too much or too little homework in one subject, please contact the subject teacher directly. If it is more than one subject feel free to contact their Form Tutor or Pastoral Leader to liaise with staff. If you feel your child has done 30 minutes of 'quality' homework and it is still not completed you can sign their book or journal indicating that this is as far as they got within the time frame. Please use your discretion where appropriate.

#### Top Tips

- Insist your child does the homework the night it is set. This enables your child to seek out their teachers if there is an issue and prevents homework piling up.
- Make a space available to do the homework without distractions such as the television, computer or mobile phone.
- Discuss with your child what they have to do and check the details on the online homework site.
- After each piece is completed allow them a quick break, snack or thought time.
- Place on the fridge your child's lesson and homework timetable so everyone knows which days books and homework are needed.
- Make your child show you their homework. This is a very powerful tool to share their learning and for you to be aware of the progress they are making.
- Contact staff if there is an issue. A really good way to contact them is via email. Email addresses for each member of staff can be found on our website.

#### Organisation of Teaching Groups

Most subjects prefer to teach mixed ability groups at Key Stage 3 with the exception of maths, computing and modern languages. At Key Stage 4, the core subjects are taught in setted groups and the learning pathway groups are mixed ability.



#### Personal, Social, Health and Economic Education (PSHEe)

Our pupils leave St Richard's with more than academic achievements under their belts. A five-year PSHEe programme teaches them the value of being a good citizen, keeping safe and healthy, playing a role in the community and social skills.

Each pupil will be assigned a Form Tutor when they start the college. These Tutors will lead them through the programme, which is evaluated each year. Issues covered include the environment, health and hygiene, careers guidance, safety, tolerance, relationships and economic and political awareness.

## **Careers Education, Information, Advice and Guidance (CEIAG)**

CEIAG covers many areas from work experience to transition. It is provided mainly through the PSHEe schemes of work. However, information is also provided to the pupils via the careers notice board in the link way, the careers library, the college website and the display board outside the library and displays with possible ideas of career paths in all subject areas.

An independent agency works with the college to provide impartial CEIAG in the form of one-to-one interviews and in helping to organise the annual Careers Fayre. Pupils with a Statement of Special Educational Need or an Education Health and Care Plan are given a one-to-one interview by an ESCC Careers Personal Advisor.

## **Relationships and Sex Education**

At St Richard's we look at relationships and sex education within the context of family life and consider the wider issues of religious and moral education. The Religious Education, Science and Pastoral staff work together to ensure that the biological aspects of relationships and sex education are taught in conjunction with the religious and moral perspective and are viewed within the context of personal relationships. As they mature, pupils are provided with information and helped to consider the consequences of decisions relating to matters such as contraception, STIs and abortion. If parents/carers wish to withdraw their son/daughter from lessons on relationships and sex education they should write to the relevant Pastoral Leader at the beginning of the academic year. The policy can be found on the school website.

## **Assessment**

Three times a year, each child is assessed against his/her targets. "Expected progress" is shown when the pupil is making good progress against their target; "above expected progress" when they are making exceptional progress and "below expected progress" indicates under-achievement. Certificates are awarded for pupils making the greatest progress across a range of subjects. For pupils under-achieving in a number of subjects, a letter is sent home asking parents/carers to make contact with a child's subject teacher so that intervention strategies can be put in place.



Pupils' work is regularly assessed in line with college assessment and marking policies. Pupils are encouraged to peer mark, self-assess, review progress and respond to feedback from the teacher so that they are involved in their own target-setting and 'closing the gap'.

At the same time we are working towards the wider recognition of the talents and strengths of all children asked for by employers, encouraged by the Government, and appreciated by parents/carers.

## **Marking and Dedicated Improvement and Reflection Time (DIRT)**

Teachers will regularly assess your child's progress. This will be in the form of a 'deep marked piece of work' (once a term), an assessment or test (once a term) and regular verbal feedback. Pupils will also be taught the very important skills of self and peer assessment. After a pupil has completed a piece of assessed work, they will receive feedback in the form of 'what went well' and 'even better if'. The 'even better if' or target gives the pupil specific guidance on how to improve their work and reach the next level/grade.

Ensuring that this feedback is acted upon is a pivotal step in the feedback cycle and is known as Dedicated Improvement and Reflection Time or DIRT. To facilitate this process, all pupils are issued with a purple pen (which they must replace when it runs out) so that all improvement work or DIRT is carried out in purple. This makes it easy to recognise and provides a sharp improvement focus for the pupils.

The teacher then checks that the improvement work has addressed the targets set. This completes the feedback cycle and is known as 'closing the gap' because the gap between the original and improved work has been closed.

### **Pupil Premium**

Pupil Premium pupils receive extra funding and support when they do not make at least expected progress. Full details can be found on our website in the 'Statutory Requirements' section.

### **Staff Learning**

St Richard's is fortunate to have a highly qualified, talented staff who are willing to go the extra mile for the pupils in their care. All are committed to the highest expectations for each child and all see themselves as learners too. We invest heavily in professional development for all staff so as to enrich the teaching and learning in the college.

### **ICT Developments**

At St Richard's we now have a ratio of nearly one PC for every two pupils with a programme of replacing PCs older than four years old.



As well as discrete ICT, all classrooms have ICT equipment, including subject specific ICT equipment (hardware and software) and interactive whiteboards. All staff have a laptop, with links to other multimedia equipment. These and the ICT suites allow for a substantial amount of cross-curricular ICT work. Pupils have access to computers in an ICT suite and the library every

lunch-time. Banks of lap-tops/tablets are available in different subjects.

An ICT suite and classroom are used for Prep Club and Prep Club Plus which run Monday-Thursday. This allows pupils who do not have access to computers at home to do their homework using the school computers. ICT facilities in the library can also be used before or after school. The Computing department currently delivers OCR GCSE Computer Science and Edexcel CiDA (Certificate in Digital Applications) at Key Stage 4, whilst all pupils are taught Computing at KS3.

### **E-Safety**

Pupils are taught to use ICT safely and appropriately in their computing lessons, PSHEe lessons and assemblies. ICT use is centrally monitored and restricted to suitable materials. All staff receive training on e-safety. The e-safety policy can be viewed on our website.



# Learning Beyond The Classroom

We believe that pupils can learn as much outside the classroom walls as inside. We therefore place strong emphasis on providing a range of extra-curricular activities with a broad appeal. Such is the breadth and quality of this programme that it has earned us recognition from Education Extra and Sport England in the past. We have been awarded Healthy Schools Silver Award, Artsmark Gold Award, Space Education Quality Mark and International Schools status. Here is just an overview of some of the activities that your child might get involved in: -

## Clubs and Activities

The following clubs take place after college or in the lunch hour –

<i>Athletics</i>	<i>Classics</i>	<i>MFL</i>
<i>Netball</i>	<i>Latin</i>	<i>Drama</i>
<i>Fitness Training</i>	<i>Art</i>	<i>Young Investigators</i>
<i>Basketball</i>	<i>Technology</i>	<i>Orchestra</i>
<i>Hockey</i>	<i>Creative Writing</i>	<i>Theatre Visits</i>
<i>Rugby</i>	<i>Chess</i>	<i>Interact</i>
<i>Football</i>	<i>Songwriting</i>	<i>School Council</i>
<i>Dance</i>	<i>Amateur Radio</i>	<i>Drum Club</i>
<i>Rounders</i>	<i>Choir</i>	<i>Maths Challenge</i>
<i>Duke of Edinburgh</i>	<i>Fab Fizzics</i>	<i>Film Club</i>



## Trips

Recently, our pupils have had the opportunity to visit Berlin, Austria, Rome, Opal Coast, Normandy, Barcelona and CERN, as well as participate in field trips such as the Eden Project and Isle of Wight. Departments run regular weekend trips including retreats to Whitstable, field trips to Swanage, theatre and dance trips and expeditions for the DofE Award.



## Sports

All pupils are encouraged to participate in extra-curricular sporting activities and we try to provide something to interest everyone. Lunch-time and after-school clubs focus on activities ranging from basketball to table tennis and include dance, rounders, rugby, athletics, cross country, football, hockey, cricket and fitness training. Through participation in, and enjoyment of, a variety of activities pupils are encouraged to develop their talents, character and sportsmanship within the Christian ethos of understanding and tolerance. Pupils who show a particular aptitude for a sport may be selected for school teams and play competitively against other schools or within college in inter-form and house matches. We are pleased to report that a number of our pupils have been selected to represent the area and County and have won a number of honours outside college.

## Drama

Drama, like Music, forms part of the college curriculum with the option to take both subjects at GCSE level. However, pupils with a particular interest can also attend clubs at lunch-time and after college and get involved in productions. In recent years the college has presented a number of musicals including: 'Our House', 'Thoroughly Modern Millie', 'Little Shop of Horrors', 'Annie', 'Oliver', 'Godspell', 'The Wiz', 'Back to the 80's', 'West Side Story', 'Return to the Forbidden Planet' and 'Disco Inferno'. Other performances include Shakespeare's 'A Comedy of Errors', 'A Midsummer Night's Dream', 'Richard III' and 'Macbeth'.



## Music

We have excellent facilities to promote and develop learning and a love of music. In addition to two spacious teaching areas and numerous practice rooms, we have a recording studio featuring all the latest digital mixing and recording equipment. The music suite is equipped with thirteen iMac computers, running industry-standard software.



The work of our specialist music teachers is supported by the teaching of peripatetic teachers for guitar, wind instruments, brass, strings, percussion and voice. Pupils are strongly encouraged to make use of this facility. The Music Department has a busy schedule of extra-curricular activities including two choirs, an orchestra, brass ensemble, a string ensemble, songwriting club, drumming club and 'GCSE extra'. Pupils are encouraged to perform in front of their peers at assemblies and masses and in front of the wider community at events such as the Eastbourne Prom Concert, Summer Sing, the Cuckmere Project, HCPT Carol Concert at Westminster Cathedral and at Parish events from Mass to Advent Services.

## Arts Award

The Arts Award is a nationally recognised qualification accredited by the Arts Council England and gives young people a chance to develop their skills and knowledge through arts-related activities and research. The term 'arts' is used to include all creative interests from cake-decorating or writing poetry to contemporary dance or photography. Elements include taking part in an arts-related activity; experiencing the arts as an audience member, and organising/delivering an arts event in the



community - to name a few. Pupils at St Richard's are offered the chance to complete their Bronze and Silver Arts Award during their time here, and they can complete the qualification entirely at their own pace. Once the Silver Award is achieved, pupils can complete the Gold Award during post-16 study which equates to UCAS points.



## Fundraising for Charity

We promote a strong ethos of community living, whether that community is the college or the local, national and global community of which we are all part. Pupils are therefore encouraged to support charities and do something to help others. Each year the college comes together to raise funds for 'Surviving Christmas' in support of the homeless. Mufti days have raised money for charities such as St Michael's Hospice, CAFOD and Breast Cancer Care. We also have an annual fundraising project to sponsor disabled children travelling to Lourdes at Easter and to subsidise the transport costs of some of our Year 11 pupils who act as helpers. In addition, each Year Group adopts its own charity to support. In past years, CAFOD, Guide Dogs for the Blind, Demelza House, Brain Tumour Research and Chestnut Tree House have benefited in this way.

## School Council

Pupils have an opportunity to raise matters of concern through our School Council, the aim of which is to represent the views of pupils to the staff and Leadership and Management Team. Each year group has representatives on the School Council which meets monthly, promoting active citizenship. Additionally, each year group has its own Year Council which meets regularly with the Pastoral Leader. The aim of the Year Council is to organise charity and social events and to raise issues that concern form groups.



## Pupil Leadership

Pupils will have many opportunities to become a leader during their time at St Richard's. There are numerous roles which will become available within each tutor group. These include: Form Captain, Liturgy Representative, Eco Representative, becoming a member of the School Council or the Sports Council. These roles are chosen democratically within tutor groups.

Other roles will become available during the year and as pupils journey through St Richard's. These roles include: Head Boy/Girl, Senior Team, Prefect, Student Listener, Pupil Researcher, Pupil Interviewer, Smile Ambassador, Librarian, Interact Club member, Liturgy Captain and Careers Ambassador.

There are many opportunities for pupils to flourish during their time here. When pupils start in September they will be given 'The Crest' logbook which will help them to record and monitor their progress as they strive to achieve bronze, silver and gold accreditation through realising their leadership potential.

## Eco-Schools Committee

St Richard's has been a member of the East Sussex County Council's Eco-Schools Scheme for eighteen years. This is an environmental scheme aimed at raising awareness of environmental issues beyond the curriculum. It relates these issues to positive action within the college environment. The Eco-Schools Committee is responsible for co-ordinating action within the college and is made up of staff, governors, parents and pupils. The Committee has won a number of awards for its environmental work. It has adopted five sections of Bexhill beach through the Marine Conservation Society.



## Classics and Latin

Classics Club and extra-curricular Latin run at lunch-time and after-school. An annual visit is made to the British Museum to study artefacts of the Ancient Greeks and Romans. Lunch-time activities include studying Greek Myths and creating a project about an aspect of Roman life. In Latin, pupils focus on the Cambridge Latin course to gain a level 2 qualification.

## **Pupil Welfare**

Young people can experience many different problems and anxieties as they go through college, both in their personal and academic life. We aim to provide total support for each child so that no-one ever feels alone or unsupported.

Each child is assigned a Form Tutor when they begin at St Richard's. This Tutor will monitor the child's progress, behaviour and welfare throughout college life. Pastoral Leaders support Form Tutors in their work and seek to develop a unity and sense of belonging amongst each year group.

There is also a network of external support agencies which include a Counsellor who comes into school on a weekly basis, a Behaviour and Attendance Consultant, a youth worker from the Young Carers charity and the Community Health Nurse who support our staff in caring for the welfare of pupils.

### **Counsellor**

Our Counsellor, Mrs Helen Blackford, provides a confidential counselling service to all pupils. Pupils may request an appointment themselves by alerting their Form Tutor or Pastoral Leader in person or if easier via email, or may be referred by staff, fellow pupils or parents. This allows them a safe and private place to explore any difficulties they may have. The issues they may bring can be wide-ranging, for example loss or bereavement, lack of confidence or self-esteem and relationships at home or school.

### **Child Protection/Safeguarding**

In all the work we do we see the rights, safety and welfare of our pupils as paramount. This means that sometimes we have to take actions which some parents and carers could find threatening. In such cases we will work for a mutual understanding. We will explain our professional responsibilities and we will give every reassurance as to our motives but we will always stress that, for us, a pupil's needs have to come first.

### **Anti-Bullying**

Every pupil has a right to learn and to feel safe, happy and secure in their learning environment. We have zero tolerance to bullying behaviour and expect parents/carers and pupils to notify us immediately if there is a problem. We define bullying as the persistent attempt to make someone unhappy. Further details can be found in our Friendship and Anti-Bullying policy located on the college website and at Appendix 6. Our Designated staff member for anti-bullying issues is Mrs Hills but all members of staff can be approached for support.

### **Attendance/Punctuality**

We have a rewards system in place for good attendance. At the end of the winter, spring and summer terms, pupils who have achieved 100% attendance will receive a certificate. Pupils who achieve 100% attendance for the whole year will receive a voucher as well as a certificate. It is essential that good attendance is maintained throughout the year. As a school we consider attendance that drops below 96% to be a concern and a major barrier to learning. Parents will be contacted by the school, if this occurs. If attendance continues to drop an attendance plan will be developed which may involve the support of the East Sussex Behaviour and Attendance Team. Parents are encouraged to always contact us with regards to any concern around school attendance. Punctuality is monitored. Pupils who are late on more than two occasions, without a reasonable excuse, are given 24 hours' notice of a one hour after-school detention.

# College Rules

## Conduct and Discipline

Every organisation needs rules to run efficiently and effectively. At St Richard's we have in place a strict Code of Conduct. This enables us to safeguard the right of every child to learn without hindrance. It also ensures our pupils learn self-discipline and the need to take responsibility for themselves and their actions. These are lessons that will serve them well through life. The basic principle of the Code of Conduct is 'respect for the person and respect for a person's property'. Pupils must:

- Show respect to staff and their peers.
- Take responsibility for themselves in terms of learning, conduct, homework, uniform and organisation.
- Respect and not interfere with another person's property or their right to learn.
- Exercise tolerance of one another's differences.

As we are a Catholic college we expect pupils to abide by Christian principles and to show respect and concern for the wider community.

## Uniform/Appearance

- Uniform must be worn in its entirety, as per uniform list. Jumpers may be removed in the summer term, following the Principal's directive.
- Tights and socks must not be worn together. Plain black or white ankle socks for girls and black socks only for boys (no sports/ trainer socks, knee-length socks or inner shoe 'sockettes').
- Coats should be worn without badges or logos. There should be no denim, fur, suede or leather jackets or hooded sweatshirts/tracksuit tops.
- All coats must be hung on pegs or placed in lockers, not worn inside college.
- T-shirts may not be worn under white shirts.
- Skirts must be of regulation colour and knee length.
- Boys' trousers must be tailored fit (not 'skinny' fit).
- All pupils must wear black school shoes (no heels, boots, canvas or backless shoes).
- Hairstyles must be of a conventional nature. Girls' hair should be neatly tied back. Boys must have short hairstyles (minimum grade 3) above their collars and tram-lines, wedges or shaved hair are not allowed. Styling products are not permitted. Highlighting and colouring of hair for both genders is not permitted and neither are extensions. Boys must be clean shaven.
- Girls may wear one pair of plain stud earrings on the earlobe and all pupils may wear a wrist watch, but not a smart watch. No other jewellery is allowed.
- Make-up must not be worn and nail polish is not allowed.
- Uniform must be worn for official school events e.g. Prize Evening, Open Evening, Parents' Evenings, Concerts, Parish Masses.

## Substances

- Smoking/vaping/smoking e-cigarettes is not allowed on college premises or while travelling to and from college.
- No cigarettes, e-cigarettes, lighters or matches can be brought to college.
- No intoxicating substances or illegal substances can be brought into college.
- There must be no aerosols in college.
- There must be no chewing gum in college.
- Canned drinks must not be brought into college or consumed on the way to or from college.

## **Valuables**

- Electronic devices, speakers, cameras and computer games must not be brought into college or they will be confiscated. Parents/carers will be expected to collect.
- No expensive equipment should be brought into college, except for the purposes of study and only with prior specific permission.
- Large sums of money should only be brought in cases of real necessity and handed to the Finance Office for safe keeping.
- Mobile telephones are not allowed in college, except with the permission of the Principal, following a written request, when they should be handed in to Reception for safe-keeping. If a telephone is confiscated, a parent/carers will be expected to collect it. Smart watches (such as apple watches that allow access to making calls or the internet) are not allowed in college.

## **Movement around College**

- On corridors and stairs, throughout, movement should be in single file, to the right.
- Pupils must walk sensibly around the building.
- Pupils must observe entry/exit signs and the one-way system in 'A' block.

## **Break/Lunch Time**

- All pupils must go outside for the duration of morning break and lunch-time, with access to lockers at beginning and end only, unless attending a Club, using the library, or using the dining area/hall.
- In the case of wet breaks, forms based in the Linkway, 'B' and 'A' Blocks may remain in classrooms. Forms from the Science and Technology Block and the Creative/Expressive Arts Block must go to the hall.
- All pupils must respect and follow the instructions of prefects who patrol the corridors at break and lunch-time.
- Food should only be eaten in designated areas. Snacks may be taken out of the canteen into the playground, but no food is to be eaten in the corridors.

## **Use of Play Areas**

- No one may play in the car parks.
- Each year group should use its allocated playground in winter.
- In summer, when the field is in use, the boundary is a line across from the shed. The only persons allowed beyond this are those practising sports under supervision. All banks are out of bounds.
- At all times, the staff car park and the area around the Caretaker's bungalow are out of bounds.
- Any pupil seeking to retrieve a ball from the road must have permission from a member of the duty staff. Pupils must not enter the Caretaker's grounds.
- At the end of the school day, pupils may use the Year 8/9 playground for ball games until 4.00pm if the space is not required by the PE department.

## **Toilets**

- Pupils must only use the toilets allocated to their year group, except in emergency.
- Pupils are not allowed out of class to use the toilets unless given permission.
- Pupils must always leave the toilets in the same state they would wish to find them and will be sanctioned if this is not the case.

## **Punctuality**

- This is expected for all classes as well as for arrival at college. Pupils must arrive by 8.40am, for a prompt start at 8.45am.
- School cannot be accessed earlier than 7.45am.
- Pupils arriving in school before 8.15am should only enter the building through the main reception doors. Once they are in they must either attend a revision class, where a register is taken, sit in B7 or sit in the dining area. This is to ensure all pupils can be accounted for in the event of an emergency.

## **Bags/Lockers**

- No handbags are allowed in college. Bags must be of a suitable size and appearance to carry all books/equipment required for college. They must be able to carry A4 folders and be able to be closed securely.
- Pupils using the dining area must place their bag in the allocated year box in the hall.
- Bags should be removed from shoulders when moving around the college.
- Apart from form time, access to lockers is restricted to the beginning and end of each break period.
- Lockers should be used wisely and respected.
- If locker keys are lost, they must be replaced and paid for. We suggest parents/carers make a copy of the locker key.

## **Public Transport**

- Pupils should remain seated on buses and trains throughout the journey.
- Pupils should never put their heads out of bus windows.
- Pupils must stand well back from the train, behind the bump strip, as it approaches the platform. At the end of the school day they must line up behind Year 11 (and in term 6 behind Year 10).
- Bags must not be left in train corridors.
- Pupils may not cycle on train platforms.
- Pupils must only be at the station if they are catching a train.
- Pupils must catch the earliest available train.
- Train/bus prefects are to be obeyed and respected.
- Consideration and respect should be shown to the general public at all times. For example, pupils should give way to other pavement users. They should allow other passengers to get on and off the train before they do. They should be mindful of noise and represent their home and school to the highest standards.
- Pupils are not allowed to use local shops/takeaways or the beach when travelling to or from school.

## **Cycles**

- Pupils must have a cycle pass obtained from their Pastoral Leader before being allowed to cycle to and from college.
- Pupils must cycle to and from school in an appropriate manner, respectful of all other road and pavement users.
- Cycles must be equipped with reflectors and adequate lights.
- Cycle helmets must be worn.
- Cycles must be locked in the bicycle storage shelter.

## Sanctions

Pupils who misbehave are dealt with swiftly and effectively. A range of sanctions exists from the withdrawal of certain privileges to putting a pupil on subject or behaviour report. Behaviour points may be given for poor behaviour or lack of effort. We ask parents/carers to track this carefully online and to support with a conversation at home. If a pupil is put in detention after college, parents will be notified in writing at least 24 hours before and given the reason for the punishment.

Serious and persistent offenders may find themselves excluded from college for a period of time. Only the Principal can make the decision to exclude a pupil and must follow the procedure laid down by East Sussex County Council. If a pupil has to be disciplined, we inform parents/carers at all times. We monitor and discuss pupils' behaviour at Pastoral Care Meetings and at Tutors' Meetings. We aim to get to the root cause of bad behaviour and deal with it before it develops further.

## Rewards

As a college concerned with the development of the whole child, we recognise that all children have gifts which must be nurtured. We aim to celebrate all achievements. Achievement points are awarded for success, hard work, participation and kindness. Rewards also exist in the form of: praise, responsibility, representative honours, prefect status, reward stickers, postcards home, certificates, excellent attendance certificates and annual school prizes for achievement, effort and service. Our rewards system, The Crest, encourages the development of the whole person through engagement and participation in a variety of activities.

## The Crest

At St Richard's we believe that the development of the whole child is fundamental to all we do. We seek to find ways to celebrate successes outside of the classroom and in doing so help foster confident, emotionally resilient and happy individuals.

The Crest is a way of celebrating your child's wider development. Our pupils work towards it during their five years with us. To achieve the Crest, pupils will have to have taken part in a range of activities to include: leadership, enrichment in sport or the Arts, charity work, peer support, work related learning. Parents/carers will receive a report on their child's progress in The Crest annually. Special awards ceremonies will be held at the end of each year for those who achieve the full award and families will be invited to come in and celebrate this achievement.

**T**ake part in a school performance, or represent the school through a team, club or organisation for a sustained period of time.

**H**ave the opportunity to meet a person/people who can widen our knowledge of the world we live in.

**E**xperience a professional performance or event.

**C**ontribute to a campaign for justice, a community based project inside or outside of school or make a significant contribution to the liturgical life of the school.

**R**ole of leadership: take on a leadership role within the school or in the local community.

**E**xperience work related learning.

**S**piritual visit to a place of worship of religious importance in order to gain an understanding of other cultures within our society.

**T**o undertake a peer support or mentoring role for other pupils.

## The Building

The main college building was opened in 1959. It is a pleasant brick building with excellent specialist accommodation. This includes seven laboratories that have been refurbished, and a well-equipped Design and Technology area. Facilities for Art, Textiles and Pottery are provided. We have an Assembly Hall, a Chapel, a Library, a Drama Studio, a Dance Studio, a Music Block equipped with a recording studio and practice rooms and a fitness suite. ICT has three large, well-equipped rooms.

March 2002 saw the completion of a new Creative/Expressive Arts block, which included expansion to sporting facilities within the college; a new suite of rooms for art and a further suite of rooms for ICT. During 2003, an extra science laboratory and a new technology room were built. During 2005, three new classrooms were built accommodating extra English and maths rooms. These classrooms enabled the college to comply with the Disability Act, providing access for all. During 2007, a new entrance and stairway to the science and technology block was built; a laboratory and technology room were completely refurbished; and the canteen area and the library were extended and refurbished. During 2009, a lift enabling disabled access to the Art Block was installed; a toilet for the disabled was created and a bicycle shelter was built. October 2011 saw the opening of an extension to A Block providing three extra classrooms, toilet facilities and a lift allowing disabled access to nine classrooms. August 2013, a lift allowing disabled access to the science laboratories was installed and two laboratories were refurbished. In July/August 2014, two ICT suites were refurbished, the dining area was extended and a new kitchen was built. In the summer of 2015, two science laboratories and the Food Technology room were refurbished, as well as a set of toilets. Summer 2016 saw the installation of a new lighting and sound system as well as replacement windows and blinds in the hall. In the past two years, all external windows in other blocks have been replaced. Annually, we upgrade our facilities.

Outside, the college has three all-weather playing surfaces, accompanying tennis courts, and a netball area. The playing field area is extensive and includes football, rugby and cricket facilities.

A new four court sports hall will be built on the field commencing July 2018 for completion by November 2018.

Pupils are encouraged to take an interest in their environment and be responsible for it.



## **Final Word**

It is in the consideration of what we teach, how we teach, and how we assess what has been taught, that the fascination of the work of education lies. St Richard's seeks to achieve as much as is possible for every child, for it is through success in this endeavour that the teacher also gains the greatest possible satisfaction. We maintain the 'tried and the true' in educational terms, but we also seek to look with an open mind at every possibility of improvement and development in our methods and content of our curriculum. We are a Catholic community and so fundamental to all the curriculum requirements are the Christian virtues of Faith, Hope and Charity. We endeavour to instil into our pupils a belief in God that permeates their lives, an outlook for their future that is bright and enthusiastic and a love for their fellow man that forms the basis of their existence. All these ideals are suitably summed up in the Prayer of St Richard.

## **Prayer Of St Richard**

Thanks be to Thee my Lord Jesus Christ  
For all the benefits Thou hast given to me,  
For all the pains and insults Thou hast borne for me.

O most merciful redeemer, Friend and Brother  
May I know Thee more clearly,  
Love Thee more dearly  
And follow Thee more nearly.

Amen

## Appendix 1 - Staff List

<b>Miss D Cronin</b>	<b>Principal</b>
<b>Mrs D Bligh</b>	<b>Vice Principal/RE</b>
<b>Mr R Jacobs</b>	<b>Assistant Principal/Subject Leader of Maths</b>
<b>Mr P Tadros</b>	<b>Assistant Principal/Faculty Leader - Science/Product Design</b>
<b>Mrs P Hoyle</b>	<b>Acting Assistant Principal/Subject Leader – Geography/PSHEe</b>
<b>Mr R Doherty</b>	<b>Acting Assistant Principal/Year 11 Pastoral Leader/History</b>
<b>Mr J Campbell</b>	<b>Acting Assistant Principal/Year 10 Pastoral Leader/Mathematics</b>
Mrs C Adams	Science/Careers Lead
Miss P Auzinger	Head of German
Mrs L Avery	History/Classics
Mr P Avery	Maths
Miss S Bayjou	English
Mr J Bligh	Year 7 Pastoral Leader/PE
Mrs L Byrne	Science
Mrs R Byrne	Music
Mrs R Campbell	Subject Leader - History
Miss C Chong	Head of French
Mr G Clark	Science
Ms S Cook	Computing/ICT
Mr S Curtis	Science
Mr S Dallaway	Subject Leader - PE
Mrs R Di Mascio	English
Mrs S Dunster	Drama
Dr J Durkin	Science/Curriculum Enhancement Co-ordinator
Miss K Easton	PE
Mr C Eyre	Maths
Mr M Fegan	Subject Leader - Computing
Mrs S Fegan	History
Mrs R Forster-Simmons	Subject Leader - Business Studies/Computing
Mrs E Fox	Science
Mr J Gallivan	Maths
Mrs H Handrihan	Product Design
Mr D Harwood	Science/DofE Co-ordinator
Miss L Henry	RE
Mrs S Herring	French & Spanish
Mrs A Hills	English/CLA Coordinator
Mr T Holloway	Year 9 Pastoral Leader/Science
Miss T Kent	Maths
Mrs R Knight	Dance
Mr A Lahache	Science
Mrs I Landa Garrido	MFL
Mrs J Leggatt	English
Dr D Littlejohns	Science
Miss G Machin	Maths/Curriculum Lead/timetabler
Ms L Mason	Subject Leader – Performing Arts/Music
Mrs J Massey	Geography
Mr D Maxwell	English/RE
Mrs L Mead	Subject Leader - RE
Mrs D Midghall	Subject Leader – English
Mrs M Mountford	English
Miss H Nobbs	PE
Mr M Padgham	English/Pastoral Support
Mr S Parker-Harding	Maths
Mr A Peachment	Art and Art and Design
Miss M Pennington	Art and Design
Mrs V Robertson	Subject Leader - Product Design (Resistant Materials)
Mr S Rome	Maths
Miss E Rowland	English
Mrs V Scott	Head of Spanish/French

Mr I Smith	SENCo
Mr J Steele	Year 8 Pastoral Leader/English/Media Studies
Mr T Stickland	Mathematics
Mrs K Tadros	RE
Miss S Tester	MFL
Mrs T Truss	Product Design (Food)
Ms H Vanvuchelen	RE
Mr R Varney	PE
Ms L Whelan	Drama
Mrs T White	Product Design
Mrs E Wood	English/Professional Development Lead

#### **EXAMINATIONS OFFICER**

Mrs D Fletcher

#### **BUSINESS MANAGER**

Miss A Pain

#### **COVER SUPERVISORS**

Mrs J Di Mascio

Mr M Feery

Mrs A Forte

Mrs G Hook

Senior Cover Supervisor

#### **LEARNING SUPPORT STAFF**

Mrs K Britt

Learning Support Administrator

Mrs N Campbell

Teaching Assistant/Year Co-ordinator

Ms C Hubbard

Teaching Assistant/Year Co-ordinator

Mrs M Kelly

Teaching Assistant

Mrs K Lea-White

Teaching Assistant/Year Co-ordinator

Mr J Nuckhir

Teaching Assistant/Year Co-ordinator

Mrs K Park

Teaching Assistant/Year Co-ordinator

Mr G Saunders

Teaching Assistant/Pastoral Support

#### **CHAPLAINCY TEAM**

Father Raglan Hay Will

Father Gerard Hatton

Father Rajesh Minz

Father Tony White

Deacon Eugene Adams

Deacon Duncan Brown

Deacon Simon Kirkdale

Deacon Ian Moon

#### **LAY CHAPLAIN**

Miss J Doyle

#### **COUNSELLOR**

Mrs H Blackford

#### **LIBRARIAN**

Ms F Tocknell

#### **ADMINISTRATIVE STAFF**

Mrs L Frangella-Cramp

PA to the Principal (job share)/Admissions Secretary

Mrs C Hollands

Receptionist

Mrs J Jacob

Finance Assistant

Mrs S Jenkins

SIMS Operator/Examinations Secretary

Mrs H Jones

Attendance Officer

Mrs K Klein

Secretary

Mrs E Neville

Finance Assistant

Mrs K O'Brien

School Nurse/Reprographics

Mrs J Oliver

PA to Principal (job share)

**ICT**

Mr M Hollingsworth  
Mr A Soan

ICT Services Manager  
Senior ICT Technician

**LABORATORY STAFF**

Mrs S Elson  
Miss F Glynn

Senior Laboratory Technician  
Laboratory Technician

**PRODUCT DESIGN TECHNICIAN**

Mr G Steadman

**CARETAKERS**

Mr A Freeman  
Mr A Cronin (Assistant)

**CATERING MANAGER**

Mrs J Slayford

**DESIGNATED SAFEGUARDING TEAM**



Mrs D Bligh  
Vice Principal/RE  
Safeguarding Lead



Mrs P Hoyle  
Acting Assistant Principal  
Deputy Safeguarding Lead



Miss D Cronin  
Principal  
Deputy Safeguarding Lead



Mr J Bligh  
Year 7 Pastoral  
Leader/PE  
Safeguarding Officer



Miss K Easton  
Teacher of PE  
Safeguarding Officer



Mrs T White  
Teacher of Product  
Design  
Safeguarding Officer



Mrs A Horan  
Safeguarding  
Governor

## Appendix 2 – Admissions, Leavers and Absence

### Outcome of Admission Arrangements at 11+ for September 2018

Applications received for September 2018

Category	Number Received
SEN	2
1	3
2	163
3	11
4	9
5	3
6	4
7	27
8	1
9	24
<b>Total</b>	<b>247</b>

Applications accepted for September 2018

Category	Number Accepted
SEN	2
1	3
2	156
3	10
4	5
5	2
6	4
7	18
8	0
9	0
<b>Total</b>	<b>200</b>

Number of formal appeals considered: 20

Number of applications agreed on Appeal: 8

### Year 11 Leavers 2016

97.08% in further education

1.95% in work based learning

0.97% NEET

0% have moved out of area

### School Performance Absence Return 2016-2017

Number on roll 996

Authorised absence 4.7%

Unauthorised absence 0.7%

## Appendix 3 - Examinations Report – 2016-2017

My sincere congratulations to all staff at the college for the tremendous results achieved by our pupils.

**83%** of pupils achieved 5 or more A\*-C grades including English and maths at grade 4. This is well above the National and the County averages. (National 68% BASICS)

**53%** of pupils achieved 5 or more A\*-C grades including English and maths at grade 5. This is well above the National and the County averages (No comparable figure from last year). (National 50% BASICS)

**BASICS** figures match the above (all pupils with a 4 or 5 in Maths and English scored at least 3 additional C grades) (County averages are 38% EM5+ and 61% EM4+)

**88%** of pupils achieved 5 or more A\*-C grades including all subjects.

**46%** achieved the baccalaureate (%C+ and grade 4 inc. English, Maths, Science, MFL and History or Geography)

**39%** achieved the baccalaureate (%C+ and grade 5 inc. English, Maths, Science, MFL and History or Geography)

Our Progress 8 score is 0.59 and our Attainment 8 score is 54.8. This places us in the top 8% of schools in the country.

Of the year group of 206:

### Including English and Maths

1 pupils achieved 14 A\*-C

10 pupils achieved 13 A\*-C

26 pupils achieved 12 or more A\*-C

52 pupils achieved 11 or more A\*-C

98 pupils achieved 10 or more A\*-C

128 pupils achieved 9 or more A\*-C

152 pupils achieved 8 or more A\*-C

160 pupils achieved 7 or more A\*-C

168 pupils achieved 6 or more A\*-C

**170 pupils achieved 5 or more A\*-C**

### In all subjects.

1 pupils achieved 14 A\*-C

10 pupils achieved 13 A\*-C

26 pupils achieved 12 or more A\*-C

52 pupils achieved 11 or more A\*-C

97 pupils achieved 10 or more A\*-C

127 pupils achieved 9 or more A\*-C

151 pupils achieved 8 or more A\*-C

171 pupils achieved 7 or more A\*-C

178 pupils achieved 6 or more A\*-C

**181 pupils achieved 5 or more A\*-C**

Congratulations to the following groups and pupils for their results in early entry examinations:

Dr Durkin's Year 9 Astronomy Group

93% achieved a C grade or above.

Year 10 Early Entry RE Group

Of the 28 entered they achieved:

A*	A	B
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11	14	3
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MFL early entries:

Dutch 1 A grade

French 1 A\* grade

German 1 A\* grade

Italian 1 A\* grade

Polish 2 A\*, 2 A and 1 B grade

Russian 5 A\* grades

Spanish 1 A\* and 3 A grades

**GCSE Academic Results 2016-2017**

Subject	A*	A	B	C	D	E	F	G	Entries	APS	% A* to C	% National
Additional Science B	5	19	45	58	22	6	2	1	157	43	80	60
Art and Design	-	2	2	5	2	2	-	-	13	40	69	76
Art and Design (Fine Art)	7	1	4	4	-	-	-	-	16	50	100	76
Astronomy	1	8	10	6	1	-	-	-	26	46	92	n/a
Biology B	12	16	10	3	-	-	-	-	46	52	100	91
Business Studies	3	14	16	16	2	-	-	-	51	46	96	64
Chemistry B	1	21	14	9	1	-	-	-	46	48	97	90
Classical Civilisation	3	3	2	4	1	-	-	-	13	47	92	89
Computing	6	3	4	-	1	-	-	-	14	51	93	60
D & T: Food Technology	-	2	3	4	4	1	-	-	14	40	64	61
D & T: Product Design	-	8	4	5	3	1	-	-	21	44	81	61
D & T: Textiles Technology	4	4	4	10	2	-	-	-	24	46	92	n/a
Drama	-	-	4	11	6	3	-	-	25	36	60	73
Dutch	-	1	-	-	-	-	-	-	1	52	100	n/a
French	3	11	21	23	14	11	1	-	84	41	69	70
Geography	11	15	14	19	6	1	1	-	67	46	88	66
German	3	17	23	18	15	1	-	-	77	44	79	74
History B	20	31	35	28	8	6	1	-	130	46	88	66
ICT	3	16	5	6	-	-	-	-	30	49	100	68
Italian	1	-	-	-	-	-	-	-	1	58	100	n/a
Media Studies	6	12	19	8	4	2	-	-	51	46	88	66
Music	4	8	6	3	3	-	-	-	24	48	88	75
Physical Education	-	5	9	19	18	2	-	-	53	40	62	68
Physics B	9	17	13	6	0	-	-	-	46	50	100	91
Polish	7	3	1	-	-	1	-	-	12	53	91	n/a
Portuguese	-	-	-	1	-	-	-	-	1	40	100	n/a
Religious Studies	39	54	71	20	13	5	1	-	203	47	90	72
Science	2	18	43	55	25	10	1	1	157	41	75	53
Spanish	1	-	-	-	-	-	-	-	1	58	100	n/a
Statistics	8	15	5	1	-	-	-	-	29	52	100	70
<b>Total</b>	<b>145</b>	<b>339</b>	<b>392</b>	<b>350</b>	<b>159</b>	<b>53</b>	<b>7</b>	<b>2</b>				

Subject	9	8	7	6	5	4	3	2	1	Entries	APS	% A* to C	% National
English Language	8	21	22	41	43	45	17	2	1	202	46	90	60
English Literature	14	16	25	45	45	38	13	5	1	203	46	93	75
Mathematics Option F	-	-	-	-	12	34	17	10	2	78	36	58	61
Mathematics Option H	11	13	26	26	35	15	-	-	-	126	49	100	
<b>TOTAL</b>	<b>33</b>	<b>50</b>	<b>73</b>	<b>112</b>	<b>135</b>	<b>132</b>	<b>57</b>	<b>17</b>	<b>4</b>				

## Appendix 4 - Attendance Policy

This policy reflects the vision and aims of St Richard's Catholic College by:

- Encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to school attendance.

### Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at college, on time, every day the college is open, unless the reason for the absence is unavoidable. Permitting absence from college without a good reason is an offence by a parent/carer.

Children are sometimes reluctant to attend college. Any problems with regular attendance are best sorted out between the college, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the college, **not by the parents/carers**, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from college for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the college does not consider reasonable and for which no "leave" has been given. This includes:

- Parents/carers keeping children off college unnecessarily
- truancy before or during the college day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- holidays in term time

Parents/carers are expected to contact the college at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the college may refer the child to the Behaviour and Attendance Service. The Behaviour and Attendance Service will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, they can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

### Procedures

The college applies the following procedures in deciding how to deal with individual absences:

#### Attendance

In line with County policy, parents are requested to telephone the Attendance Officer, Mrs Helena Jones, on the first day of a pupil's absence. Pupils are required to bring a note explaining any absence. Telephone calls must be followed by a note when the child returns to college. When it is known that a pupil is likely to be away for more than a few days, parents must inform the college prior to the absence.

We monitor all pupils' attendance rates and, in cases of long term frequent absence, the college would need a note from the doctor, otherwise referral of the matter to the East Sussex Behaviour and Attendance Service may occur.

#### Holidays

Permission for pupils to go on holiday or to participate in extra-curricular activities during term time will only be given in exceptional cases, and not as a matter of course. Parents must write to the Principal well in advance and fill in the Withdrawal from Learning absence form issued by East Sussex. If the request is not authorised then a Penalty Notice will be issued. The penalty is £60 per parent, i.e. unless it's a single parent family a fine of £120 will be issued, if you pay within 21 days. This goes up to £120

per parent after 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention. Please be aware that holiday requests will not be authorised in term time.

**The school will not authorise absences for shopping, looking after other children or day trips. Leave, however, may be granted in an emergency (e.g. bereavement) or for medical appointments which have to be in school time. However, as far as possible, all medical appointments should be made for the end of the school day.**

### Information about individual college targets, projects and special initiatives

The college has adopted the following attendance targets and special projects:

- Attendance target: 96% whole school; 97% pupil
- We have a rewards system in place for good attendance. At the end of the winter, spring and summer terms, pupils who have achieved 100% attendance will receive a certificate. Pupils who achieve 100% attendance for the whole year will receive a voucher as well as a certificate.
- Attendance Games - termly competition designed to reward pupils for attendance without penalising them for having unavoidable time off. By attending more often, pupils increase their chance of winning a cinema voucher.

Staff responsible for attendance matters in this college are:

Principal - Miss D Cronin

Vice Principal – Mrs D Bligh

Assistant Principal – Mrs P Hoyle

Pastoral Leaders: Mr J Bligh (Year 7), Mr J Steele (Year 8), Mr T Holloway (Year 9), Mr J Campbell (Year 10) and Mr R Doherty (Year 11)

Attendance Officer - Mrs H Jones

### ATTENDANCE AND ATTAINMENT FACTS

#### Attendance Levels

Attendance levels can sometimes be regarded in the same way as examination results. In an examination, 80% would be a very positive result. However, in attendance terms, that would mean that you missed 40 days of education, just over 1 day per week. Therefore if your attendance remains at 80% for the whole of your secondary education, you will miss more than a full year of education.

#### Attendance Rates

95%+ = Excellent chance of meeting the required attainment scores at the end of Year 11.

92.5% to 94.9% = Fair chance of meeting the required attainment scores at the end of Year 11.

91.5% = Possible chance of meeting the required attainment scores at the end of Year 11.

90% = Less than 50% chance of meeting the required attainment scores at the end of Year 11.

88% = Less than 35% chance of meeting the required attainment scores at the end of Year 11.

Less than 88% = Less than 30% chance of meeting the required attainment scores at the end of Year 11.

In order for a child to achieve the highest possible grades, he/she must **attend school regularly**

Approximate Days Absence in a School Year	
Attendance Rate	By End of School Year
100%	0
95%	10
90%	20
85%	30
80%	40

### Summary

The college has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend. Staff are committed to working with parents/carers as the best way to ensure as high a level of attendance as possible.

**This policy was adopted September 2017. This policy will be reviewed annually.**

## Appendix 5 - Child Protection and Safeguarding Policy

St Richard's is committed to the safety and well-being of all children. We are a community and all those directly connected, staff members, including permanent and temporary staff, volunteers, governors, parents, families and pupils, have an essential role to play in making the school safe and secure.

The Governing Body ensures that St Richard's safeguards and promotes the welfare of pupils and works with other agencies to ensure that our school has adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.

The college provides a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. We recognise the importance of providing an environment within St Richard's that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to. We work with parents to build an understanding of the school's responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

### ROLES AND RESPONSIBILITIES

The school's lead person with overall responsibility for child protection and safeguarding is the Designated **Safeguarding Lead Teacher**. This is Mrs Bligh, the Vice Principal with responsibility for Pastoral Care. Miss Cronin is the deputy Safeguarding Lead Teacher. Additionally we have four safeguarding officers to ensure there is appropriate cover for this role at all times. They are; Mr Bligh, Miss Easton, Mrs White and Mrs Hoyle. All have been trained in safeguarding and child protection matters. Their role is to:

- Refer all cases of suspected abuse to East Sussex Children's Social Care and to the Police if a crime may have been committed.
- Liaise with the Principal about safeguarding issues relating to individual children.
- Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.
- Liaise with agencies providing early help services and coordinate referrals from the school to targeted early help services for children in need of support.

The school has two **nominated governors, Alison Horan and Sarah Ellis**, who are responsible for championing good practice; liaising with the Principal, Miss Cronin, and DSL Lead, Mrs Bligh, and providing information and reports to the Governing Body. The **Case Manager for dealing with allegations** of abuse made against school staff members is Miss Cronin. Any allegations made against the Principal should be reported to the Chair of Governors.

**All staff members, governors, volunteers and external providers** know how to recognise signs and symptoms of abuse; how to respond to pupils who disclose abuse and what to do if they are concerned about a child. Our school will support all pupils by:

- ensuring the content of the curriculum includes social and emotional aspects of learning;
- ensuring a comprehensive curriculum response to e-safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly;
- ensuring that child protection is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to;
- providing pupils with a number of appropriate adults to approach if they are in difficulties;
- supporting the child's development in ways that will foster security, confidence and independence;
- encouraging development of self-esteem and self-assertiveness whilst not condoning aggression or bullying;
- ensuring repeated hate incidents, e.g. racist, homophobic or gender or disability-based bullying, are considered under child protection procedures;
- liaising and working together with other support services and those agencies involved in safeguarding children;
- monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.

**Parents/Carers are asked to read the full Child Protection and Safeguarding Policy which can be found on the school website <https://www.strichardscc.com/about-st-richards-catholic-college/school-policies/> alongside all our other policies (in particular, e-safety, social media policy, RSE policy).**

## Appendix 6 - Friendship and Anti-Bullying Policy

It is the entitlement of every pupil in St Richard's Catholic College to enjoy an environment free of prejudice and any form of bullying behaviour, either inside or outside the classroom and on the way to and from school. Founded on Christian principles, our college seeks to promote equality of opportunity as we work together to form a community in which all are expected to show 'respect for a person and respect for a person's property'.

### Our Aims

At St Richard's we take all forms of conflict, friendship problems, and bullying behaviour seriously. Our aims are:

- To provide a safe and secure environment for all pupils in our care.
- To create a happy atmosphere in which parents/carers and staff work together for the welfare of the pupils.
- To ensure everyone is mutually valued and respected regardless of gender, race, age, sexuality, beliefs and ability.
- To encourage pupils to adopt agreed standards of behaviour and values in order to develop a sense of self-discipline and to take responsibility for their own actions. (Further details in Behaviour and Discipline Policy and The Education Act 2011).

**Our Code** which is displayed in every classroom and journal stipulates the following:

*We support each other by ensuring that no-one is insulted, offended or harmed in any way.*

*We recognise that everyone has the right to happiness, free from injury or intimidation.*

*We wish ours to be a listening, ordered environment with open channels of communication between all staff and pupils.*

Pupils will be reminded of the Code regularly and will be encouraged to adhere to it for the good of the whole community.

### Definition of Bullying Behaviour

We acknowledge that both friendship problems and bullying behaviour can be upsetting and unpleasant but it is important to distinguish between the two, as the responses to friendship problems will be different to the strategies used to address bullying behaviour.

Friendship problems may be an occasional incident where both pupils disagree and find it difficult to resolve the disagreement without adult help. It is unlikely to be repeated behaviour and may even be accidental, but both pupils make an effort to resolve the problem. However, we recognise that repeated friendship problems can sometimes lead to bullying behaviour.

Bullying behaviour is defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally." (Taken from the Department for Education advice March 2014, 'Preventing and Tackling Bullying').

Bullying can take many forms:

- **Physical** bullying (hitting, punching, finger jabbing, any inappropriate touching, pinching, jostling, breaking or taking property)
- **Verbal** bullying (name calling, put downs, threats, teasing, ridiculing, belittling, name calling, excessive criticism or sarcasm.)
- **Indirect** bullying (rumours or stories, exclusion from a group, shunning, invading privacy, graffiti designed to embarrass, withholding friendship or affection.)
- **Cyber** bullying sending nasty phone calls, text messages or e-mails/chat rooms. Linked to our college's Acceptable Use Policy (ICT). Teachers now have wider search powers to tackle cyber-bullying included in the Education Act 2011. This includes a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

Some bullying is done because a pupil is deemed to belong to a certain group. This has been labelled 'prejudice based bullying', and includes homophobic bullying, racist bullying, sexual or gender bullying, and bullying of pupils with learning or other disabilities. (This is linked to our Equalities Policy)

Usually one pupil starts bullying another pupil. However, there are often other pupils present (bystanders). These may:

- help the bully by joining in
- help the bully by watching, laughing or shouting encouragement
- remain uninvolved
- help the victim by telling the bully to stop or fetching an adult

All staff must be alert to the signs of bullying and act promptly and firmly against it.

### **Strategies for Preventing Bullying Behaviour**

Parents, pupils and staff all have an important part to play in the identification and detection of bullying. Prompt communication between all parties involved is essential.

### **Whole School Approach**

All staff, both teaching and non-teaching, are committed to the creation of conditions which discourage bullying through: sanctions that are applied fairly, consistently, proportionally and reasonably; vigilant supervision of areas such as toilets, corridors, staircases, the changing rooms, the playground and the back area of the college. Time spent by Form Tutors with their form is especially valuable and is a proactive way of gathering intelligence about issues between pupils which might provoke conflict, thus enabling strategies to be developed that prevent bullying occurring in the first place.

- Issues surrounding friendships and bullying behaviour are taught through the Personal, Social Health & Economic Education Curriculum, Citizenship Curriculum and tutor time. Pupils are taught to explore some of the ups and downs of relationships, including the positive aspects and benefits of friendships and the negative aspects of relationship conflict.
- Whole School Assemblies are also used to discuss bullying and raise pupils' awareness of what bullying looks like, and how they can respond.
- Regular questionnaires are completed and action plans are put in place following them based on young people's perceptions and experiences. Displays providing information are regularly updated.
- Tutor Time/Circle Time provide opportunities for more detailed discussions and role play activities to explore the nature of bullying.
- The School Council and Year Council provide a forum for discussing any bullying issues and for the pupils to decide ways of preventing it and supporting those who are bullied.
- Student Listeners, Smile Ambassadors and staff aim to enable pupils to resolve friendship problems and low level bullying behaviour without adult intervention.
- Student Listeners, Smile Ambassadors and staff promote positive play to reduce potential conflict during break time and lunchtimes.
- St Richard's code will be upheld at all times. All staff will monitor behaviour and intervene when it becomes inappropriate in order to prevent bullying developing. Staff on playground duty will inform relevant staff of any incidents.
- Provide effective staff training to ensure all staff understand the principles and purpose of the school Friendship and Anti-bullying Policy, their legal responsibilities regarding bullying, how to resolve problems and where to seek support.

### **Intervention Strategies**

#### **Strategies for responding to bullying behaviour**

Where bullying does occur this will be followed, by an immediate and appropriate response, including the use of disciplinary sanctions where necessary.

Early identification is the most effective way in minimising bullying behaviour and the effects on the person being bullied. We also acknowledge that the person doing the bullying needs to understand that their behaviour is unacceptable and must stop. They may also need support to change their behaviour and explore the underlying reasons for bullying.

Pupils are encouraged to report any negative behaviour, even if they are not sure whether it is bullying. They can do this through:

- Speaking to their teacher/TA or any member of support staff
- Speaking to a parent/other adult who then may contact the college in any of the ways listed.
- Speaking to their School Council Rep or a Student Listener.
- Passing on information via a confidential issues box and e-mail address, which is checked daily. Pupils can access the e-mail address via their pupil e-mail account by typing 'issues box' in the To: section of a new email. If they are not using their pupil email account they should address it to [issuesbox@strichardscc.com](mailto:issuesbox@strichardscc.com)

#### **When bullying is known to have happened or be on-going**

The Form Tutor will discuss the incident(s) with the pupil being bullied. It is important that they are listened to and believed.

The incident will then be discussed with the pupil engaging in bullying.

Information will be gathered from witnesses to explain what they saw.

The Form Tutor/class teacher/Pastoral Leader/LMT/Principal will be informed.

Sanctions in line with the school's Behaviour and Discipline Policy will be used where appropriate. These might include:

- official warnings to cease offending or withdrawal of certain school privileges
- detention
- involvement of the Schools Police Liaison Officer
- exclusion from certain areas of college premises
- Close supervision
- a fixed-term exclusion
- permanent exclusion

The purpose is to signal to the pupils that a recurrence of the bullying behaviour will be unacceptable.

- Parents of those involved will be informed of any action taken.
- Records will be kept on pupils' files.
- Support will be sought from East Sussex Behaviour and Attendance service where necessary.
- Behavioural support, counselling or mentoring will be put into place when appropriate.

Where a pupil or group of pupils deny involvement in bullying behaviour the pupils concerned will be observed and monitored. The pupil being bullied may be asked to record and report any incidents which cause them concern.

This policy will refer to 'the person bullying' and 'the person being bullied' rather than 'bully' and 'victim', both of which can be defined as negative labelling.

### **Safeguarding Children and Young People**

All stakeholders (pupils, staff, parents and governors) will be expected to promote this policy. Under the Children Act 1989 a bullying incident should be addressed as a child protection concern where there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm'. Where this is the case, staff should report their concerns to the designated Safeguarding Lead teachers or Safeguarding Officers in college. Even where safeguarding is not considered to be an issue, there may be an identified need to draw on a range of external services to support the pupil who is experiencing bullying or to tackle any underlying issue which has contributed to a child engaging in bullying.

### **Bullying outside College Premises**

Teachers have the power to discipline pupils for misbehaving outside the college premises "to such an extent as is reasonable." Where bullying is reported to school staff, it will be investigated and acted upon. (DFE Behaviour and Discipline in Schools' Guidance).

### **Monitoring, Evaluation and Review**

In St Richard's, it is our clear intention to minimise the stress caused by bullying. All pupils are aware that we share a caring environment and that those who abuse this in any way will be sanctioned.

We will review this policy and procedures annually and assess the implementation and effectiveness of various strategies used. The policy will be updated to take account of new Government and local guidance, and the views of the whole school community.

This policy should be read in conjunction with the Mission Statement of the college, our statement of community expectations and the management of pupil behaviour, our Equalities policy, our Community Cohesion action plan, our Acceptable Use policy and The Equality Act 2010.

### **Complaints**

The Governing Body has established a formal complaints procedure and this may be used by a parent/carer if necessary.

**Parents are asked to read the full Friendship and Anti-bullying policy which can be found on the college website.**

# Appendix 7 - Use of Images Policy

## Images for college publications

- The college will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of college events.
- Images will be kept securely and held by the college for the duration of the pupil's time here, after which they will be destroyed.
- Images of children from the college will not be used to illustrate controversial subjects.

## Filming

Filming of college events by parents is discouraged. The college will record the event, if requested, and make copies available to all parents, for which there may be a charge.

## Video Conferencing/Webcams

The college uses video conferencing. This allows a live debate between pupils from different schools without the need for pupils to travel. Pupil images will appear on the screen but will not be recorded. If you do not wish your son/daughter to be involved in video conferencing, please tick the box on the reply slip that says: 'I do not give permission for images of my son/daughter to be used.'

## Images for the College Website

School websites are part of the internet and are more easily accessible than paper based school publications. The college will make sure that only appropriate images are used. Image filenames will avoid using children's names.

## CCTV

The college uses CCTV in some areas of college property as a security measure. The CCTV policy is on the website.

## Camera Phones

- Camera phones are becoming increasingly popular with children but can be misused. Camera phones are less easily visible and can be used to bully or take inappropriate images.
- If it is found that a camera phone has been misused the college will follow its usual disciplinary procedures.

**Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.**

## Key Policy Points

- There should be a balance between the low risk of misuse and the numerous positive results of colourful, well produced school material.
- The college will only take and use images (photos and video) that are appropriate and are considered to not be open to misuse.
- Children will be made aware of why their picture is being taken and how it will be used.
- The college will take extra precautions to ensure that only appropriate images are used for the website.
- If it is found that a camera phone has been misused, the college will follow its usual disciplinary procedures.
- If an image of a child is used, the child's name **will not** be published. If a name is published, **no image will be used** without specific consent.

## Appendix 8 - Acceptable Use Policy

'Acceptable and Responsible Use of ICT Resources'

### The benefits of Internet Access for Education

Access to the Internet offers both pupils and staff vast, diverse, and unique resources. The Internet opens up opportunities to initiate cultural exchanges between pupils from all over the world, whilst at the same time providing access to educational, social and leisure resources.

The main reason that we provide Internet access to our staff and pupils is to promote educational excellence by facilitating resource sharing, innovation, and communication. However, for both pupils and teachers, **Internet and Email access at college are privileges and not an entitlement.**

- a. Staff are responsible for guiding pupils in their on-line activities, by providing clear objectives for Internet use.
- b. Staff will also ensure that pupils comply with this Acceptable Use Policy ("AUP") by reminding them of what is regarded as acceptable and responsible use of the Internet.
- c. The use of internet games is strictly prohibited.
- d. The use of USB storage is strictly prohibited

The main goal is to utilise Internet access to enrich and extend those learning activities that reflect the curriculum requirements and the age and maturity of the pupils.

All Internet access is filtered through a proxy server to screen out undesirable sites at Source

### College Network Security Strategies

The college's computer network security systems are reviewed regularly. The college will regularly check user files, temporary Internet files, history files and internet access logs.

Our number one priority is to put the safety of the pupils' use of the internet first – with the recent implementation of the e-safety policy used throughout the educational software.

**Uploading, Downloading, Execution and Creation of non-approved application software is denied.** Any evidence of unauthorised software being on college equipment will be reported to Pastoral Leaders, resulting in a *full access ban* for two weeks. All access to the college network requires entry of a recognised User ID and password. All pupils must lock their computer when leaving it unattended and they must log out after every session/class – or warrant being logged out by the ICT Services Team.

Virus protection software is installed and updated regularly on all Client and Server Based systems.

**Unapproved system utilities software and executable files are not allowed to be stored in pupil storage areas.**

**Pupils are not permitted without direction from the ICT Services Manager to write or execute their own scripts.**

### Hardware and Software Infrastructures

The college has invested in the following hardware and software infrastructures to reduce risks associated with the Internet:

- Unified Threat Management Server and Firewall
- Client Server network – for the easy management of clients using the St Richard's Network.
- Network & client monitoring software – detects typed or on screen language, inappropriate internet content and pictures.
- Webpage filtering software to filter out inappropriate websites to study.
- Classroom Monitoring Software for ICT Suites – to allow the teacher to keep a close track on the movements of pupils while using ICT equipment.

### Classroom Management Structures

Planned seating is to be used in all ICT suites to allow teachers to trace and monitor pupil access and usage of the Internet.

Pupils using ICT suites are to report any faulty equipment to the teacher leading the session.

***Under no circumstance are pupils to attempt to repair any ICT hardware or software.***

### Risk Assessment and Management of Internet Content

The college has taken and will continue to take all reasonable precautions to ensure that pupils access appropriate material only. However, it is not possible to guarantee that a pupil will never come across

unsuitable material while using a college networked computer. The college, however, cannot accept liability if such material is accessed nor for any consequences resulting from Internet access.

All pupils are taught effective online research techniques, including the use of subject catalogues and search engines. Receiving information over the web or in e-mail or text messages presupposes good information-handling skills.

Key online information-handling skills include:

- Ensuring the validity, currency and origins of the information accessed or received
- Using alternative sources of information for comparison purposes
- Identifying an author's name, date of revision of the materials, and possible other links to the site
- Respecting copyright and intellectual property rights

Pupils will be made fully aware of the risks to which they may be exposed while on the Internet. They will be shown how to recognise and avoid the negative areas of the Internet such as pornography, violence, racism and exploitation of children.

However, if they encounter such material, pupils must ensure that they switch off the monitor, not the computer, and report the incident to the nearest member of staff or the college's ICT Services Team.

### **Regulation and Guidelines**

The college's Internet access incorporates a software filtering system to block certain chat rooms, newsgroups, and inappropriate websites. The filtering system used on the college network aims to achieve the following:

- Access to inappropriate sites is blocked.
- The content of web pages or web searches is dynamically filtered for unsuitable words.
- A rating system is used to rate web pages for inappropriate content and the web browsers are set to reject these pages.
- Records of banned Internet sites visited by pupils and staff are logged.
- Accessing a site denied by the filtering system will result in a report being generated and sent to the ICT Services Manager for appropriate action.

The college will immediately report the details of any illegal Internet material found.

Similarly, staff will request that 'allow' access be made of certain banned sites and provide the educational reasons behind the request.

### **Email Accounts**

Pupils should immediately report any offensive emails that they receive to the teacher leading the session.

Access in college to external, Web-based, personal email accounts is denied for network security reasons.

It is forbidden to distribute chain letters or to forward a message without the prior permission of the sender.

It is forbidden to send executable files via email.

Pupils must read their emails regularly and remove superfluous emails from the server.

Pupils may not reveal their own or other people's personal details, such as addresses or telephone numbers or arrange to meet someone outside college via the college network.

Sending and receiving email attachments is subject to the type allowed by the college's filtering policy

### **The College Website**

The ICT Services Team and Administration Team manages the college's website, which complies with the Local Authority's guidelines.

The copyright of all material produced by the college for display on the college's web pages belongs to the college. **Permission to reproduce any other material will be sought and obtained from the copyright owner.**

The contact details for the college will include only the college's postal address, e-mail address and telephone number. No information about staff's home addresses or the like will be published.

The college will not publish any material produced by pupils without the agreed permission of their parents/carers. In addition, photographs of pupils will not be published without a parent or carer's written permission. A pupil's full name will not be used in association with photographs.

Website photographs that include pupils will be carefully selected and will be of a type that does not allow individual pupils to be identified - group photographs or 'over the shoulder' images are preferred.

### **Moderated Mailing Lists, Newsgroups and Chat Rooms**

The college uses an email distribution list to send messages to selected groups of users. Pupils are denied access to chat rooms inclusive of instant messaging services.

### **Other communication technologies**

Pupils are not allowed to use mobile phones within the college building or classrooms. This clause covers other mobile devices containing similar functionality. It is forbidden to send abusive or otherwise inappropriate messages using the facilities provided by the college network.

### **Sanctions**

Pupils should note that the following abuse of the college network represents gross misuse and will lead to sanctions and the possible loss of their account being imposed:

- a. Allowing any other person to use or access their personal account. – Pupils will have their account immediately suspended for TWO WEEKS as this represents a serious breach of this policy
- b. The inappropriate display of data of any teacher, pupil or staff member which breaches the requirements of the data protection act. **Pupils will have their account immediately suspended until further investigation as this represents a serious breach of this policy**
- c. Less serious misuse will be, at the discretion of the ICT Services Team, governed by the use of a staircase system. Incidents classed under this category include but are not exclusive to:
  - i. The use of games
  - ii. Cyber bullying
  - iii. Inappropriate use of email
- d. The use of executable files, batch scripts or VB scripts on the network incurs a two week **full** ban. This includes general hacking exploitations.

No Logon Username, Password or E-mail Address will be issued without agreement of this policy.

## Notes