



School Information

St Richard's Catholic College Information on the school

Introduction

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

We have high academic standards at St Richard's, as our GCSE results consistently 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 Specialist Science College with High performing Specialist School status. We have a Prince's Teaching Institute Art Mark, Leading Edge status, Fairtrade Fair Achiever Award status, an Artsmark Gold Award, a Space Education Quality Mark, Green Flag Eco-Schools Award and Investors in Careers at the highest level. Our last Diocesan Inspection (November 2018) and interim inspection (2021) graded the school Outstanding. During the academic year 2018-19, the SSAT awarded the school Exceptional Education Awards at Transforming Level in: 'Engagement with Key Stakeholders', 'Climate for Learning' and 'Leadership through Moral Purpose'. In 2019-20, the SSAT awarded the school two further Exceptional Education Awards at Transforming Level in 'Professional Development' and a 'Variety of Teaching Approaches'. In 2020-21, the SSAT awarded the school another Exceptional Education Award at Transforming level in Wellbeing. An OFSTED inspection in October 2021 graded the school outstanding in 'Behaviour and Attitudes', 'Personal Development' and 'Leadership and Management'.



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/Carers 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 school and are available to provide advice and practical help for pupils, staff and parents. Our Lay Chaplain enhances 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 new chapel where pupils can pray alone or in a group. We also run retreat days and residential weekends designed for contemplation and deepening faith. Pilgrimages are organised to Lourdes and Rome.

A pupil liturgy team enables pupils to make an impact on the development of the spiritual and liturgical life of the school. The Liturgy Captain and Deputy Liturgy Captain make valuable contributions into all whole-school services.

The RE department was rated 'Outstanding' in our most recent Diocesan inspection (November 2018). The department 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/carers to participate in school and community religious activities to support their child and show by example how to be a committed Christian.

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



Governors

We have an active, efficient and supportive Governing Body with a range of experience, including co-opted Governors.

'Governors are deeply committed to their mission to lead and serve. They are dedicated to the development of the Catholic life of the school.' (Diocesan Inspection Report, 2018)

'Governors are effective in their role in both supporting and challenging the senior leaders.' (Diocesan Inspection Report, 2018)

The Curriculum

We provide a learning programme that is broad, balanced, motivating, engaging and ambitious for all learners, a programme relevant to young people living in the 21st Century.

In the first three years, pupils study a wide range of subjects incorporating Religious Education, Maths, English, Science, History, Geography, a Modern Foreign Language (French, German or Spanish), Design & Technology, Computing, PSHEe, PE, Drama, Music, Art and Dance.



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), History or Geography, Physical Education and Personal, Social, Health and Economic Education including Relationships and Sex Education 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

Pupils continue with the Modern Language option made during Year 7: either French, German or Spanish.

Option A Subjects: Geography, History

Option B Subjects: Art, Business Studies, Computer Science, Design & Technology, Drama, Food Preparation and Nutrition, Media Studies, Music and PE/BTEC Sport.

Pathway 2 (for pupils not studying a MFL in Key Stage 4)

Option A Subjects: Geography, History

Option B Subjects: Art, Business Studies, Computer Science, Design & Technology, Drama, Food Preparation and Nutrition, Media Studies, Music, PE/BTEC Sport.

Option C Subjects: Cambridge National iMedia, BTEC Sport, BTEC Travel and Tourism, BTEC Performing Arts, Business Studies.

In addition, two optional GCSEs are run after school in Geology and Dance for interested pupils and some Year 9 pupils study GCSE Statistics.

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. We support Year 11 in choosing the most appropriate A-level or vocational course, including Apprenticeships and T Levels.

Stretch and Challenge for All Pupils

We aim to extend and challenge all pupils so that every child's potential is realised. This includes providing variety in teaching and learning with suitable challenges to stretch and extend pupils in lessons (for example, more advanced reading material, more difficult lesson tasks which develop skills of critical thinking and independence) and enrichment activities. Each teacher is responsible for the early identification and monitoring of pupils who have particular strengths in a subject so that they can be provided with additional learning materials which significantly challenges them to make exceptional progress, and thereby avoid any stagnation in learning.



Organisation of Teaching Groups

Most subjects prefer to teach mixed ability groups at Key Stage 3 with the exception of maths. At Key Stage 4, some subjects are taught in setted groups, whilst the learning pathway groups are mixed ability.



Special Educational Needs

Our aim is to develop the full potential of SEND children. We have a dedicated Special Educational Needs department and offer access to a broad and balanced curriculum through a variety of methods including grouping, in-class support and occasional withdrawal for individual support. Our Teaching Assistants develop their own specialist knowledge within the departments to which they are attached. They focus on ensuring that pupils become independent learners with high levels of confidence and self-esteem.

Homework

Pupils are given a homework timetable and the homework itself is published on Edulink. Pupils and parents are given logins enabling homework to be supported and tracked at home. Pupils in Year 7 also receive a journal in which to record 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 only. Year 7 pupils can expect to spend an average of 30 minutes on each homework subject with the time increasing from Year 8. We have provision at St Richard's to complete homework at school in Prep Club or Prep Club Plus. Prep Club Plus is designed for pupils with additional needs and has support staff on hand to help pupils with their homework. Senior Leadership and specialist teachers are looking at the implications of AI on learning and homework.

Personal, Social, Health and Economic Education (PSHEe)

Our pupils leave St Richard's with more than academic achievements. 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 is assigned a Form Tutor when they start the school. These Tutors 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.



Assessment

Pupils' work is regularly assessed in line with the Feedback and Assessment Policy. 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 progress. For pupils under-achieving in a number of subjects, a plan of intervention is put in place.

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 ([here](#)) is a way of celebrating a 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 and work related learning. Special Awards ceremonies will be held for those who achieve the full Award and families will be invited to come in and celebrate this achievement.

Uniform/Appearance

A high standard of uniform and appearance is expected. Uniform must be worn in its entirety. Jumpers may be removed in the summer term, following the Principal's directive. Hairstyles must be of a conventional nature. Girls' hair should be neatly tied back. Boys must have short hairstyles (minimum grade 3). Regardless of gender: tram-lines, wedges, undercuts or shaved hair are not permitted. Styling products are not permitted and neither are hair extensions. It is acknowledged that textured hair is an important part of a pupil's racial, ethnic and cultural identity and requires specific styling for hair health and maintenance and therefore in such circumstances braids and corn rows can be worn. Braiding must be an appropriate length and match natural hair colour. Beading is not permitted. Pupils must be clean shaven. Uniform rules are not open to question, interpretation or negotiation.



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 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 School status.

Here is just an overview of some of the activities offered:

Clubs and Activities

The following clubs take place after school or in the lunch hour:

<i>Athletics</i>	<i>Trampolining</i>	<i>Public Speaking</i>
<i>Netball</i>	<i>Karate for self-defence</i>	<i>MFL</i>
<i>Fitness Training</i>	<i>Power Hooping</i>	<i>Drama</i>
<i>Basketball</i>	<i>Gymnastics</i>	<i>Young Investigators</i>
<i>Dodgeball</i>	<i>Art</i>	<i>Theatre Visits</i>
<i>Rugby</i>	<i>Design & Technology</i>	<i>Interact</i>
<i>Football</i>	<i>Creative Writing</i>	<i>School Council</i>
<i>Dance</i>	<i>Chess</i>	<i>Duke of Edinburgh</i>
<i>Rounders</i>	<i>Orchestra</i>	<i>Maths Challenge</i>
<i>Cricket</i>	<i>Choir</i>	<i>Film Club</i>
<i>LAMDA</i>	<i>Gardening</i>	<i>Electronics</i>



Trips

Our pupils have had the opportunity to visit Austria, Rome, Normandy, Barcelona and Aachen. Departments run regular weekend trips including retreats, field trips, 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. Early morning, lunch-time and after-school clubs focus on activities ranging from basketball to table tennis and include dance, rounders, rugby, athletics, handball, cross country, football, hockey, trampolining, gymnastics, 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 school 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 school.



Drama

Drama, like Music, forms part of the school 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 school and get involved in productions. In recent years the school has presented a number of musicals including: 'Footloose', 'Bugsy Malone', 'Grease'. '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, our music suite is equipped with a recording studio and computers, running industry-standard software.

The work of our specialist music teachers is supported by the teaching of peripatetic teachers of guitar, piano, woodwind, 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, songwriting club, 'Music Boost', an after school club which provides additional support to our GCSE music pupils, and various ensembles created to meet the needs and interests of the current cohort. 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 Holocaust Memorial Event, the Eastbourne Prom Concert, Summer Sing, HCPT Carol Concert at Westminster Cathedral and at Parish events from Mass to Advent Services.

Fundraising for Charity

We promote a strong ethos of community living, whether that community is the school 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 school 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/DEC and Macmillan Cancer Support. Every two years we hold a secret postcard auction in memory of Year 8 pupil, Sophie, who died of cancer; to date, over £80,000 has been donated to the Royal Marsden Cancer Trust.



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, Water Aid, 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. We have many pupil councils such as: Anti-Bullying Ambassadors, Wellbeing Ambassadors, Recycling Champions, the Equalities group and the Interact group.

Pupil Welfare

Each child is assigned a Form Tutor when they begin at St Richard's. This Form Tutor monitors the child's progress, behaviour and welfare throughout school life. Pastoral Leaders, a Mental Health Lead and other designated pastoral staff support Form Tutors in their work and seek to develop a unity and sense of belonging amongst each year group. We also have a full time Pastoral Support Manager whose role is to support the Pastoral Leaders, Pastoral TAs and the Designated Teacher of Looked After Children in removing barriers to learning. There is also a network of external support agencies which include a Counsellor, who comes into school on a weekly basis, a youth worker from the Young Carers charity and the Community Health Nurse, all of whom support our staff in caring for the welfare of pupils.

Counsellor

Our Counsellor provides a confidential counselling service to all pupils. Pupils may request an appointment themselves by alerting their Form Tutor or Pastoral Leader either in person or 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 work for a mutual understanding. We explain our professional responsibilities and we give every reassurance as to our motives but we always stress that, for us, a pupil's needs have to come first. A copy of our latest Child Protection and Safeguarding policy can be found on the school website.

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 school website. We have a 'WHISPER' anonymous reporting tool that pupils can use to raise concerns.

Attendance/Punctuality

We have a rewards system in place for good attendance. Pupils who achieve 100% attendance for the whole school year receive a voucher and a certificate as well as House Points for excellent weekly attendance. As a school we consider attendance that drops below 96% to be a concern and a major barrier to learning. 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 detention.

School meals

We have a cafeteria that provides a breakfast service, snacks at morning break and a varied lunch-time menu. Facilities are available for pupils who prefer a packed lunch. No-one is allowed home for lunch. Menus are published on the website. Working in partnership with our catering contractor, Chartwells, the school operates a cashless catering system.

Conduct and Discipline

At St Richard's we have in place a 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 and kindness to staff and their peers at all times.
- Act in such a manner that ensures all who come to St Richard's are able to flourish and grow together in friendship and in faith.
- 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 respect of one another's differences.
- Be committed to working together to make positive differences to our community and to the society in which we live.
- Work together to uphold our school motto of *Comitas, Scientia, Caritas* (Community, Knowledge, Charity).

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

Consequences

A range of consequences exists from the withdrawal of certain privileges to putting a pupil on a subject or behaviour report. Behaviour points may be given for poor behaviour or lack of effort. If a pupil is put in detention after school, 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 suspended from school for a period of time. We monitor and discuss pupils' behaviour at regular Pastoral Care Meetings and at Form Tutors' Meetings. We aim to get to the root cause of bad behaviour and deal with it before it develops further.

Rewards

As a school 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. House 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, tuck/lunch passes, certificates, excellent attendance certificates and annual school prizes for achievement, effort and service.

Parents and the School

Parents/carers play an integral role in the success of St Richard's. We want them to feel part of school life and we aim to keep them fully informed of what's happening in school and how their child is progressing. We also welcome their ideas and input.

Each term, we publish an online newsletter telling them about any important issues and developments within school and the wider educational world. The newsletter also details major forthcoming events and activities. It also provides parents with feedback on surveys that they fill in at different points of the year.

Parents are kept fully up-to-date on their child's progress through school with Parents' Evenings, held annually and twice yearly in Year 7. Curriculum Information Evenings are held to update parents on any important curriculum changes or innovations in relation to a particular year. We also organise evening events related to emotional health, internet safety, positive parenting, drugs awareness and how to help children to revise using staff and external speakers.

Parental Focus Groups

A morning and evening Parental Focus group meet informally each term to discuss school life and aspects of school improvement. This input is invaluable in helping the school evaluate and review its practices. Attendance by parents/carers is voluntary.

Parent, Teachers and Friends Association (PTFA)

The PTFA plays a key role in strengthening links between home and school 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 school events providing support and refreshments.

The PTFA also contributes to the development of the school. It has purchased picnic benches, football goals for the field, musical instruments, equipment for Design & Technology, Art and other subjects, medals, a House Cup for Sports Day and awnings to provide shade. It has also made a donation towards equipment for the sports hall and it pays for the annual lease of one of our minibuses.



The School Site

The school building is a pleasant brick building with excellent specialist accommodation and sea views. The school has undergone several extensions to offer the specialist facilities pupils need today. 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. Lifts have been provided to allow for disabled access. In 2019, we built a 4-court sports hall and in 2022 a chapel was constructed on the side of the field which has a multi-purpose use. Annually, improvements are made to the fabric of the building to ensure that pupils and staff have comfortable facilities in which to work. Outside, the school has three all-weather playing surfaces and a netball area. The playing field area is extensive and includes football, rugby and cricket facilities. Pupils are encouraged to take an interest in their environment and be responsible for it. We have been awarded The Green Flag with Distinction Level by Eco Schools for environmental work.

What pupils, parents and staff say about St Richard's:



Further Information

If you would like further information visit our website at www.strichardscc.com where you will find our School Handbook, the latest newsletters and other details about school life. You are encouraged to read a sample of our newsletters to get a feel for the school and all it achieves (available [here](#)). The Arundel and Brighton website also has information which you will find useful, especially the section on the Education Service (available [here](#)).



ST RICHARD'S CATHOLIC COLLEGE



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