

St. Antony's Catholic College

Aspire - Believe - Achieve

# Student Handbook



# Starting with us

Your official start date is Monday 7th September. If this changes due to the ongoing situation, then we will update you in advance.

You will need to arrive at school for an 8.55am start in the school hall where you will be greeted by your Head of Year, Mrs Adderley, and the Year 7 team. You will be the only year group in school for the first part of the day.

Some of the key things that will happen on your first day are:

- You will have a short introduction assembly
- You will be introduced to your new form tutor
- You will meet your new form class
- You will do an activity with your form class to familiarise yourself with the building
- You will receive a copy of your new timetable

We know that transition can be a worrying time for you, and one of the biggest worries is usually around making new friends. Because of this, your first week with us will not be 'normal' lessons. Instead we are going to be doing a variety of activities to get to know each other, to improve communication and develop teambuilding skills.

**IMPORTANT: School photographs will be taken on Tuesday 8th September at 9.05am.**



# Your journey to school

It would be a good idea to practise your new journey to school during the summer holiday so that you are familiar with the route, bus/train number, and the length of the journey.

Practising your journey will make you feel more comfortable and prepared for it in September, and it will also help you to plan what time to set your alarm for in the mornings! For help with planning your route to school, you can use this website: <https://my.tfgm.com/#/planner/>



## Bus Pass

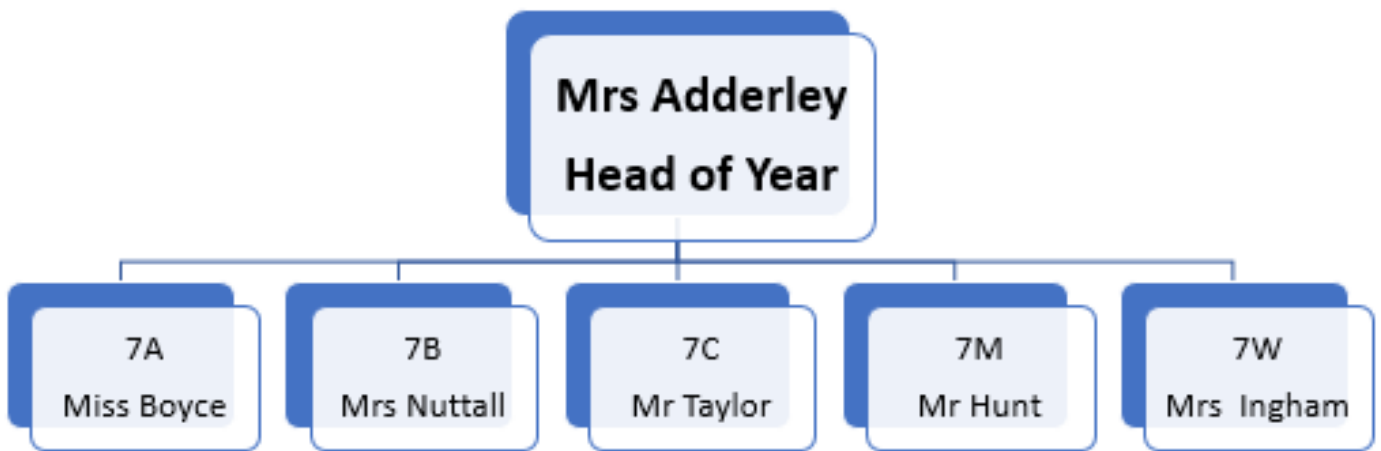
All pupils aged 11-16 need an **igo pass** to pay the concessionary fare on buses in Greater Manchester. For more information please go to <https://tfgm.com/tickets-and-passes/igo-pass> or call 0161 244 1000.

All students are expected to behave as well out of school as they do in it. When you are wearing your uniform, you are very easily identifiable, so you must set a good example out in our local community.

Our school behaviour policy makes it very clear how students are expected to behave, both inside and outside of school, and this is available for you to read on our school website.

# The Year 7 Team

Your year group is going to be made up of five form classes and in total there will be around 150 pupils. In the same envelope as this booklet, you should have also received a letter from your new form tutor. The structure of the Year 7 team is:



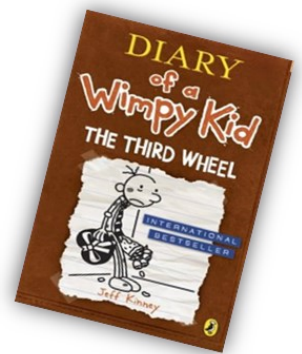
As we are at capacity in our year group, there will not be any room for movement between classes.

Your form tutor would love to hear from you in advance of meeting you, so please drop them an email to introduce yourself to them! Their email addresses are contained in your letter from them.

# Equipment

You are required to have 7 pieces of equipment with you every day. These are:

- Pen
- Pencil
- Rubber
- Green pen
- Ruler
- Scientific Calculator
- Reading Book



Each morning you will have an equipment check. Failure to adhere to having your 7 pieces of equipment will result in a break or lunchtime sanction.

You are also required to have a school bag with you each day. Your bag must be big enough to hold an A4 size folder. You will be provided with a plastic wallet on your first day to keep all of your homework inside.



# Uniform

The wearing of full school uniform is expected as an integral part of the school ethos which promotes positive attitudes, high standards and a sense of personal pride. Students are expected to look neat, tidy and business like at all times. Uniform should be clean and repaired or replaced if necessary; we welcome parental support in ensuring that students adhere to this expectation.

## Dress Code

- White school shirt worn with a St. Antony's Catholic College red and blue striped tie
- Royal blue St. Antony's pullover or cardigan (optional)
- A St. Antony's emblazoned black school blazer
- Grey fully pleated skirt or black school trousers. Skirts must be knee length and not rolled up. Trousers must be straight or wide fit. Skinny fit are not allowed.
- Black conventional (leather or leather look, no canvas) school shoes. No trainers.
- Plain black tights or black socks, which are worn below the knee with a skirt.

If students arrive in school without suitable school shoes they will be required to change into a pair provided by school unless they have a medical note from a doctor.

Outdoor coats/jackets/scarves/gloves must not be worn inside the school buildings or in classrooms.

Students must not wear hats or hoods on the school site.

Sweatshirts or hooded tops of any description are not permitted to be worn underneath or on top of blazers.

### **Hairstyles**

Fashions evolve over time and we remain aware of changes in trends however extreme hairstyles are not permitted. The school is the arbiter of what is considered “extreme”. If in doubt, please contact the school.

Hair which has been dyed beyond what is deemed to be a natural hair colour is not acceptable. Hair accessories should be minimal and, primarily, in school colours.

### **Jewellery/Makeup**

Earrings are not permitted and students are not allowed to cover piercings with a plaster.

Students are not allowed to wear any visible body piercings. This includes nose studs, tongue studs or any facial piercings.

Visible tattoos are not acceptable.

Jewellery is not allowed.

Makeup is not allowed.

Nail varnish and/or fake nails are not allowed.

### **Consequences**

Pupils who are seen by staff in the incorrect uniform will have their names recorded, and after three occasions of this will be given a C5 (1hour 30minute) detention. For every incident recorded past this, pupils will receive another C5 detention.

**ALL UNIFORM AND PE KIT MUST BE MARKED WITH FULL NAME**

# School footwear

## SCHOOL SHOES SHOULD:

- BE PLAIN BLACK
- BE LEATHER OR ANOTHER TYPE OF DURABLE MATERIAL- NOT CANVAS
  - HAVE NO EXTRA COLOURS
  - HAVE NO EMBELLISHMENTS
  - HAVE NO DESIGNER NAMES OR LOGOS VISIBLE
- NOT BE ABOVE THE ANKLE. BOOTS ARE NOT ALLOWED (THE HEADTEACHER WILL REVIEW THIS DURING THE WINTER TERM)

## ACCEPTABLE FORMS OF FOOTWEAR



## UNACCEPTABLE FORMS OF FOOTWEAR



## CORRECT FOOTWEAR MUST BE WORN

If you arrive wearing inappropriate footwear, you will be issued with a pair of appropriate shoes from the office. Failure to comply with this will result in internal exclusion in the isolation room.



# PE Kit

Long sleeve sports top: red with royal inserts and logo

**OR**

Polo shirt: red with royal inserts and logo

Shorts: royal blue with red inserts and logo

Games Socks (red with vertical letters)

## OPTIONAL EXTRAS:

Red fleece top with logo

PE kit bag

Skinny track pants with white piping and logo

Embroidery:

Initials can be embroidered on to the PE kit; the cost of this is £3 per item

## **Disciplinary Policy regarding PE Kit**

1 x 'Part' Kits = C2 Detention

1 x 'No' Kits and Over = C3 Detention

5 x 'No' Kits = C5 Detention

# Banned gadgets

Expensive personal belongings should **NEVER** be brought to school. Pupils are not allowed to have gadgets in the school building at any time. This includes before school, after school, during break times and lunchtimes. These items include:

- Mobile phones
- Headphones/earphones/airpods
  - Smart watches
  - Ipods
- Gaming consoles
- MP3 players etc.

If an item is seen or heard in the building it will be confiscated and placed in the school safe. Items can only be returned when a Parent/Carer comes in to collect them from the school reception. If you need to bring your phone in to school for safety reasons, then this must be switched off and placed in your bag whilst in the school building.

No energy drinks are allowed on school grounds. If they are brought in to school, they will be confiscated and disposed of.

A full list of other prohibited items is contained within our behaviour policy on the school website.



# School Calendar

## Autumn Term 2020

Open - Monday 7th September

Close - Friday 23rd October

## Half-Term 2020

Open - Monday 2nd November

Close - Friday 18th December

## Spring Term 2021

Open - Monday 4th January

Close - Friday 12th February

## Half-Term 2021

Open - Tuesday 23rd February

Close - Thursday 1st April

## Summer Term 2021

Open - Monday 19th April

Close - Friday 28th May

## Half-Term 2021

Open - Monday 7th June

Close - Wednesday 21st July

## Occasional Days

Friday 2nd April 2021 - Good Friday

Monday 3rd May 2021 - May Bank Holiday

## Inset Days

Thursday 3rd September 2020

Friday 4th September 2020

Monday 22nd February 2021

# Timings of the day

8.00 – 8.55	Breakfast Club
8.55 – 9.00	Registration
9.00 – 9.05	Ready to Learn
9.05 – 10.05	Period 1
10.05 – 11.05	Period 2
11.05 – 11.20	Assembly/Form Time
11.15 – 11.35	Break
11.35 – 12.35	Period 3
12.35 – 1.35	Period 4
1.35 – 2.15	Lunch
2.15 – 3.15	Registration & Period 5
3.15 – 4.15	Homework Club

All pupils are invited to Breakfast Club which is in the canteen from 8.00am daily. Breakfast items are available to purchase.

All pupils are invited and encouraged to come to the Homework Club at the end of the school day. This runs from 3.15pm—4.15pm.

# Lessons

At St Antony's we have a 2-week timetable, red week and blue week. There are 5 lessons each day, totalling 25 lessons per week.

You will have a large selection of lessons in Year 7 and have a number of different teachers. Here is an example of a Year 7 timetable from the current academic year:

	<b>RMon</b>	<b>RTue</b>	<b>RWed</b>	<b>RThu</b>	<b>RFri</b>
<b>1</b>	Ma CMK R7	En CML R19	Re MWO R22	Re MWO R22	Mu DMC MUSIC
<b>2</b>	En CML R19	Pe ED HALL 1	Ma CMK R7	Gg JOE CR1	Sc GPS SC1
<b>3</b>	Re MWO R22	Fr GML LANG 1	Fr SWA R10	Dt RM TEXTII	En CML R19
<b>4</b>	Hi PBR R4	Hi PBR R4	Sc GPS SC1	Sc GPS SC1	Dt RM TEXTII
<b>5</b>	Sc GPS SC1	En KMN R21	Ma CMK R7	Hi PBR R4	Gg JOE CR1

	<b>BMon</b>	<b>BTue</b>	<b>BWed</b>	<b>BThu</b>	<b>BFri</b>
<b>1</b>	Cs MIF CR4	Re MWO R22	Sc GPS SC1	Mu DMC MUSIC	Pe ED HALL 1
<b>2</b>	Ma CMK R7	Pe ED HALL 1	Ma CMK R7	Dt RM TEXTII	En CML R19
<b>3</b>	Pe ED HALL 1	Gg JOE CR1	Hi PBR R4	Sc GPS SC1	Ma CMK R7
<b>4</b>	Re MWO R22	Ma CMK R7	Se SPR CR6	Ar SPR ART	Sc GPS SC1
<b>5</b>	En KMN R21	Fr GML LANG 1	Cs MIF CR4	En CML R19	Ar SPR ART



# Catering

At St Antony's, like many secondary schools, we have a cashless catering system. Your fingerprint will be taken on your first day with us in September. You can then use the top up machines in school to add money to your lunch account or your parents can add money to your account using the online ParentPay system. There are usually three opportunities in the day to purchase food and drinks from our canteen.

The first is at Breakfast Club from 8am. Breakfast items are available to buy such as bacon sandwiches and pastries.

This is then followed by morning breaktime, where there is a variety of hot and cold snacks available to purchase.

At lunchtime there are different counters in the canteen selling a variety of meals from sandwiches and pasta pots to pizza and roast dinners.

An example menu is available for your to browse on our school website.



# Rewards

There are many ways in which students at St Antony's are rewarded and many reasons behind such rewards. Some are:

- **STAR Rewards** – (St. Antony's recognition reward) Students who demonstrate work or behaviour that is worthy of special recognition will be rewarded at the end of each lesson. Teachers may award more than one STAR reward. At the end of each half term, prizes are drawn for the year group, increasing in value.



- **Fantastic Friday** – Where staff nominate children who have produced outstanding work to meet with the Headteacher during form time. Students will receive a bar of chocolate
- **Headteacher/Deputy Headteacher positive letters** – On a year group rotation staff nominate children to receive a letter to parents from the Headteacher or Deputy Headteacher to celebrate their work. The student will also receive a tea and toast voucher to redeem in the school canteen.
- **Attendance** — Half termly rewards for attendance allow students to pick an activity of their choosing to follow off timetable to celebrate their success. We also run an end of year trip to Alton Towers for 100% attendance.
- **Attitude to Learning** — Half termly rewards for attitude to learning allow students to pick an activity of their choosing to follow off timetable to celebrate their success.
- **Departmental** — Departments also use a variety of internal reward systems.



# Attendance

All students are expected to have attendance of 100%. You must come to school every day unless you have a genuine reason to be absent. A “bit of a cold” or a “headache” is not a genuine reason to be absent from school. If you have poor attendance or you are absent without a genuine reason you may have a visit from our Education Welfare Officer, Mrs Kelly.

# Punctuality

You are expected to be on time for registration every morning. Missing a bus because you got up late is not an acceptable excuse for being late. If you are late for school you will need to sign in at reception, and you will do a 30 minute detention that evening. Parents will be informed by a text message. This will not be enforced until after October half term for Year 7 pupils.

# Movement around School

Keep to the left on corridors and on the stairs. Never run, push or shove, as this is very dangerous, especially on the stairs. When you arrive at your lesson, line up in single file outside the classroom until you have permission to enter the room.

# Student Leadership Team

These are students in Year 11 who have special responsibilities; they are easy to spot as they will be wearing a plain blue tie. If you have a problem, they may be able to help you. The Student Leadership Team should be respected by all other students.





# Peer Mentors

Peer Mentors are a group of Year 10 students who provide support to our Year 7 students as they make the transition from primary to secondary school.

They are:

- A familiar face
- Someone with experience of the school
- A critical friend

What do they do?

- Meet with their mentee on a regular basis
- Help out with simple problems
- Can talk to teachers on mentee's behalf

How do I get a Peer Mentor?

Form tutors will be recommending pupils who they think will benefit from having a peer mentor in the first few weeks of school. If you or your parents feel like you would benefit from having a peer mentor then contact your form tutor to ask to be put on the list.

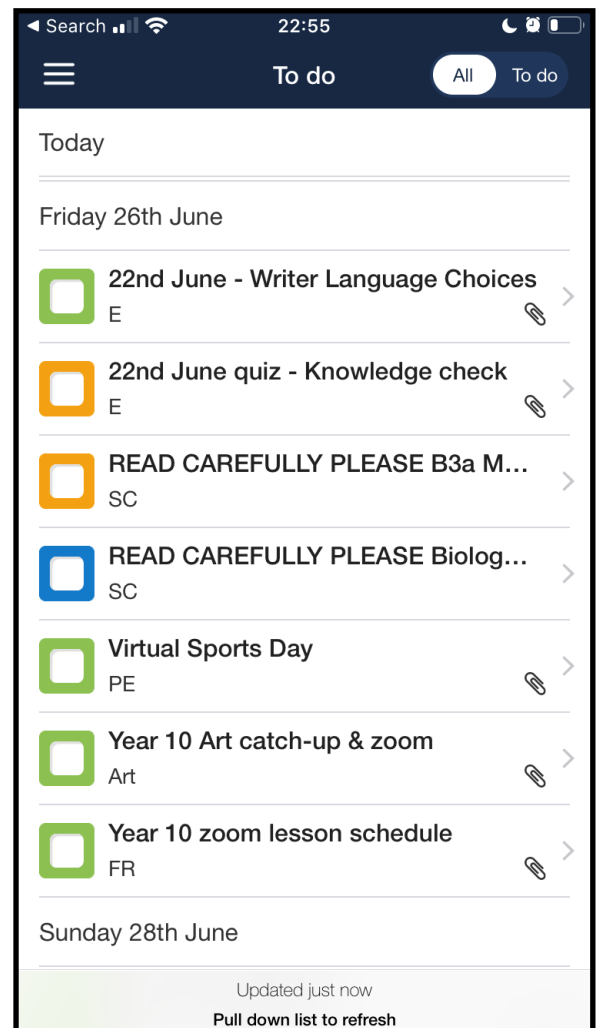


# Home learning (homework)

Research has shown that over your 5 years at secondary school, you can add another year's worth of learning if you take the opportunities of home learning set across Key Stage 3 and 4. Home learning will be a big change from what you are used to in primary school, as it will not just be set for the weekend. You should receive homework each day from a variety of subjects. To assist you with your home learning and organisation of this, we use an online tool called Show My Homework. Show My Homework allows both you, and your parents, to see details of the tasks that you have been set by your teachers. It will also give you details of deadlines, submission status and grades where applicable.

When you begin with us in September you will be given a set of login details for your personal account, and details for your parents to log in to their linked account.

The easiest way to access this online tool is by downloading the free app, as once you have logged in for the first time it will remain logged in to your account. Each time that you open the app or login on the website, you will be able to see your up to date 'to do' list of home learning. There is also an option to communicate with teachers through the app if you have any queries with the tasks that have been set.





## **Conduct**

The internet can cause many issues if it is not used responsibly. It is important that you realise that there is a minimum age for many social media sites. Facebook, Twitter, Instagram & Snapchat have a minimum age of 13. WhatsApp has a minimum age of 16. Therefore you are too young to be using any of these sites. Sadly, these sites and apps can be used to harm, bully or intimidate other people, sometimes not on purpose, but students do get carried away in “group chats” etc. With guidance from your parents, it is your responsibility to ensure you are using the internet properly.

## **Anti-Bullying**

At St Antony’s we have a “zero tolerance” approach to bullying. All instances of bullying or unpleasant behaviour MUST be reported to us so we can deal with it quickly. If we work together as a school, we can reduce the instances of bullying - anything reported will be dealt with restoratively (through support conversations) but, in addition, there may be consequences put in place for students found to be bullying others. We have a team of Anti-Bullying Ambassadors who have had special training and who work on Anti-Bullying initiatives and projects within the school.

## **Illness in School**

If you feel so ill in school that you cannot carry on with the rest of the school day, tell your teacher who will then send you to the office. Your parents or carers may then be contacted. We are not allowed to give medicine of any kind. If you have asthma and regularly need to use an inhaler, remember to carry one in your bag.