

St Alban's Catholic High School

Start of the Year Pack – Year 7



Headteacher – Matt Baker

St Alban's Catholic High School, Digby
Road, Ipswich, IP4 3NJ

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1. Key Dates for the first two weeks of term

Tue - 1 September	PD day 1 – Staff only
Wed - 2 September	PD day 2 - Staff only
Thu – 3 September	Year 7, Year 12
Fri - 4 September	Year 7, Years 12/13
Mon - 7 September	Year 8, Year 9, Years 12/13
Tue - 8 September	Year 10, Year 11, Years 12/13
Wed - 9 September	All Students (No Years 12/13)
Thu - 10 September	All Students
Fri - 11 September	All Students

N.B. Monday 7th September: Year 8 – 9.00am – 11.30am; Year 9 – 12.30pm – 3.00pm

Tuesday 8th September: Year 10 – 9.00am – 11.30am; Year 11 – 12.30pm – 3.00pm

*** Year 7 WILL NOT be in school on Monday 7 and Tuesday 8 September ***

Transport

- Ipswich Buses have fitted hand sanitisers to all buses
- They have a new cleaning regime since Covid-19
- DfE guidance advises students to wear face coverings
- As soon as bus companies have received guidelines from Suffolk County Council they will react ASAP
- Please keep an eye on bus company websites and social media feeds

2. Uniform

Uniform will be worn as normal, but we encourage families to ensure clothes are washed regularly to minimise cross contamination. We also expect students to be in PE kit during PE lessons as usual, however there is an expectation that we will use outside space more often for safety reasons, and so there will be a need to dress appropriately for the weather. Kit should be washed on a regular basis as usual.

On days that students have PE lessons we would like them to attend school in PE kit to save the need to use the changing rooms. We have organised that PE lessons will take place during lesson 4, and therefore once PE lessons are finished students will be able to return straight home.

Main Uniform: * = indicates compulsory items

Order direct from Coes

School blazer with badge*

Striped School tie with badge*

Dark green v-necked long-sleeve jumper

Tailored mid grey school trousers*

Can be purchased from any retail outlet (including Coes)

Plain white shirt*

Black shoes*, not suede or fabric and no high boots (please refer to the website guide)

Black/grey socks

Waterproof coat for bad weather

PE Kit

Order direct from Coes All years

Green polo shirt with school badge*

Black training top

Black shorts*

Dark green football socks*

3. Equipment

Below is a list of equipment all students are expected to bring to school:

MINIMUM EXPECTED:

- Pens
- Pencils
- Ruler
- Rubber
- Pencil Sharpener
- Protractor
- Compass
- Scientific Calculator
- Reading Book
- Planner

EVEN BETTER IF...

- Colouring Pencils
- Dictionaries
- Highlighters
- Glue Stick
- Pocket tissues
- A small bottle of hand sanitiser

For hygiene purposes it is more important than ever that students attend school well equipped to ensure that have everything that they need to learn effectively, without having to borrow equipment from others. Having your own equipment minimises the risk of spreading infection within the school community.

Please be aware that we will not be able to lend basic equipment, listed above, to students during lessons. Where specialist equipment is needed in practical subjects please be assured that this will be regularly sanitised.

4. Behaviour Expectations

All students should continue to adhere to the principles outlined in the school behaviour policy whilst the school is returning to normal capacity. This update to the behaviour policy reflects the advice and guidance in the DfE documents to ensure that during the period in which schools are opening more widely to children we keep our students and staff as safe as possible.

Students will need to follow the additional rules below during this period, as far as is reasonably possible:

In particular, students should be mindful of the following:

1. You should be respectful and kind to all, and follow the instructions of those with authority
2. You should be safe, responsible and courteous at all times

Students in school:

Students working in school during this time should adhere to the school Behaviour policy. Any changes allowed in regards to student conduct (for instance, use of mobile phones) will be explained clearly to students, after consultation with appropriate senior staff.

In school students should adhere to the following rules to maintain safety and minimise the risk of spreading Covid-19:

- Students will follow altered routines and times for arrival and departure to school and during the day
- Students will follow instructions and routines for hygiene, handwashing when asked by the teacher, sanitising on entry to the school
- Students must maintain social distancing at all times and should stay a distance of 2 metres from all adults
- Students should regularly wash their hands or use hand sanitiser when entering and leaving a room or building
- Students must adhere to movement directions around the school such as one way systems in stairwells and some corridors
- Students must follow the instructions of school staff to facilitate the safety of the entire school community
- Students will tell a member of staff if they think they may have symptoms of the COVID 19
- Students must ensure social distancing during break and lunchtimes, they will need to follow instructions regarding designated areas for year groups
- Students should not endanger staff or their peers by coughing, sneezing or spitting near other people. Always remember to “Catch it, Bin it, Kill it”

Students showing these behaviours will be praised in line with the normal behaviour system of the school to recognise their efforts.

If a student deliberately shows disrespect for another person's health and safety during this time by breaking any of these rules, they are putting others at risk. Any student who commits a serious, or persistent breach(es) of the new COVID-19 protection rules may be sanctioned by the Headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion, where such action would be in accordance with the School's general and legal powers to exclude children. The school does not anticipate having to use such powers during this time, however it does need to ensure the health and safety of its staff and students as far as possible.

A full risk assessment will be carried out in the event of a breach of this behaviour policy which warrants action, or the potential for such a breach. Students who put others at risk will be subject to risk mitigation control regarding their on-site attendance. We appreciate that some students will find these rules difficult due to their needs and a risk assessment will consider if they and their peers can be kept safe at this time.

Due to these exceptional circumstances, and the need to ensure a safe environment for students and staff there may be behaviour issues which warrant immediate sanctions (where warnings, reflection and modification of behaviour time would otherwise normally be appropriate), where, following a risk assessment, such action is deemed necessary due to the immediate threat to the health of students, adults in the school and their families.

In lessons:

Please note that teaching staff will not be able to move around the room and will teach from the front only.

1. All lessons to start with a silent starter activity, which is an activity based reviewing prior learning 'What did you learn last lesson?' Called the '**Review and Build**' activity.
2. Students to put pens/pencils down and **eyes on the teacher within 5 seconds**. No talking whilst the teacher is speaking. Teacher to count down...5, 4, 3, 2, 1
3. **Hands up only**, to ensuring targeted questioning of students.
4. Learning focused talk. Any talk involved in the lesson needs to be **focused on learning only**
5. Silent plenary activity to review learning from the lesson. Opportunity to review learning and correct mistakes or difficulties. This the '**Check and Consolidate**' activity.

Rewards:

1. House points are awarded for a variety of reasons such as positive contributions to lessons, high standards of work, effort, concentration, helping others and many more
2. Each week students with the highest number of house points are nominated by their Head of Year for a 'Feel Good Friday' treat!!
3. Students can also receive positive phone calls home or praise postcards

Sanctions:

1. Each child will be given **1 warning prior (C1)** to a detention being set. Once the warning is given, the child's name is written on the whiteboard so that this is clear and transparent. Any further indiscretions will result in a detention being set **(C2)**
2. A C2 given in lesson 1 – 3 will get a lunchtime, lesson 4 will get an after school (25 minutes) on the same day. Lunch detention runs 11.45pm – 12.10pm, after school detention 2.30pm – 2.55pm
3. ClassCharts will help administer this and communicate with home at the same time. An automatic email is sent from ClassCharts to the parent's email address to notify them once the detention is set. Codes to set up ClassCharts accounts will be sent out in September
4. **Failure to attend either detention will result in a 1-day isolation the following day**

5. Form Groups

Due to safety changes and guidance given by the DfE students will be placed into Year Group bubbles, and therefore there will be a **temporary change** to Form Group rooms. Therefore, it is unlikely that will be in the same room that was shown during the Virtual School tour.

We will ensure all students are aware of their new form room and how to get them during their first two days in school.

Head of Year 7 – Miss C Bright (BR)

Form Tutors:

Mrs Robinson (RB)

Mrs Broxton (BX)

Ms Tooke (TO)

Mr Ibrahim (IB)

Mr Silburn (SB)

Miss Lori (LO)

Year 7
7RB – R4
7BX – R5
7TO – T1
7IB – T2
7SB – T3
7LO – T4

6. Fire Drill Procedure

Assembling On the Field

- Each form has a Fire Number which should be known to the students and be noted on the front of the register.
- Students line up silently in register order in front of their number, facing the centre of the field.

12RC	36
12MT	35
12NI	34
12HI	33
12NW	32
12GY	31

11CM	30
11NC	29
11DU	28
11RS	27
11WS	26
11PT	25

10HR	24
10WM	23
10MA	22
10RT	21
10KE	20
10KF	19

18	9FS
17	9ON
16	9SR
15	9MF
14	9PG
13	9GE

12	8HM
11	8WR
10	8BB
9	8GD
8	8CD
7	8MD

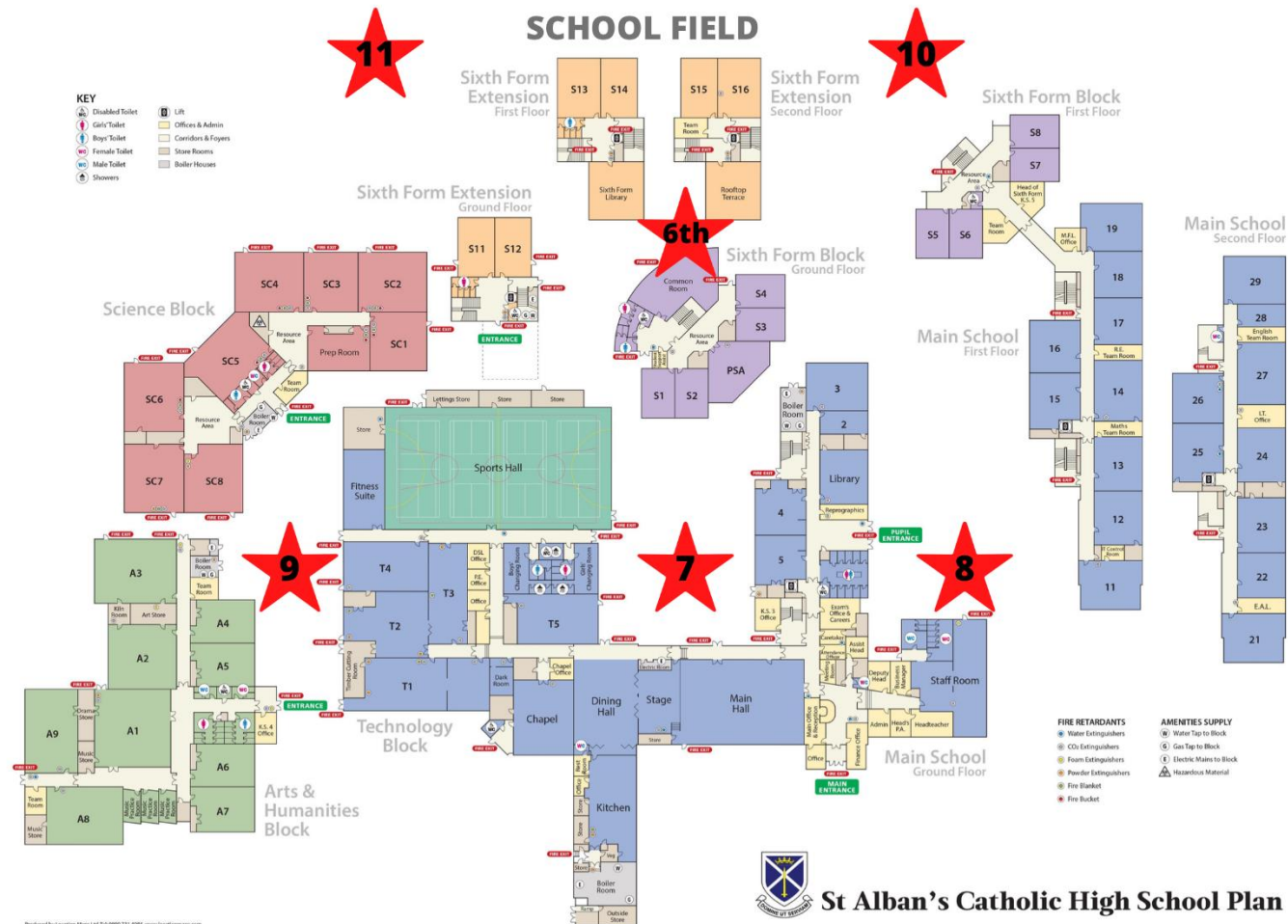
6	7LO
5	7SB
4	7IB
3	7TO
2	7BX
1	7RB

7. School Day Timings

Due to the ongoing COVID situation DfE guidance has directed us to make temporary changes to the school day and timetable to facilitate Year Group Bubbles. The school day will begin with registration at 9.00am, students need to make sure they arrive to school promptly (approx. 8.50am). Please avoid arriving too early for safety reasons, unfortunately parents will be unable to be on site, again for safety reasons. School will finish at 2.30pm. During social times **Year 7 students must stay in the school courtyard area to maintain their year group bubble.**

09:00	Registration & Form Time
09:15	
09:30	
09:45	Session 1 & 2 (Two 65 min lessons with a 5 min break)
10:00	
10:15	
10:30	
10:45	
11:00	
11:15	
11:30	Canteen & Year Zone
11:45	
12:00	Session 3 & 4 (Two 65 min lessons with 5 min break)
12:15	
12:30	
12:45	
13:00	
13:15	
13:30	
13:45	
14:00	
14:15	
14:30	Faculty Group preparation time
14:45	
15:00	

8. School Map with Year Group Zones



9. Extended Registration Programme

8.50am – 9.30am

Term 1: Wellbeing

Mon 14 Sept	Tues 29 Sept	Wed 14 Oct	Thurs 5 Nov	Fri 20 Nov	Mon 30 Nov	Tues 15 Dec
Topic: 1 It's okay, not to be okay! Managing grief	Topic: 2 Healthy body/health mind	Topic: 3 Why is exercise important?	Topic: 4 You are what you eat!	Topic: 5 What is mindfulness?	Topic: 6 How do we build resilience?	Topic: 7 Why is good quality sleep so important?

Term 2: Life Skills

Wed 13 Jan	Thurs 28 Jan	Fri 12 Feb	Mon 1 Mar	Tues 16 Mar
Topic: 8 Revision that works	Topic: 9 Study Skills	Topic: 10 Independent learning	Topic: 11 Social media pressures	Topic: 12 How to communicate effectively

Term 3: Healthy Relationships

Wed 14 Apr	Thurs 27 Apr	Fri 14 May	Mon 24 May	Tues 15 June	Wed 30 June	Thurs 15 July
Topic: 13 Making positive connections with others	Topic: 14 Empathy and conflict resolution	Topic: 15 Pressure and consent	Topic: 16 Respect and equality	Topic: 17 Contraception and prevention of STIs	Topic: 18 Family life: Adoption and fostering	Topic: 19 The role of drugs and alcohol in decision making

10. PYF

PYF stands for 'Preparing for Your Future' and is St Alban's version of the PSHE curriculum. This works alongside the extended registration programme to enable the holistic education of our students.

PYF sessions run on a termly basis and usually take place during a morning or an afternoon where students work away from their normal timetabled lessons.

PYF dates are below:

Thursday 22 October - **lessons 1 & 2**

Thursday 11 February – **lessons 1 & 2**

Thursday 27 May – **lessons 3 & 4**

Wednesday 14 July – **All day**

11. Charity Days

AUDREY 30th September

AVILIA 14th October

EDMUND 18th November

BOSCO 27th January

MAGDALEN 19th March

BOTOLPH 28th April

Each charity day starts with a Mass and charity events run at break and lunchtime to raise money for our charities. Students linked to the house day are invited to attend in non-uniform after donating £1 towards the charity total.

12. Voluntary Mass

As a Catholic school we are truly blessed to have our own school Chapel that is situated at the 'heart' of our school. This is fully consecrated with a tabernacle housing the blessed sacrament. Students are encouraged to visit our Chapel at any convenient time and as new students to the school, will spend some time familiarising themselves with the surroundings. The Chapel can accommodate up to 85 people at any one time so plenty of room for Form groups. All students are welcome to attend our voluntary Mass every Wednesday to celebrate together during morning registration. This allows students to pray and reflect on the Word of God and to receive the Eucharist. All students are welcome irrespective of their faith tradition. There are times in our school community when students need time to pray as well as offering up intentions and this provides an area to have some quiet time and reflection. Our school Chaplain Ms Edwards is also based here and provides well-being support to many of our school community.

The Importance of Prayer

Prayer plays a pivotal part in the daily life of each member of our school community. A prayer bell calls each Form Group to prayer at the start of the school day, either in form time or during Assembly. Prayer can take many forms; traditional prayers, reflection time or choosing a prayer based on personal choice. The Chapel is also open at break time and lunch time for staff and students 'to catch' a quiet moment in their day. A Rosary Group, led by students, meets weekly in the Chapel.

13. Student Advice

Starting High School in Year 7?

This is my advice to you...

Please don't be worried about starting year 7. When I started at St Alban's last September I only knew one other person in my year so naturally I was a bit worried. However, within the first day I had made new best friends. Everyone was so nice and caring. The older members of the school are really welcoming and I've also made some good friends with the older students.

All the staff at St Alban's are amazing so if you ever need to talk to an adult there are lots of people there to listen. Your form tutor will look after you, like mine has. The school will seem big at first, but you will soon get used to it and within a couple of weeks you will know your way around. There is always people that will help you if you do get lost so don't worry. There are lots of clubs to get involved with.

I am part of the school choir and this year we performed at Snape. It was one of my best days. My advice to you is do not be scared and get involved. Do not be scared to make new friends and new memories this is what life is all about.

Good Luck.

Rosie W – 7CD

14. Safeguarding

Safeguarding - Who can help?

Meet the team



**Mr J Horne – Head of Pastoral Care
Designated Safeguarding Lead**



**Mrs L Lawrence -
Assistant Headteacher**



Mrs H Arthur – Student Support KS3



Mrs C Land - Student Support KS4