

# St Alban's Catholic High School

## Start of the Year Pack – Year 10



Headteacher – Matt Baker

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

Dear Year 10,

Welcome back to St Albans, 2020 has so far proved to be an exceptional year, one we won't forget; welcoming you back as Year 10's is very strange! However, we have a new beginning with our September start and I am extremely excited to see you all again; I have missed you all very much.

It is vital that you and your family read this start of year pack. Here you will find lots of information which will help answer the many questions you probably have. Take your time to read about the new systems in place regarding your lesson structure and the new behaviour policy.

Our September start is going to be very different to normal. Each year group will have staggered starting times and you will be based in one area of the school (please read further down to find out more detailed information). However, regardless of these alterations I would like you to know that all staff are here to support as you begin your GCSE years. Mr Horne, Mrs Land, Katherine and myself will be there for you, to support any concerns you have regarding your academic progress, your mental health and well being. You are also very lucky to have such a supportive team of tutors. As you are aware, Miss Bright and Miss Alleyne are no longer our tutors and they have been replaced with Mrs Roberts and Miss Martins, both are exceptional members of staff and I am really pleased that they have joined our team. Although it is sad that Miss Bright and Miss Alleyne have left your tutor groups they have not gone far! They have taken on the Head of Year positions in Year 7 and Year 8 so you will still see them in school.

This year is going to be a challenge for everyone. Our day to day school life will be different but I am hoping that you will remain kind, caring and patient to all staff and students. There will be a period of adjustment for everyone in school and we need you to try your best.

On your return to school you will have an assembly and you will also have some time with your form tutor to discuss the various changes to the school day. I will also pop round to every form group to say hello and make sure you are all okay.

I wish you all a wonderful summer break and a positive start to Year 10.

Miss Dowe.

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## 1. Key Dates for the first two weeks of term

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

**N.B. Monday 7<sup>th</sup> September: Year 8 – 9.00am – 11.30am; Year 9 – 12.30pm – 3.00pm**

**Tuesday 8<sup>th</sup> 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 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 personal 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 DfE guidance 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 12.15pm – 12.40pm, after school detention 3.00pm – 3.25pm
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.

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

### Head of Year 10 – Miss L Dowe (DW)

Form Tutors:

Mr Kelman (KE)

Miss Martins (MA)

Mr Harpur (HR)

Mrs Roberts (RT)

Mrs Williamson (WM)

Mrs Keating-Fedders (KF)

Year 10
10KE – R23
10MA (AY) – R24
10HR – R25
10RT (BR) – R26
10WM – R27
10KF – R22

## 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

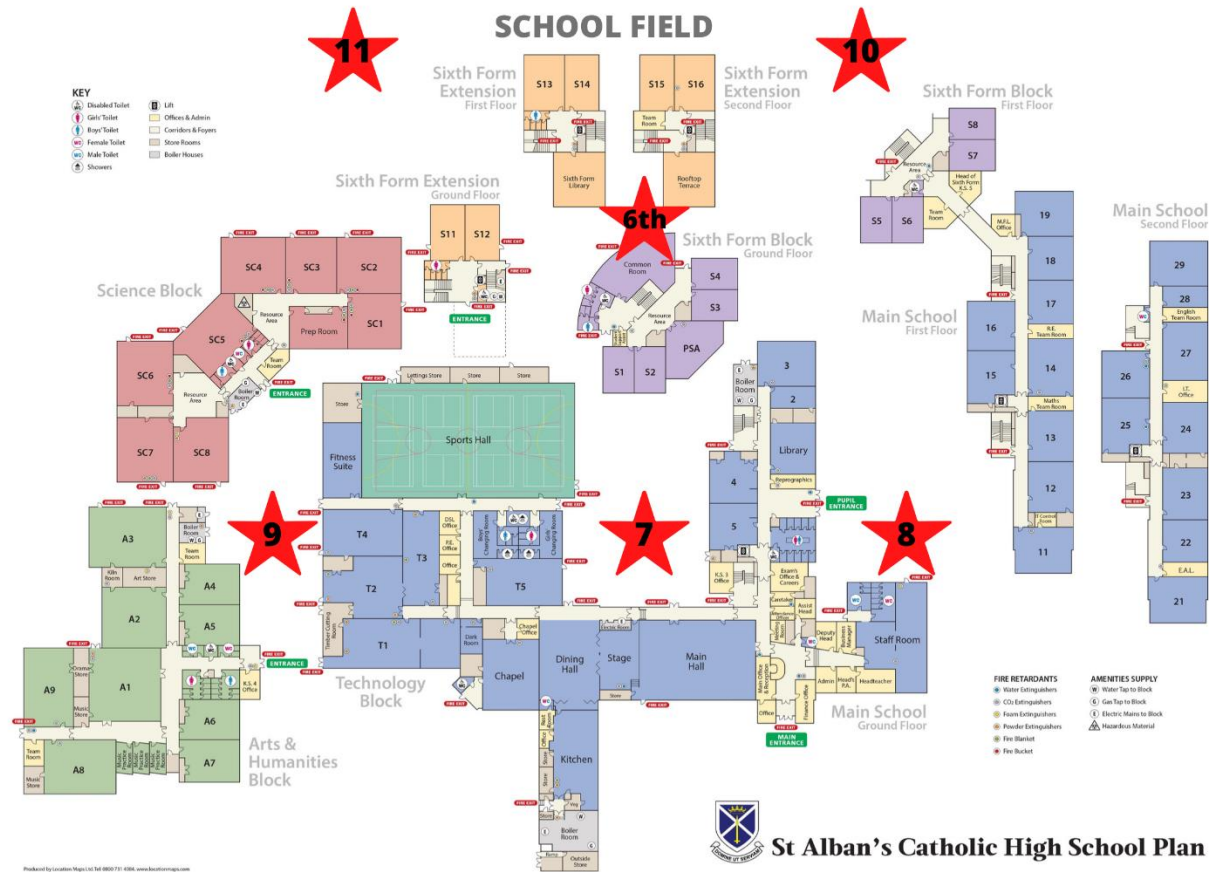
6	7LO
5	7SB
4	7IB
3	7TO
2	7BX
1	7RB

## 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 9.15am, students need to make sure they arrive to school promptly (approx. 9.00am). 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 3.00pm. During social times **Year 10 students must stay on the right side of the field to maintain their year group bubble.**

09:15	<b>Registration &amp; Form Time</b>
09:30	
09:45	
10:00	
10:15	<b>Session 1 &amp; 2 (Two 75 min lessons with 15 min break)</b>
10:30	
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	
12:15	
12:30	
12:45	<b>Canteen &amp; Year Zone</b>
13:00	
13:15	<b>Session 3 &amp; 4 (Two 65 min lessons with 5 min break)</b>
13:30	
13:45	
14:00	
14:15	
14:30	
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 30<sup>th</sup> September**

**AVILIA 14<sup>th</sup> October**

**EDMUND 18<sup>th</sup> November**

**BOSCO 27<sup>th</sup> January**

**MAGDALEN 19<sup>th</sup> March**

**BOTOLPH 28<sup>th</sup> 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 10?**

#### **This is my advice to you....**

Make sure you study for tests and complete homework that is set. I can't stress enough how important it is. If you want to get good grades, then you need to put lots of effort in your classes and also out of school. Relating to doing homework, make sure your time management is good. Turn up to classes on time, even if you want to talk to your friends for an extra 5 minutes at break/lunch, (I know it's tempting); and write down your homework when it's set, or put a reminder on your phone when it's due so that you don't forget.

I know that it's hard or worrying to think about your future but doing little things to put on your CV will help you to stand out when you eventually apply for University or a job. If you are struggling with ideas: I did Duke of Edinburgh with my friends, which was lots of fun and I also do a paper round. These are simple things that you can do in your free time and even an opportunity to make some of your own money, which is a very important skill.

Yr10 is a step up from yr9 and so I advise you to concentrate in your classes and try your best. You may not have friends in every single class so take it as a chance to make new friends and or focus on your work. Having some classes with your friends is obviously great, and so have fun with them but keep the talking to a minimum and always get your work done. Don't be that person who distracts everyone in the class. You may get laughs out of some people but is that really more important than your future. As cheesy as this sounds enjoy your year, have fun and be yourself! Good Luck!

Eva P – 10DU

#### **This is my advice to you...**

Always try to learn key terms and definitions, and try and challenge yourself to do harder questions. Try and get homework done as soon as possible so that it is off your mind, and also know when to take a break as rest and enjoying yourself is just as important as work. If you have questions don't let them go unanswered as it could confuse you later on. Overall, just try your best at everything and enjoy your subjects as you haven't got that long until you have to narrow down for a-levels so enjoy the variety!

Sophia S – 10WS

## 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**