

ST BENEDICT'S SCHOOL

a m i n i m i s i n c i p e

SENIOR SCHOOL PARENTAL HANDBOOK 2019-2020



CONTENTS PAGE

FROM THE HEADMASTER	3
MISSION STATEMENT	4
SCHOOL POLICIES/CODE OF CONDUCT	5
CLASSROOM AGREEMENT/LIBRARY CODE OF CONDUCT	6
THE SCHOOL DAY	7
SCHOOL REGULATIONS	11
PREP GUIDELINES	14
ASSESSMENT RECORDING AND REPORTING	15
PROGRESS CARDS AND RECOGNITION	16
SANCTIONS	17
SPORTS	18
FORWARD DATES	21



FROM THE HEADMASTER



Dear New Parents,

I extend a very warm welcome to you and to your daughter/son as they join St Benedict's. My colleagues and I are ambitious for our pupils, and we will do our very best to challenge and help them to achieve their full potential over the coming years. Our aim, above all, is to help them lead a successful and fulfilling life during which they will make a valuable and important contribution for the common good.

We want to work closely in partnership with parents so that, together, we can do what is best for your daughter/son. To this end, we will keep regularly in touch with you via your daughter/son's Form Tutor, through parents' evenings and parental forums and with regular written communication. Please do not hesitate to be in touch with us at any time if there is a matter you wish to discuss. The usual first point of contact should be your daughter or son's Form Tutor, and there may also be matters which, from time to time, you wish to raise with the Division Head (Head of Year).

I am keen to hear feedback from all parents, including new parents, on any aspect of the workings of the school upon which you wish to comment. Please do not hesitate, therefore, to contact me if there is something you would like to raise.

With my best wishes,

A handwritten signature in black ink, appearing to be 'AJ', with a long horizontal flourish extending to the right.

Andrew Johnson
Headmaster



MISSION STATEMENT

St Benedict's aims to be an outstanding coeducational Catholic school, offering an excellent all-round education and encouraging principled leadership.

St Benedict's aspires to the highest possible academic standards. Pupils are motivated to be independent learners, inspired to be active participants in their learning and achieve excellent academic results, thereby enabling them to secure places at top universities and colleges.

St Benedict's seeks to recognise the gifts and talents of everyone in our community, where all can explore and develop their full potential from the smallest beginnings (*a minimis incipe*). High quality pastoral care and an excellent programme of co-curricular activities support personal development. There are many opportunities for service and leadership, in the religious life of the school and in the activities we offer – from sports to performing arts, and outdoor pursuits, among many others.

St Benedict's has at its core the Rule of St Benedict. This means that, as a Christian community, we work to:

- Show love and forgiveness
- Offer mutual service within the school and in the wider community
- Understand the importance of stability in relationships
- Have the humility to listen and show thoughtful obedience
- Live with the discipline of a daily routine with regular times for prayer and reflection
- Show care for those we live and work with, as well as a sense of stewardship of the environment



ST BENEDICT'S SCHOOL
a minimis incipe

SCHOOL POLICIES

The School's Terms and Conditions and Parental Handbooks are supported by our School Policies which parents should familiarize themselves with. School Policies can be viewed on the website www.stbenedicts.org.uk/policies or copies may be requested from the School Office. All School policies are reviewed annually.

CODE OF CONDUCT

The Code of Conduct is based on the Gospel values that inspired the Rule of St Benedict. It is intended as a guide to help us achieve the highest standards. The Code of Conduct is supported by our Mission Statement.

Our Code of Conduct: (which applies to all members of our Community)

- **S**elf-discipline is at the heart of all our behaviour
- **T**reat others as we would wish to be treated and respect their property

- **B**e prepared to listen and let others learn
- **E**ndeavour to work to the best of our ability at School and at home
- **N**o tolerance of theft, harrasment, violence or drugs
- **E**nvironmental respect (NO litter, chewing gum, spitting or graffiti)
- **D**iscussions should be respectful and ordered
- **I**ncidents should be reported to the appropriate person
- **C**are and compassion for all
- **T**he highest standards of presentation are expected in work and dress
- **S**anctions are fair and consistent

- **R**esponsibility for the right equipment
- **U**nderstanding that we are a School of the Lord's Service
- **L**istening to and acting on the advice of others
- **E**ducation of the whole person (body, mind and spirit)



CLASSROOM AGREEMENT

Everybody at St Benedict's has a responsibility to ensure that behaviour in lessons is impeccable at all times. Students should always be supportive in maintaining a calm and secure learning environment, and teachers should be respected.

Students should:

- Bring the correct items to lessons
- Follow the instructions of their teachers
- Listen when another person is speaking
- Respect other people's belongings and personal space
- Complete homework punctually and to the best of their ability
- Take pride in the content and presentation of all their work

Most students follow the code of conduct without prompting, and merits are awarded for good work and behaviour.

LIBRARY CODE OF CONDUCT

- The library is a quiet space – please keep talking to a minimum
- Students must take a seat
- No eating or drinking (water is ok)
- Mobile phones are not to be used in the library between 8.30am and 4pm
- The library is not a corridor – do not use the back door (unless you are a sixth former)



THE SCHOOL DAY

Pupils should be in School before 8.35am so that they are present for registration at 8.40am in their Form classrooms. Failure to attend school regularly or punctually, or failing to attend registration without good reason, constitute breaches of the Code of Conduct and will lead to disciplinary action following the School's Behaviour Policy.

Entry to the School is via the Junior School Entrance, 5 Montpelier Avenue W5 2XP.

The School operates a two week timetable: Red week and Yellow week. Lesson times are the same every day but subjects may be different in each week.

At the start and end of break and lunch pupils can enter classrooms to access lockers or bags for a few minutes. At other times classrooms can only be used for quiet study or reading. Pupils found in their form rooms will be given a demerit.

Pupils must remain on the premises throughout the School day and may not leave the premises without the permission of the Headmaster or with written parental permission. Any request to leave must be made by the parent, in writing. If permission is granted, the pupil must complete the "signing out/in" procedure at the School Office.

The School will do all that is reasonable to ensure that the Pupil remains in the care of the School during School hours but cannot accept responsibility for the Pupil if he/she leaves School premises in breach of this. The School is not legally entitled to prevent a pupil aged 16 years or over from leaving School premises during School hours

Failure to follow these rules above will be viewed as a serious breach of the School Code of Conduct and will be dealt with appropriately.

Monday, Tuesday, Thursday & Friday	
Registration	8.40 - 9.00
Period 1	9.05 - 9.55
Period 2	10.00 - 10.50
Break	10.50 - 11.10
Period 3	11.15 - 12.05
Period 4	12.10 - 13.00
Lunch	13.00 - 14.05
Registration	14.10 - 14.15
Period 5	14.20 - 15.10
Period 6	15.15 - 16.05
Dismissal	16.05 - 16.10

Wednesday	
Registration	8.40 - 8.45
Period 1	8.50 - 9.40
Period 2	9.45 - 10.35
Break	10.35 - 10.50
Period 3	10.55 - 11.45
Period 4	11.50 - 12.40
Assembly	12.50 - 13.10
Lunch	13.10 - 14.10
Registration	14.15 - 14.20
Period 5	14.25 - 15.15
Period 6	15.20 - 16.10
Dismissal	16.10 - 16.20



STAGGERED LUNCH TIMES

In order to reduce congestion at the lunch queue, a system of staggered arrivals is in operation.

Students should appear at the queue no earlier than the times indicated below:

DAY	1pm (1.10pm Wednesday)	Not before 1.15pm (1.25 Wednesday)
Monday	L4th and 3rd form	6th form, U5th, L5th, U4th
Tuesday	L5th and U4th	6th form, U5th, L5th, L4th, 3rd form
Wednesday	6th form and U5th	L5th, U4th, L4th, 3rd form
Thursday	L4th and 3rd form	6th form, U5th, L5th, U4th
Friday	6th form, U5th and L5th	U4th, L4th, 3rd form

Students who need to have an earlier lunch than the times stated above, e.g. for music practice, club or other activity, must have an early lunch pass from the appropriate member of staff to authorise their early lunch. This gives students permission to join the queue at the start of lunch. Early lunch passes do not allow you to jump to the front of the queue.

PLAYGROUND ROTA

	Black Pitch	Astro	Abbey Car Park
Red Monday	Lower 5th	3rd Form	Upper 4th
Red Tuesday	Upper 5th	3rd Form	Lower 4th
Red Wednesday	Lower 5th	3rd Form	Lower 4th
Red Thursday	Upper 5th	Upper 4th	Lower 5th
Red Friday	Upper 5th	Lower 4th	Upper 4th
Yellow Monday	Lower 5th	3rd Form	Upper 4th
Yellow Tuesday	Upper 5th	3rd Form	Lower 4th
Yellow Wednesday	Lower 5th	3rd Form	Lower 4th
Yellow Thursday	Upper 5th	Upper 4th	Lower 5th
Yellow Friday	Upper 5th	Lower 4th	Upper 4th



ABSENCE

All absences should be notified to the School, with a reason for the absence, by 8.30am on the morning of the absence either by email attendance@stbenedicts.org.uk or telephone (0208 862 2000). Immediately upon a pupil's return to school, an explanation for the absence (unless already provided by email) should be sent to: attendance@stbenedicts.org.uk

As far as possible dental/medical appointments should be arranged out of School time. If a pupil has to leave for an appointment, the "signing out/in" procedure must be used. Permission for foreseeable absences must be sought, well in advance and in writing, from the Headmaster:
headmaster@stbenedicts.org.uk.

HOLIDAYS IN TERM TIME

Holidays in term time are strongly discouraged and should be taken only in exceptional circumstances and then only with the Headmaster's prior approval.

A copy of the School's Attendance Policy is available on the School website (www.stbenedicts.org.uk/policies)

LIBRARY AND E-LEARNING ROOM

Monday-Friday 8am-6pm

Pupils are encouraged to visit the Library before and after school as well as during break and lunchtime. A Librarian is always in attendance. The main Library is designed for both reading and quiet study.

Books are loaned for a period of 2 weeks and must be checked out by the Librarian before being taken out of the Library. Borrowers are responsible for returning the books in good condition as a charge will be made for any book lost or damaged while on loan. Loan periods may be extended twice providing the item is not required by another borrower. Books may be returned in the Library returns box. Pupils will receive an overdue notice if the book is very late. In the case of a pupil leaving the School, all books must be returned within one week of their departure. Non-return of books will result in a charge being added to the final pupil bill.

Pupils are expected to work quietly in the Library and the E Learning Room in silent study. They will be asked to leave immediately if they fail to follow the directions of the Librarians.

PCs in the library and e-learning room available to carry out research and complete homework. There is a library printer that can be used to print out work on and photocopying is available between 8-9am and 4-6pm.

STATIONERY LIST

Pupils should be equipped with the following:

- 1 x black, blue, green, red and purple pens
- 1 x highlighter pen
- 2 x Pencils (2H or HB)
- Eraser
- Coloured pencils
- Pencil sharpener
- Ruler
- Glue Stick
- Geometry set (compass, protractor, triangle)
- Scientific calculator (Casio fx-83GT PLUS)



HOUSE SYSTEM

Pupils will be placed in one of four Houses - **Barlow**, **Gervase**, **Pickering** or **Roberts**. The purpose of the House System is to foster the development of the individual while at the same time promoting consideration for a wider community.

House points are issued on the basis of the merits and demerits on Progress Cards, and many other points are available for co-curricular activities such as sport, music, drama and involvement clubs and societies. The accumulation of House points will give pupils the opportunity to make a positive contribution to his/her House's overall total, both within his/her year group and throughout the School. Many competitions are organised on a House basis and are keenly contested.

The House System is central to the 'education of the whole person'.



SCHOOL REGULATIONS

WHOM TO CONTACT

Academic or Pastoral

Communication of both academic and pastoral concerns should be directed in the first instance to the pupil's Form Tutor

In the case of an academic concern, the Form Tutor will liaise directly with the relevant subject teacher. In the case of a concern of a pastoral or welfare nature or of inappropriate behaviour, both in School or on social media sites, the Form Tutor will liaise with the Head of Year.

If a parent feels their concern has not been addressed satisfactorily they should contact the Deputy Head (Academic) for academic matters or the Senior Deputy Head for pastoral matters

If you still have a concern please view our Complaints and Concerns policy (www.stbenedicts.org.uk/policies)

UNIFORM

As it is identifiable, the official school uniform must be worn correctly at all times, on the way to and from school, at school, including break and lunch, and when sitting any examinations (eg GCSE or A level). Pupils are NOT permitted to wear games kit (shorts, skorts etc) to or from school. At the discretion of the Games Staff, pupils may be given permission to wear their official school tracksuits home after school training sessions.

The uniform list is available on *Firefly* and issued with the Induction Pack ahead of entry to the School, further points to note:

Full School Uniform:

- Top button done up.
- Tie done up.
- Shirt tucked in.
- Blazer worn at all times, not carried, unless 'Shirt Sleeve order' has been announced

Outdoor coats should be plain black or navy. Designer jackets, leather jackets, baseball caps football scarves are not permitted. Hooded sweatshirts are not part of the school uniform. Pupils are not permitted to wear any hooded sweatshirts, including school ones, whilst at school or to use them as coats.

Bags must be either a suitable rucksack or satchel and should fit into the lockers. Bags should not be used to carry books from lesson to lesson during the school day.

Shirt Sleeve Order

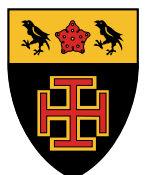
In particularly hot weather 'shirt sleeve order' may be announced, pupils have 2 options:

Shirt Sleeve Order -Boys:

- Sleeves may be rolled up to the elbow
- Shirt tucked in
- Tie off
- No blazer (remember to take your Progress Card and Prep Diary with you).

Shirt Sleeve Order -Girls:

- Blazers may be removed



Non-Uniform Days

Pupils should think carefully about what to wear on Non-Uniform Days. Although clothing may be comfortable and casual, it is important that whatever is worn should not be tight, revealing or with underwear visible and appropriate for a working school environment. If clothing is deemed inappropriate the pupil will receive a demerit and may be sent home to change into something more appropriate and the parents contacted.

PRESENTATION

Hair:

Must be neat and tidy, of a conventional style and a natural colour. Extensions are NOT permitted. No part of boys' hair should be shorter than a 'Number 3' cut or be so long as to reach the top of the collar. Facial hair is not to be worn at any time. Undercuts or shaved markings are not permitted. Girls' hair should always be fully tied back with a plain hair band in a ponytail or a plait at all times, including break and lunch and when travelling to and from school.

If a haircut or colouring is deemed unacceptable, the pupil will be spoken to and parents will be contacted. If the problem persists, the pupil may face a period of exclusion until the issue is resolved.

Jewellery:

- Wristwatch; Gold or Silver cross ONLY
- Girls may wear plain Gold or Silver stud earrings (ear lobes only)
- Boys may NOT wear earrings
- Additional piercings are not permitted

Makeup:

- Middle school pupils are NOT permitted to wear makeup.
- Upper school pupils may wear concealer and mascara provided it is discrete.
- Nail varnish, nail decorations or false nails are not permitted.

Shoes:

- Must be plain black with a maximum 2" heel and made of polishable leather. Suede and fabric type materials are not permitted (trainers/plimsolls may not be worn).

LOCKERS

Pupils will be allocated a locker. The locker is school property, but it is the responsibility of the pupil to look after it, keep it tidy and in good condition. Damage should be reported immediately to the Form Tutor or to the School Office.

It is recommended that you keep your locker secured. If you already have a school padlock, you may continue to use it. Pupils in Form 3 and those in other years without a school padlock are expected to bring in their own combination padlock and to give the combination code to their form teacher.

PERSONAL PROPERTY

We recommend that expensive items of personal property are not brought to School. If brought to School they must be kept in the pupil's locker, otherwise they may be confiscated. The pupil is responsible for the security and safe use of his/her personal property including money, mobile electronic devices, locker keys, watches, computers, musical instruments and sports equipment and bicycles.

If a pupil brings a mobile phone to School the phone must be turned off and stored in their locker during the day or in the valuables box at the Games field. If phones are out during the School day they will be confiscated and returned at the end of the day and the pupil concerned will get a detention.

Bicycles on the School premises must be locked securely. Bicycle insurance is a parental responsibility. **THE SCHOOL DOES NOT ACCEPT ANY RESPONSIBILITY FOR SUCH ITEMS**



LOST PROPERTY

Any property found can be reclaimed from the Lost Property Boxes; it is the responsibility of the pupil to find their property. Any unmarked items will be given to charity at the end of each term.

SCHOOL PROPERTY

Pupils are responsible for all property lent to them by the School. Any damage to School property should be reported immediately to the Form Tutor/Subject Teacher. If damage is caused by misbehaviour, a bill will be sent to the parents. All text and exercise books should not be defaced. If defacement occurs, a replacement charge will be levied.

SCHOOL TRIPS AND TRANSPORT

All School journeys and trips will require consent from the pupil's parents. No pupil will be allowed to take part in a trip without permission from a parent.

Unless advised otherwise, parental consent is assumed for the pupil to travel by any form of public transport and/or in a motor vehicle driven by a responsible adult who is licensed and insured to drive a vehicle of that type, for example when travelling to or from the games field by School Coach.

LUNCHES

The School is committed to offering a balanced, healthy menu using good quality fresh produce. Pupils will pay for their lunch using fingertip recognition. Meals must be paid for in advance via sQuid our on-line payment provider. Parents will receive their registration details at the beginning of term. We also offer a hot breakfast served from 8.10am and snacks at break time.

Alternatively pupils may bring a packed lunch which can be eaten in the Cloisters or the picnic tables around the grounds. Pupils may not bring any nuts or sesame seeds into School as a snack or part of their lunch.

SOCIETY OF PARENTS AND FRIENDS (SPF) WEBSITE or FIREFLY

All parents are automatically made members of the Society of Parents and Friends of St Benedict's, which exists to encourage, promote and foster active communication between the parents, the staff and others associated with the School via events and activities benefiting the education and welfare of all pupils.

The Society of Parents and friends manage their affairs through a committee, for which members are elected each year at an Annual General Meeting, to which all parents are invited.

ECO CODE

The Pupil Eco Council is run by the Environment Co-coordinator and enables pupils to take action in improving the sustainability of the School. The Council follows the structure of the Eco Schools programme and develop their own Action Plan in relation to the following topics: litter, waste, energy, water, transport, school grounds, bio diversity, global perspectives and healthy living.

Pupils are strongly encouraged to follow the Environmental Code throughout their daily routine. This includes their behaviour and actions at break and lunchtimes.

- Bins are for rubbish so use them - don't drop litter
- Energy is essential but don't waste it - turn off unused lights
- Never forget to recycle using the correct bins
- Nobody should use more than they need
- I will try to walk, cycle or use public transport as much as I can
- Eat healthily and support Fairtrade
- Save water by turning off taps and reporting leaks



PREP GUIDELINES

FIREFLY

Firefly is the School's online portal that holds general information relevant to pupils whilst attending the School. Once pupils join, parents will be sent a username and password to enable them to access Firefly.

Firefly is used to:

- inform you of the prep set for your daughter/son so you can monitor completion of prep at home
- provide information about lesson content if they miss a lesson
- provide information about your daughter/son's timetable on any given day
- provide information about the curriculum your daughter/son will follow in each subject
- provide access to additional resources in each subject
- plan appointments for parents' evenings
- provide half-termly tracking information to show how your daughter/son is progressing in each subject
- retain copies of Headmaster's letters
- provide information on Uniform
- provide information on sports

THE PREP DIARY

The Prep Diary is an important link between home and School. A diary will be issued at the start of each year and will contain academic information relating to the term and allow prep to be recorded and monitored on a daily basis. Pupils will use this diary for setting and reviewing targets and planning their studies during the term. The School's expectation is that prep must always be completed to the best of the pupil's ability, with the highest standard of presentation. Prep must be completed by the deadline set and the Prep Diary is signed by a parent on a weekly basis. Failure to get the Prep Diary signed will be viewed as a breach of the Code of Conduct.

THE IMPORTANCE OF PREP

Prep is an opportunity for your child to develop the independent learning skills required to realise his/her full potential. The need to be organised in recording and completing prep is the responsibility of the pupil. However like any skill, it needs to be taught. Parental involvement is an important part of this process. It is recommended that you discuss/support prep on a daily basis and sign the Prep Diary at least once a week. The School will provide a weekly prep timetable and subject teachers will set the appropriate prep to suit the needs of your child. Study skills will be developed within the pastoral curriculum and individual support will be given when requested.

EFFECTIVE PREP

The most effective and efficient time to complete prep is the early evening. Good patterns of study and higher attainment are more likely to be found in those students who have a set routine. Prep should be completed on the night it is set so problems of too much prep can be avoided. If this is not possible (as may be the case with controlled assessment in L5/U5) efficient time management should be discussed and be developed as another key skill. Where possible, a quiet environment should be used to complete prep.

PREP DETENTION

In the event of a pupil not completing prep, they may be required to attend Prep Detention. This will be recorded on their Progress Cards.



ASSESSMENT, RECORDING AND REPORTING

Each subject teacher will keep a record of assessment that monitors pupil progress. The assessment activities will vary according to the subject. However work in class, prep, tests and examinations would normally be common indicators.

There will be an Information Evening at the start of each academic year for you to meet the Pastoral Team to discuss issues related to the coming year. The Parent-Subject Teacher meetings are an excellent means of monitoring pupil progress and discussing any issues that may have arisen. From Upper 4th upwards we advise parents to bring their daughter/son along to these evenings, to encourage ownership of learning and open transparent communication between all parties.

If an academic problem is noted earlier in the year, you may be contacted by the Head of Department and invited to come into School to discuss the matter. Pastoral and academic matters will be dealt with by regular communication between the Form Tutor and subject teachers. If, at any time, you have a concern about the progress of your child, please contact the subject teacher or Form Tutor in the first instance.

School examinations are an important means of assessment and internal examinations are used as a rehearsal for the external examinations.

Key dates for Examinations, Reports and Parents' Evenings are included in the calendars issued at the start of each term.



PROGRESS CARDS

The Progress Card is a weekly communication between School and home. The intention of the card is to help identify pupil progress and reinforce the Code of Conduct on a lesson-by-lesson basis. Positive behaviour is automatically rewarded, while dropped standards can be instantly recognised. The five areas identified are the targets that each pupil should attain in each lesson. Conduct around the School is also included on the progress card.

P - Punctuality is important in developing 'self discipline'

E - 'Endeavour to work to the best of our ability.' Effort consistent with ability is expected

R - Respect for others is core to the Benedictine ethos

O - Organisation of equipment falls below acceptable standards

U - Uniform falls below expected standards

When a pupil has had one of these boxes crossed, s/he has fallen below the expectation of the Code of Conduct. For more serious sanctions a pupil will receive a demerit. Ways to improve should be discussed when this happens. The positive attainment should far outweigh the negative and, therefore, reinforce the good behaviour and high standards associated with a pupil at St Benedict's. Pupils must give their card to their parent to read and sign at the end of each week and it will then be handed to their Form Tutor on the Monday morning of the following week.

RECOGNITION

- Praise for positive behaviour will reinforce the aim of the Code of Conduct and give the recipient the instant reward deserved.
- Merits will be issued to recognise work and actions that strive towards the excellence our Code of Conduct encourages.
- The accumulation of Merits leads to a visible recognition in the form of a lapel badge in Years 7 and 8 and house ties high up the school. These demonstrate the contribution a pupil makes to the School.
- Bronze, Silver, Gold and Platinum Badges are awarded as pupils make progress through the academic year. The badges are awarded in assemblies for public recognition.
- Colours take the form of badges and ties. These are awarded for outstanding contribution to the School.
- Assemblies are an important means of acknowledging the achievements, with individual and team events given recognition by the Headmaster.
- St Benedict's News celebrates the achievements of the School and its pupils.

The formal and informal means of recognition are intended to encourage and help each pupil in her/his pursuit of excellence. The recognition should be used to help pupils achieve success, academic and other, at School and beyond. Recognition is intended to promote values of respect for themselves and others. Those who make a distinctive contribution to School are often those who go on to make a positive contribution in the wider society.



SANCTIONS

At times a pupil's work or behaviour may prove unsatisfactory. The initial stage is for a teacher to communicate clearly to the pupil the reasons why they have fallen short of our expectations. This may involve a brief conversation with the pupil having the appropriate section of his/her Progress Card filled in.

Sanctions which may be used by the school include:

DETENTION

There are five types of detention:

- a) Lunchtime prep detention is given for a first instance of failing to produce prep in time within 48 hours of when the prep was due.
- b) Friday academic detention is given for failing to produce prep in time on a second occasion within a week. It will also be given if a student fails to attend the lunchtime prep detention.
- c) Friday pastoral detention is given for accumulating four demerits and is also given for being excluded from a lesson. A Friday detention might also be awarded for a disciplinary incident which warrants a more serious punishment than just a demerit.
- d) Friday sports detention is given for missing a school fixture on a Saturday morning without reason.
- e) Saturday detention is given either for missing a Friday detention, accumulating 12 demerits, deliberately missing a timetabled lesson (including mass or sport), or being given a third pastoral or academic detention in one term.

Detentions will be recorded on SIMS and parents will be informed.

DAILY REPORT

For continued lack of progress, or lack of co-operation, a pupil may be put on a daily "lesson report". This is completed by individual class teachers and administered by the Division Head and tutor who will support the pupil by setting attainable targets to help their behaviour improve.

LOSS OF PRIVILEGES

Pupils may face the loss of certain privileges if standards of behaviour or work are deemed to be inappropriate. The loss of privileges may include being banned from certain school trips and being forbidden from representing the school in competitive sports.

IMPOSITION PAPER

This is extra written work given for persistent poor behaviour during class. It must be signed by the parent after the work is completed and given to the Senior Deputy Headmaster at Registration on the morning the day after it was set.

BEHAVIOUR LEVELS

Pupils who accumulate 12 demerits will automatically go onto Level 1 of the Whole School Behaviour Policy. Pupils will be asked to sign a Behaviour Plan to help support them improving their behaviour in school. If pupils continue to misbehave they will progress to further levels of the policy, ultimately leading to exclusion if they reach Level 5. Details of this can be found in the Senior School Behaviour Policy.

EXCLUSION

Where an instance of poor behaviour is judged to be serious enough, a pupil may face exclusion. This will usually be a fixed term of several days (sometimes commuted to 'inclusion' where the pupil works in isolation in school). In very serious cases, exclusion may be permanent. Pupils who advance through the stages of the Whole School Behaviour Policy or Anti-bullying Policy may face exclusion during the later stages of these policies.



SPORTS

ATTENDANCE AT SPORTS FIXTURES

It is an expectation that all pupils make themselves available for selection every Saturday in their chosen sport during term time.

If a student is unwell then an email should be sent to the relevant teacher in charge as well as the sports administrator Annie McKenna (amckenna@stbenedicts.org.uk) giving as much notice as possible. Their details can be found on the school sports website and in the school calendar.

Parents are expected to give two weeks' written notice to both the Sports Administrator and the person in charge of the relevant team prior to any planned absence. When absence is agreed, in accordance with this procedure, the sports administrator will 'block' the student from selection for the week(s) in question on the school sports website.

A student will be placed in a Friday fixture absence detention if they do not have an explanation for their absence.

If a pupil fails to attend a fixture three times in a term without an explanation then they will be placed in a Saturday Headmaster's Detention.

GAMES LESSONS

With the exception of sixth form pupils, all pupils are transported to the playing fields by coach, but need to make their own way home from there.

A return coach service travelling from the Perivale Sports Fields to the Junior School gates on Montpellier Avenue will be operated every Thursday afternoon at 4.10pm during the first half of the Michaelmas Term for Third Form pupils only whilst they acclimatise to the Senior School. This service will be staffed by two members of the Sports Department. The service will cease at the start of the October half term holiday each academic year.

Senior School Games Lesson will take place as follows:

- Tuesdays – Upper Fourth and Lower Fifth Forms (2pm – 4pm; Dismissal will be at 4.10pm)
- Wednesdays – Upper Fifth, Lower and Upper Sixth Forms (2.10pm – 4.10pm; Dismissal will be at 4.20pm)
- Thursdays – Third and Lower Fourth Forms (2pm – 4pm; Dismissal will be at 4.10pm)

All pupils are to change back into school uniform before they are dismissed at the end of the Games lesson. Exemptions will be made on a case-by-case basis after consultation with the Director of Sport / lead staff member on the day.

OFF GAMES PROCEDURE

If a pupil is taken ill or sustains an injury during the school day, only the School Nurse can give them permission to be 'Off Games'.

If a parent feels that a pupil is not well enough to do Games and PE they must write a letter or send an email to the Sports Administrator (amckenna@stbenedicts.org.uk) and the form tutor. The letter/email must be dated and explain the precise reason for the need to be 'Off Games'. In the case of injury, a full explanation is required and 'Not well' is not sufficient.

Pupils will only be authorised as 'off Games' for specific medical reasons (e.g. injury) and they will not be allowed to be off games for revision / study.



All pupils (Form Three to Upper Fifth) 'Off Games' will go to the sports fields where they will support and help in their relevant sport, injury / illness permitting. This will be taken on a case by case basis.

Pupils will be dismissed at the usual time of 4.10pm (Tuesday and Thursday) and 4.20pm on Wednesday.

Pupils (Form Three to Upper Fifth Form) 'Off Games' who are usually located in the Sports Hall (e.g. Fencers) will not go to the sports field and will stay with their sporting activity and assist the member of staff.

In the case of long term absences, pupils must acquire a Medical Certificate from a GP, doctor or specialist.

Pupils are not allowed 'Off Games' for music lessons and must schedule these outside Games afternoons.

VALUABLES POLICY & PROCEDURE

Games staff have Valuables bags into which pupils can put valuable possessions during games and they will be locked in the safe at the start of games and then brought out for collection in the medical room at the sports fields at the end of games. The school is not responsible for any valuables that are not stored with the games department.

The school and department strongly recommend that all valuable possessions are placed in the safe or not brought into school.

MOBILE PHONE POLICY

As with the rest of the school day mobile phones must be turned off during games and PE lessons and stored in the valuables bag at the games field or their locker if on the school site. Pupils must not have phones switched on between 2.00-4.15pm, at the Sports fields and use of mobile phones is absolutely prohibited in the changing rooms.

INJURY REHABILITATION CLINIC

Those pupils who are medically unable to participate in games due to a short term injury will be able to attend the rehabilitation clinic held in the school fitness suite or down at the school sports fields. The rehabilitation clinic will be run in conjunction with W5, our physiotherapy provider, the Head of Strength and Conditioning /Athletic Development and Strength and Conditioning Coach.

All pupils must register by the start of their specific session in games kit with trainers. Only pupils who have registered for the rehabilitation clinic with our school Nurse Mrs Yue will be allowed to attend. They must produce a letter of referral from a medical professional or alternatively they can be referred by W5. Any pupil who fails to register with Mrs Yue by Monday lunchtime 2.00pm will be sent to the sports field.

Please note that this clinic is intended for short term issues and all pupils are expected to return to games as soon as medically advised.

The Injury Rehabilitation Clinic will not take place during the Trinity Term.

Clinic times for specific year groups during the Michaelmas and Lent Terms are:

- Mondays – Open to all year groups, 1.10pm & 4.45pm (Medical Room, Eaton Rise)
- Tuesdays – Upper Fourth & Lower Fifth Forms Only, 2.30pm – 4.00pm (Fitness Suite, Eaton Rise)
- Wednesdays – Upper Fifth, Lower & Upper Sixth Forms Only, 2.00pm – 4.00pm (Fitness Suite, Eaton Rise), S&C coaches only, no physiotherapy is provided
- Thursdays – Third Form & Lower Fourth Forms Only, 2.30pm – 4.00pm (Fitness Suite, Eaton Rise)

TRAINING & SELECTION

It is an expectation that all members of squads, or those aspiring to represent the school in a sport, should attend the training sessions relevant to their sport and selection for teams will give



preference to those who regularly attend these training sessions. Before and after school training sessions for the school's main sports will take place every week. If a pupil cannot make a training session either as a one-off or because of a regular conflicting commitment, then they must email the Head of that Sport.

FIXTURES, TEAM SHEETS & RESULTS

The responsibility for the selection and publication of teams for midweek and weekend fixtures is that of the person in charge of that particular team.

It is an expectation that all team sheets are published 48 hours in advance of a fixture (i.e. Thursday morning break for Saturday morning fixture). Team sheets are to be published on the school sports website (<https://www.socscms.com/login/222>) and parents should check the sports website for team lists being posted. It is also the expectation that the relevant person in charge emails the team sheet to pupils directly via their school email addresses.

FIXTURE ATTIRE

All boys must wear full School uniform to and from all home and away fixtures during the Michaelmas and Lent Terms. School tracksuit will be permitted in exceptional circumstances when agreed with the head of that particular sport. Exceptional circumstances may include, but not limited to, length of journey, limitations to changing facilities or tournaments (e.g. Rugby Sevens).

One exception is that during the Trinity Term, boys are permitted to wear the school blazer with whites, if they are representing the school in cricket fixtures.

Due to limitations in changing facilities, all girls must come changed for their fixtures wearing full school tracksuit across the Michaelmas, Lent and Trinity Terms.

Girls are NOT permitted to wear shorts or skirt to and from fixtures. Instead, they must wear their tracksuit bottoms.

Boys and girls participating in fencing events are to wear their full school tracksuit to and from fixtures.

SANCTIONS

Pupils without kit will be awarded a demerit. It is expected that every effort is made to participate in Games and PE and not bringing kit is viewed as intentionally choosing to withdraw from the programme.

Failure to bring Games and PE kit, as necessary, on a second occasion in a term will result in a Friday "Games and Fixture Absence" detention.

Pupils failing to bring the appropriate Games and PE kit on a third occasion in a term will then be reported by the sports administrator to the form tutor, head of year and deputy head pastoral. They will then be placed in a Headmaster's Saturday Detention.

It will be the job of the sports administrator to monitor demerits awarded during the games programme for not possessing kit. The sports administrator will send the relevant correspondence to parents ahead of any Friday Games/Fixture Absence detention.

In instances where pupils do not bring kit for Core PE a demerit will be awarded through the relevant systems as required. The monitoring of this will fall in line with the usual academic and pastoral systems.

Pupils without the correct kit, but still able to participate in sessions, will receive a uniform cross on their 'Progress Card' for each of the periods affected.

Those pupils travelling to and from games lessons and fixtures (due to the lack of suitable changing facilities) not wearing St Benedict's school tracksuit bottoms will incur a 'demerit' for incorrect uniform.



FORWARD DATES

ACADEMIC YEAR 2019 - 2020

Term Begins	Half Term	Term Ends
MICHAELMAS TERM		
Monday 2 nd September 2019	14 th - 26 th October 2019 (inclusive)	Friday 13 th December 2019
LENT TERM		
Monday 6 th January 2020	17 th - 22 nd February 2020 (inclusive)	Friday 27 th March 2020
TRINITY TERM		
Monday 20 th April 2020	25 th - 30 th May 2020 (inclusive)	Friday 10 th July 2020

Staff Training

Wednesday 28th August 2019 (new staff)
Thursday 29th - Friday 30th August 2019
Friday 3rd January 2020
Friday 17th April 2020

ACADEMIC YEAR 2020 - 2021

Term Begins	Half Term	Term Ends
MICHAELMAS TERM		
Monday 7 th September 2020	19 th - 30 th October 2020 (inclusive)	Friday 18 th December 2020
LENT TERM		
Wednesday 6 th January 2021	15 th - 19 th February 2021 (inclusive)	Friday 26 th March 2021
TRINITY TERM		
Monday 19 th April 2021	31 st May - 4 th June 2021 (inclusive)	Friday 9 th July 2021

Staff Training

Wednesday 2nd September 2020 (new staff)
Thursday 3rd - Friday 4th September 2020
Tuesday 5th January 2021
Friday 16th April 2021





ST BENEDICT'S SCHOOL
a minimis incipe

Ealing • London • W5 2ES • ☎ 020 8862 2000
✉ seniorschool@stbenedicts.org.uk
f StBenedictsSchool • t stbenedicts