St Benedict's School

a minimis incipe

SIXTH FORM PARENTAL HANDBOOK 2020-2021

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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 students, 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 son/daughter. 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 son or daughter'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,

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 polices 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)

THE SCHOOL DAY

The timetable is constructed on a 2 week cycle of 30 lessons per week. All lessons last 50 minutes. As well as timetabled lessons, students have 'study periods'; these should be spent on personal study and research in the study areas provided.

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 - 16.15

REGISTRATION PROCEDURE AND PUNCTUALITY
Students must be in school by 8.35am.

Entry to the School is via the Sixth Form Entrance via Montpelier Avenue W5 2XP.

Morning registration begins punctually at 8.40am. If students arrive late they should enter via the Sixth Form door in the Sixth Form block and sign in as late. They will be marked "Late" on the register. If a student arrives after 10am they will be deemed "absent" and as such will require a written note/email from parents.

Afternoon registration starts at 2.05pm. If leaving School for lunch students must be back by 2.00pm and enter through the Sixth Form door.

Punctuality is an essential quality in the adult world and students are expected to arrive in good time for School. There are escalating sanctions for students who are late without good reason, especially if they are late to or miss lessons or study periods as a consequence. These include loss of privileges, Friday detention, leading to Saturday detention for persistent lateness. Parents will be informed by email if punctuality becomes less than acceptable.

If a student is more than 5 minutes late for a lesson without good reason, admittance to the lesson may be barred.

Students who are managing their studies effectively are allowed to leave school early if they do not have a lesson during period 6.

From Michaelmas Half Term Lower 6th will be able to earn this privilege by achieving their target grades or only being one grade below their target, in all of their A level subjects. This will be reviewed each half-term.

Upper 6th will be allowed to start the year with this privilege, but will have it withdrawn if they are not achieving their target grades and are more than one grade below their target in their A level subjects at the Michaelmas Half Term. This will be reviewed each half-term.

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, preferably to the Sixth Form Administrator, tel: 0208 8622028. Immediately upon a student's return to School, an explanation for the absence should be provided (unless already provided by email).

As far as possible dental/medical appointments should be arranged out of school time. If a student has to leave for an appointment, he/she should sign out and back in via the Sixth Form door. 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's website (www.stbenedicts.org.uk/policies)

SCHOOL GAMES
All students will be involved in Games on Wednesday afternoons. This is a compulsory part of the curriculum and helps to ensure that students have the opportunity to develop skills beyond their subject specialisms and to lead a healthy lifestyle. Students may opt for a range of activities e.g. rugby, cricket, rowing, swimming, netball, hockey, dance, tennis, circuit training. The range of sports on offer may vary each term. Where Games are held at the Sports Field, students make their own way to and from the field.

EXEMPTION FROM GAMES
Students in U6 and L6 who are unwell or unfit for Games may go home at 1.00pm with the permission of the school nurse. Otherwise, all students must attend their normal Games lesson.

ABSENCE FROM GAMES FIXTURES
If your son or daughter is unable to attend a Games fixture due to illness, parents should please contact the team or squad coach as soon as possible prior to the fixture. Contact details can be found on the school's Sports Website: http://www.stbenedictssport.org.uk

Permission for all foreseeable fixtures absences should be sought well in advance, from the team or squad coach, and with at least two weeks' notice where possible.

An unauthorised 'fixtures absence' will incur a 'fixtures absence' detention on a Friday after school. Should a pupil fail to attend three fixtures in a term without permission, then the third of these detentions will be a Headmaster's Saturday detention, 09.30am – 11.30am.

STUDY IN THE SIXTH FORM
Study in the Sixth Form demands good organisation, independence and, most importantly, a genuine desire to learn, enquire and make progress. As a general guide for every hour in class students should spend at least an hour studying independently out of class; or 4 hours of independent study for each of their subjects in the Lower 6th and 6 hours for each of their subjects in the Upper 6th per week. This work will include written submissions, but also other exercises, such as reading and research, note-making, and learning for tests. Planning and excellent organisation of students' time is essential - work should be scheduled and deadlines recorded, etc.

STUDY FACILITIES

The Scriptorium (first floor)will be open daily from 8.00am until 8.00pm. This facility may be used at any time during the day. This is a silent, study environment in which all students can concentrate and work without interruption. No food or drink is allowed in The Scriptorium. Laptops are available for use in the Scriptorium and may be borrowed from the Sixth Form Administrator.

The Library (main school)

The Library is open daily from 8am-6pm for research and for Upper 6th private study during their study periods.

Sixth Form Common Room

The Sixth Form Common Room (ground floor) is open daily from 7.30am - 8pm. Upper 6th students may study here quietly during lesson time. The Sixth Form café is located across the Sixth Form garden. All students are responsible for maintaining the Sixth Form Area as a pleasant place, respecting each other and the environment by keeping the area tidy and litter free.

Students may not bring any nuts of sesame seeds into School as a snack or part of their lunch.

HOUSE SYSTEM

Students 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.

Students' achievements will earn them House Points and these points will contribute to the totals for their Houses. The Sixth Form is expected to take a leading role in supporting and promoting the House System. It is important that all students take this opportunity to develop their leadership skills in the Lower 6th in anticipation of university applications in the following year.

Actively participating in and supporting House activities is both an enjoyable and enriching experience and will be one of the criteria for the selection of Decans (prefects) in the Upper 6th.

SCHOOL REGULATIONS

WHOM TO CONTACT

Academic or Pastoral
Communication of both academic and pastoral concerns should be directed in the first instance to the student'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 Sixth Form.

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
The Sixth Form uniform cannot be deviated from and must be worn correctly. Students are NOT permitted to wear games kit (shorts, skorts etc) to or from school. At the discretion of the Games Staff, students may be given permission to wear their official school tracksuits home after school training sessions. Out door 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.

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

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. If clothing is deemed inappropriate the pupil 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 may be worn loose.

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:

- May be worn, but at all times be discreet
- Neat and discrete nail polish (no patterns, loud colours, nail decorations or false nails.)

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).

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 student's locker, otherwise they may be confiscated. The student is responsible for the security and safe use of her/his personal property including money, mobile electronic devises, locker keys, watches, computers, musical instruments and sports equipment and bicycles.

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 reasonability of the student to find their property. Any unmarked items will be given to charity at the end of each term.

SCHOOL TRIPS AND TRANSPORT

All School journeys and trips will require consent from the student's parents. No student will be allowed to take part in a trip with permission from a parent.

Unless advised otherwise, parental consent is assumed for the student 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.

SCHOOL PROPERTY

Students are responsible for all property lent to them by the School. Any damage to School property should be reported to the Form Tutor/Subject Teacher or Senior Deputy Headmaster as soon as possible. If damage is caused by misbehaviour, a bill will be sent to the parents. Text and exercise books should not be defaced. If defacement occurs, a replacement charge will be levied.

MOBILE PHONES

Students are allowed to use their phones on the ground floor of the Sixth Form Centre, the Sixth Form Café and the seating area outside the café during free time. Phones must be switched off at all other times.

SMOKING

Smoking on the premises or in the vicinity of the school, and in school uniform is completely forbidden. Any student found smoking will be suspended for a fixed period.

CARS AND MOPEDS

Students who wish to drive or travel to and from School (or during the School day) may do so however the School has no responsibility for their safety or for the safety of any passenger (student of the School or otherwise). No parking is available to students on the school grounds.

PART-TIME EMPLOYMENT

Whilst it is recognised that part-time employment is valuable in gaining life skills and experience, students are advised not to take on paid employment. Students have a heavy workload and need the time at weekends for participation in sports, co-curricular activities and study.

Students are not permitted to engage in paid employment at any time during the school day (8.40am-4pm).

RELIGIOUS EDUCATION

All students in the Sixth Form continue their study in Theology and RE. This is either through a specific A level in Philosophy and Ethics or Theology or through a general programme in RE (General RE).

This is an opportunity to explore in greater depth the Catholic Benedictine ethos of our School and for each student to develop their own spirituality. The course is also designed to help enter adulthood responsibly and develop each student as a rounded human being.

General RE lessons are considered a key part of the Sixth Form programme and are compulsory.

SERVICE

As members of St Benedict's School Sixth Form, students are part of a community which cares about their spiritual, moral, intellectual, academic and physical development and in which each student has an important role to play. Privileges come with responsibility. Students are expected to make the best of their gifts, time and what is on offer at school. There is a responsibility to be a part of this community, helping, supporting and joining in, being good role models and often leading.

Our students are very privileged to have the opportunity of being at St Benedict's. We all have all we need and most of what we desire in excess. With this comes a responsibility to help those less fortunate. Contributing to the world around us and, in particular, the local community is a humbling and rewarding experience. In the Lower 6th we ask our students to help a local charity or organisation for at least two terms as part of the "Service for the Community" programme. All students are given a wide range of services to select from and are encouraged to continue their service beyond this period. A record is kept in the students' Sixth Form Passport.

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
- Try to walk, cycle or use public transport as much as possible
- Eat healthily and support Fairtrade
- Save water by turning off taps and reporting leaks

STUDY GUIDELINES

FIREFLY
Firefly is the School's online portal that holds general information relevant to students whilst attending the School. Once students 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

ASSESSMENT, RECORDING AND REPORTING
Each subject teacher will keep a record of assessment that monitors student 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 parents to meet the Pastoral Team to discuss issues related to the coming year. The Parent-Subject Teacher meetings are an excellent means of monitoring student progress and discussing any issues that may have arisen. We advise parents to bring their son/daughter 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 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.

SANCTIONS

At times a student's work or behaviour may prove unsatisfactory. The initial stage is for a teacher to communicate clearly to the student the reasons why they have fallen short of our expectations. This may involve a brief conversation with the student and these concerns may be entered into SIMS.

The Sixth Form are awarded positive and negative marks equivalent merits and demerits on the school computer system SIMS. Merits are known as ACX points as they are for:

Academic
Co-curricular
e**X**cellence (other demonstration of excellent Benedictine behaviour, helping teachers, open days etc.)

Demerits are known as 'RULE' marks as they are given for issues with:

Respect
Uniform
Late
Effort

DETENTION
A Friday detention will be held for both pastoral and academic issues.

Friday academic detention is given for failing to produce prep in time on a second occasion within a week.

Friday pastoral detention will generally be 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.

Friday sports detention will be given for missing a school fixture on a Saturday morning without reason.

Saturday detention is given either for missing a Friday detention, accumulating 12 demerits, deliberately missing a timetabled lesson (including mass or sport), being given a fourth academic detention (a warning email goes home after the third academic detention) or a particularly serious disciplinary incident.

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

DAILY REPORT
For continued lack of progress, or lack of co-operation, a student 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 student by setting attainable targets to help their behaviour improve.

LOSS OF PRIVILEGES
Students may face the loss of certain privileges if standards of behaviour or work are deemed to be inappropriate. This may involve being deprived of the right to leave school at lunch. Other examples of the loss of privileges include being banned from certain school trips and being forbidden from representing the School in competitive sports.

BEHAVIOUR LEVELS
Students who accumulate 12 demerits will automatically go onto level 1 of the Whole School Behaviour Policy. Students will be asked to sign a Behaviour Plan to help support them to improve their behaviour in school. If students 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 student may face exclusion. This will usually be a fixed term of several days (sometimes commuted to 'inclusion' where the student works in isolation in school). In very serious cases, exclusion may be permanent. Students 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 student 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
Sixth form students are expected to make their own way to the Perivale Sports Fields. Senior School Games Lesson take place on Wednesday from 2.10-4.10pm with dismissal at 4.20pm

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.

There will be a limited number of pupils enrolled in fitness sessions in the Fitness Suite. The Upper Sixth form pupils will have their fitness session at 2pm and will then be allowed to go home at the start of Period 6, whilst the Lower Sixth form pupils will attend their Scriptorium lesson during Period 5 and will then need to attend their fitness session at 3pm.

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'. Only if she gives permission then sixth formers can go home at lunchtime before games.

All pupils 'Off Games' will go to the sports fields 0r the sports hall (depending on their sport) where they will support and help in their relevant sport, injury / illness permitting. This will be taken on a case by case basis.

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.

Pupils will be dismissed at the usual time of 4.20pm on Wednesday.

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)
- Wednesdays – Upper Fifth, Lower & Upper Sixth Forms Only, 2.00pm – 4.00pm (Fitness Suite), S&C coaches only, no physiotherapy is provided

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.stbenedictssport.org.uk/) and parents should check this 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 skort to and from fixtures. Instead, they must wear their tracksuit bottoms.

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

SANCTIONS

Students 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 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.

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