



ST BENEDICT'S SCHOOL

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

SENIOR SCHOOL PARENTAL HANDBOOK



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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 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 read 'Joe Smith', with a horizontal line underneath.

Joe Smith
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

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)

- **Self-discipline is at the heart of all our behaviour**
- **Treat others as we would wish to be treated and respect their property**

- **Be prepared to listen and let others learn**
- **Endeavour to work to the best of our ability at School and at home**
- **No tolerance of theft, harassment or other anti-social behaviour**
- **Environmental respect (NO litter, chewing gum, spitting or graffiti)**
- **Discussions should be respectful and ordered**
- **Incidents should be reported to the appropriate person**
- **Care and compassion for all**
- **The highest standards of presentation are expected in work and dress**
- **Sanctions are fair and consistent**

- **Responsibility for the right equipment**
- **Understanding that we are a School of the Lord's Service**
- **Listening to and acting on the advice of others**
- **Education 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. Pupils should always be supportive in maintaining a calm and secure learning environment, and teachers should be respected.

Pupils 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 pupils 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
- Pupils 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 must be in their form base with their books and equipment for periods 1 and 2 before the bell rings at 8.40am each morning for registration. It is therefore recommended therefore that they are in school by 8.35 at the latest. The school gates open at 7.45am so they should not arrive before that time unless arriving early for training when they will be supervised by a member of the sports staff.

Entry to the school is via the Junior School Entrance on Montpelier Avenue for pupils in years 7-11.

From 8.40am all school gates will be locked. If pupils arrive after 8.40am, they must enter via the main reception in 54 Eaton Rise if they are in years 7-11 and sign the Late List. If they are late for morning or afternoon registration without good reason will receive a late demerit.

At breaktime pupils may go to the Orchard Hall to buy a snack. Years 7 and 8 should queue separately in the junior queue in the Orchard Hall while the rest queue in the Atrium.

After afternoon dismissal (they must go to dismissal first) pupils in the middle and upper school, may use the 6th form café but may not use it before or during the school day.

At the start and end of break pupils can enter classrooms to access lockers or bags for a few minutes. At other times classrooms are not to be used at break and lunch, and if they are in their form room without permission they will be given a demerit. They cannot go into someone else's form base at any time without staff supervision and that also will result in a demerit.

Pupils should take their books with them for two lessons at a time so that they do not have to return to their locker in the 5 minute break between lessons. This applies for pupils with lockers in form bases or in the corridor.

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.

We run a two-week timetable at St. Benedict's: RED weeks and YELLOW weeks. Lesson times are the same every day but subjects may be different in each week.

The school day timings are as follows:

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

STAGGERED LUNCH TIMES

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

Pupils 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

Pupils 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 pupils 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.

Pupils pay for food by pressing their fingertip to a scanner at the till so they do not need to have money in school.

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.

If pupils drop below 90% attendance that is classed as 'persistent absence' and we have to account for that high level of absence with the local council. For that reason we will need to ask for evidence (e.g. a medical note) to support and explain the reason for this 'persistent absence'.

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's fx-83GT CW and fx-85GT)

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, 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'.

HEALTH AND WELLBEING

What to do if feeling unwell

If a pupil feel unwell during a lesson they should let their teacher know. Their teacher will decide what is the best course of action and is likely to send them to see the school nurse. If they feel unwell outside lesson times they must go to see the school nurse. Only the school nurse (or in her absence the staff in the school office) can decide whether they should be sent home and will call their family to let them know that they are unwell. **Contacting their family during the school day using their mobile phone is not permitted.**

What to do if feeling anxious or unhappy

Not everything at school will always go well and it is important that, whatever the reason for feeling either anxious or unhappy, that pupils talk to someone about it. This person could be a friend, decan, teacher or someone in their family but it is important that they do not feel that they should suffer in silence. There are many people who want to help and who can help resolve problems.

When it comes to practical problems such as lost property, timetable difficulties etc then their tutor or another member of staff can often help resolve problems quickly. There are also older pupils who can act as pupil mentors. If their worries are more complex and longstanding so that they might need more support in school then there is a school counsellor who sees pupils from all year groups for confidential sessions. If a pupil asks their parents or tutor or Head of Year about this then a referral can be made to the school counsellor or one of our trained teacher supervisors. Pupils can also go to the school counsellor's room during lunchtime for a drop-in meeting Monday To Thursday.

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 AND PRESENTATION

Uniform lists can be found on Firefly: <https://stbenedicts.fireflycloud.net/parent-information/uniform>

The official school uniform must be worn correctly at all times, including on the way to and from school, and during break and lunch, when in school during study-leave and when sitting examinations.

Pupils are NOT permitted to wear games kit (shorts, skorts etc) to or from school. At the discretion of the Games Staff they may be given permission to wear their official school tracksuits home after school training sessions.

Bags: A suitable rucksack or satchel should be used to carry books to and from school. The bag should fit into their locker and should not be used to carry books from lesson to lesson during the school day.

Blazer: The blazer is to be worn at all times, unless 'Shirt Sleeve Order' has been announced. Carrying their blazer is not permitted.

Coats: If they wish to wear a coat to and from school it should be worn OVER the blazer. Designer jackets, leather jackets, baseball caps and 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.

Hair: This is to be neat and tidy, of a conventional style and a natural colour. If a haircut or colouring is deemed unacceptable, the pupil will be spoken to and their parents contacted. If the problem persists they will be asked to change their hair colouring or style to fit with the school uniform requirements.

- Hair should not be dyed
- Girls' hair in middle and upper school should always be fully tied back if longer than collar length, including during break, lunch and when traveling to and from school.
- Extensions are NOT permitted.
- Hair should not be shorter than a 'Number 3' cut
- Boys hair should not reach the top of the collar. Facial hair is **not allowed at any time except for medical or religious reasons**. Undercuts or shaved markings are not permitted.
- St Benedict's has adopted the Halo Code <https://halocollective.co.uk/> which states that we champion the right of staff and pupils to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and pupils' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We welcome Afro-textured hair worn in all styles **within the general rules above applicable to all pupils**. At this school, we recognise and celebrate our staff and pupils' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.

Jewellery: For boys only a wristwatch is permitted. Piercings, whether covered up or not, are not permitted. For girls a gold/silver cross and a watch are allowed as is one pair of small plain earrings in the earlobes only. **Additional piercings are not permitted (including visible piercing retainers).**

Jumpers: Pupils in the middle and upper school are only allowed school jumpers.

Makeup: is NOT allowed in the middle school. In the upper school concealer, foundation and eyeliner are allowed provided it is discreet and not noticeable.

Nails: Pupils in the middle and upper school should not have nail varnish or any nail decorations/false nails.

Shirts: These can be long or short-sleeved. For boys the shirt should be tucked in, with the top button done up and the tie knot neat.

Shoes: Shoes for both boys and girls must be black and made of polishable leather with a maximum 2" heel. **Suede and fabric type materials are not permitted, and trainers/plimsolls may not be worn.**

Shirt Sleeve Order (including when travelling to and from school)

When shirt sleeve order is announced due to very warm weather, they have 2 options:

(1)

- Shirt Sleeve Order - Boys:
 - Sleeves may be rolled up to the elbow.
 - Shirt tucked in.
 - Tie off
 - No blazer
- Shirt Sleeve Order - Girls:
 - Blazers may be removed.

OR

(2)

- Full School Uniform:
 - Top button done up.
 - Tie done up.
 - Shirt tucked in.
 - Blazer on.

Non-uniform days: When there is a non-uniform day they should think carefully about what they wear. Although they will want to wear something comfortable and casual, it is important that what they wear is modest, professional and appropriate for a working school environment. Clothing should not be tight or revealing and underwear should not be visible. If in doubt they should ask a teacher the day before.

- If clothing is deemed inappropriate, they will be spoken to, may receive a demerit and parents may be contacted. It is possible be that they might be sent home to change into something more appropriate.
- Even though they will not be wearing school uniform they must bring with them all items needed for the day, so should remember to pack these items carefully the night before. **Failure to do so will result in the usual sanctions.**
 - Prep Diary
 - Pencil case
 - Any homework due
 - All textbooks and exercise books needed for the day.

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 wishes to have a mobile phone or other electronic device in school, it **MUST** be switched off and must **NOT** be visible at any time during the school day (i.e. between 8.30 and 4.15). Outside these times, mobile phones should only be used discreetly and appropriately. **They are not permitted to use their devices to listen to music during lessons**. The only exception to this is for sixth formers who are allowed to use phones in the sixth form centre and sixth form café and in lessons, but only when asked to do so by their teachers. Taking pictures or videos inside school, or of staff members, or of pupils in school uniform is not permitted.

Contacting friends and family during the school day using a mobile phone is not permitted. If pupils wish to contact their family during the school day they must use the phone in the school office.

Any devices which are used inappropriately will be confiscated (including sim or memory cards) and returned at the end of the day. Having to have a phone confiscated will result in a Friday 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. If pupils have allergies, they should ask catering staff for assistance in choosing appropriate foods. If these allergies are severe or multiple, we advise that they bring in a packed lunch as we are unable to cater for individual diets.

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

ACADEMIC WORK

Taking Control of Your Own Learning - An Important Life Skill

For pupils, knowing that they can be in control of their own learning and progress is an important belief to have, and knowing that their own behaviours will either help or hinder this.

Behaviours that will help them take control of their own learning:

- Be prepared for lessons by being on time and taking correct books and equipment, including a fully charged laptop if using one (compulsory for F3 and L4).
- Participate fully in all activities in lessons.
- Be proactive and ask the teacher for help and support if a topic not understood
- Enter all preps into the prep diary during the lesson and check Teams to ensure all preps are completed to the required standard and deadline.
- Take the correct books home each night so that all the study/prep that has been set for that night can be completed

Presentation of Work

Each piece of work must start with:

- A clear Title/ Learning Objective (Classwork, Homework, Test) – underlined
- The date – underlined
- Classwork and prep must be completed neatly and to a high standard at all times
- Pupils should Take pride in their work whether it is done online or in an exercise book. They should write in their best handwriting, trim and stick sheets down neatly and where relevant, draw diagrams in pencil. **They should not tear out pages, or draw graffiti. Damage to exercise books is vandalism and appropriate sanctions will be applied.**

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

Prep

Prep is an important part of learning and pupils will be given a Prep timetable to ensure that they have a balanced programme of work to consolidate their learning in school. Prep is an opportunity for them to develop the independent learning skills that they will need to reach their full potential. Teachers will look to reward good prep with merits on

trackitlights.

Prep is not negotiable. It must:

- be completed to the best of a pupil's ability and with the highest standards of presentation.
- be your own independent work, using your key resources (e.g. textbook, class notes)
- be completed by the deadline set.

Prep Detention

Prep is important for learning. If a pupil does not complete their Prep, or it is not completed to the required standard, or copied from someone else, they will be given a lunchtime prep detention.

If a pupil gets two lunchtime prep detentions in a week (or if over a longer period of time they are regularly being late with preps) then they will go into Friday academic detention. A Friday detention is also given if a pupil misses their lunchtime detention.

- In the event a pupil is placed into two Academic Detentions in any term, the next (third) one will become an automatic Saturday Detention.
- In the event that you are placed into two Saturday Detentions in one term, the next (third) one will result in escalation to the next level of the Whole School Behaviour Policy.

The Prep diary - the key to good organisation

- Prep will usually be set on Microsoft Teams and pupils should make sure to regularly check their Teams profile to ensure they know what prep is set. They must also write prep in your prep diary.
- Pupils will be given a new prep diary at the start of each term. Their Prep Diary is school property and must not be damaged, lost or contain graffiti. Any damage to the Prep Diary will be considered as vandalism and appropriate sanctions will be applied. If they lose your Prep Diary, they will be given a replacement and there will be a small charge.
- At the start of the term pupils must enter your timetable and prep timetable for both Red and Yellow weeks in the sections at the back of the Prep Diary.
- At the start of the week pupils should enter all the Subject Headings for each day according to their prep timetable.
- They should fill in all Preps AS THEY ARE SET IN THE LESSON, including the due date.
- Pupils should aim to do your Prep on the day it is set.
- Pupils should use your Prep Diary to plan ahead, so write into it all important dates, appointments and deadlines as they are given to you.

Academic Malpractice/Plagiarism

Academic malpractice refers to any action that violates academic integrity or ethics. This includes plagiarism, contravening examination regulations, and misuse of academic resources, including published academic material (books, journal articles, essays), the internet and Artificial Intelligence misuse (usually through applications such as Chatbots, Chat GPT, Jenni AI, Jasper AI, and Google Bard).

Plagiarism is a form of academic malpractice. It involves the act of using someone else's work or ideas without giving proper credit to the original source. It includes copying text, ideas, or concepts from published or unpublished works, including online sources, and presenting them as one's own. Plagiarism can occur in any context, whether that is the classroom, at home or in an assessment or examination.

Examples of misuse of academic resources, including AI Chatbots and Chat GPT, include, but are not limited to, the following:

- Copying or paraphrasing sections of content from another source (person, textbook, the internet, ChatGPT), so that the work is no longer your own
- Copying or paraphrasing whole responses of internet or AI generated content

- Using the Internet or AI to complete parts of a homework, an essay, or assessment, so that the work does not reflect your own work, analysis, evaluation or calculations
- Failing to acknowledge or reference the use of the internet or AI tools when you have used these as a source of information
- Submitting work with intentionally incomplete or misleading references or bibliographies

Sanctions for Academic Malpractice/Plagiarism

It is easy to tell when a pupil has plagiarised and the work is not their own. The automatic sanction for plagiarised prep, or class work, is a Friday academic detention.

If it is a more serious case of plagiarism, for example, an internal assessment, or coursework, then the sanction will be an automatic Saturday detention and your parents will be informed. Any pupil who is found to have plagiarised their coursework, will be required to re-write their coursework in the Saturday detention under controlled supervised conditions.

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 Pupil, 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.

BEHAVIOUR

Classroom Behaviour

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

Pupils 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

Teachers will always look to positively support good participation in class with the rewarding of merits

Trackitlights

- All merits, crosses, demerits, detentions etc are recorded by teachers on Trackitlights. Pupils and parents will be able to access all this information on their Firefly profile. Thousands more merits are given out each year than crosses and demerits as we look to reward pupils for all the good things they do!
- Parents are asked to register that they have looked at their child's Firefly profile each weekend. There is a tick box accessible from the front page of each parent's firefly portal along with a comments box.
- **Plus Points (merits or House Points)**
 - Academic Merit: +1
 - Co-curricular Merits +1
 - Other co-curricular points will be added at the discretion of the Director of Co-Curriculum
- **Minus Points**
 - Cross: -1
 - Demerit: -3
 - Lunchtime Prep detention: -4
 - Imposition paper: -4
 - Friday detention: -6
 - Removed from class: -7
 - Saturday detention: -12
 - Behaviour level: -60
 - Exclusion from school: -140

Parents can see all behaviour marks awarded to their children on Firefly by clicking on the 'Your Child' button on the Firefly front page. In the weekly bulletin there will be a link for parents to click on to confirm that they have seen the behaviour marks awarded for that week. We ask that all parents do this, and there is also a space on that link for parents to feed back to the pastoral team.

Merits and Rewards

Most pupils follow the code of conduct without prompting, and merits are awarded for good work and behaviour. Merits will help towards the house points total for their house (each merit is equal to one house point). There are also a number of individual rewards for achieving a good number of merits, many of which are awarded in assemblies as public recognition of good behaviour and hard work

- Bronze, Silver Gold and Platinum Badges are awarded for achieving merits as pupils make progress through the middle school.
- House colours are also awarded, generally in upper school and sixth form again as rewards for pupils achieving merits for behaviour and hard work.
- Every half-term a number of pupils in each year are given a Benedictine award or an Amazon voucher for their positive contribution to the school community.
- During the term Heads of Year will also give out coffee shop vouchers for use in the sixth form café as more minor rewards for hard work and/or good behaviour.

Sanctions

- **A cross** is recorded for a very minor infraction, and would usually be for something like talking without permission in class (as a first warning), poor uniform (as a first warning), forgetting an item of equipment for class or being late for a lesson. This is not an exhaustive list but shows the level of crosses.
- Only if a pupil gets five crosses in a week will they then receive a demerit for consistently going against school expectations. **We advise parents not to worry about occasional crosses for pupils. They are only for very minor issues, and it is only when pupils start to accumulate demerits that we would be concerned.**
- **A demerit** is for a more serious example of poor behaviour. For instance, continuing to talk/behave poorly even after given a cross, being disrespectful to a fellow pupil or a teacher, being in a form base without reason during break or lunch. This is not an exhaustive list but shows the level of demerits.
- 4 demerits in a term leads to a Friday detention. Going on to 8 demerits leads to another Friday detention. If a pupil receives 12 demerits in a single term they will go onto level 1, or go up another level if already on a level, of the school behaviour policy. Details of this can be found in the school behaviour policy on the school website.
- An Imposition Paper is an extra written work given for persistent poor behaviour during class. It must be signed by the parent after the work is completed and given by the pupil to the Senior Deputy Headmaster at Registration on the morning the day after it was set.
- **Friday Pastoral Detention:** A pupil will be placed in a Friday Pastoral Detention if they do not follow the School's Code of Conduct and have received 4 or more demerits during a term. A Division Head may also place a pupil in Friday Pastoral Detention for other significant contraventions of the School's Code of Conduct. Friday Pastoral Detentions run from 4.10 to 5.10. Pupils are expected to arrive punctually, with their School uniform immaculate and with their pencil case with them. Pupils are set work for half the detention and can do their own work in the second half.
- In the event that a pupil is placed into two Pastoral Detentions in any term, the next (third) one will become an automatic Saturday Detention.
- **Saturday Detention:** Saturday detentions last 2 hours and will be held several times in each half term. Saturday Detentions are for serious contraventions of the School's Code of Conduct. If a pupil is placed in a Saturday Detention they will be expected to attend punctually and in full school uniform. Saturday Detentions will normally take precedence over all other activities, including sports fixtures. Pupils will be set work for half the detention and can do their own work in the second half.
- **Behaviour Level:** In the event a pupil is placed in two Saturday Detentions in one term, the next (third) one will result in that pupil being escalated to level 1 of the of the School's Behaviour Policy (or the next one if already on a Behaviour Level. 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 Behaviour Levels can be found in the Senior School Behaviour Policy.

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.

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.

Further details on both rewards and sanctions can be found in the School Behaviour policy.

SPORTS

ATTENDANCE AT SPORTS FIXTURES

It is an expectation that all pupils make themselves available for selection every Saturday.

If a pupil is unwell then an email should be sent to the relevant teacher in charge as well as the Sports Co-Ordinator, (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.

Unexplained absence may lead to a Friday fixture absence detention.

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

GAMES LESSONS

Pupils in Years Form 3 to Lower 5 will be transported to the Sports Field by coach. Pupils will be dismissed from the Sports Field and need to make their own way home from there. For pupils who use the school minibus, collection will always be from the Sports Field.

Upper 5 pupils make their own way to and from the Sports Field for their games lessons.

To acclimatise Third Form pupils, a return coach service, departing at 4.10pm from the Sports Field to the Senior School gates on Eaton Rise, arriving at approximately 4.30pm, will be operated every Thursday during the first half of the Michaelmas Term.

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 injured or not well enough to do games and PE their parents need to write to the Sports Administrator (amckenna@stbenedicts.org.uk), tutor and the relevant member of staff for the sport in question explaining why they need to be off Games.
- 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'.
- Pupils should not contact their parents to ask them to call in on your behalf.
- 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 with staff supervision. Pupils will be dismissed at the usual time of 4.10pm (Tuesday and Thursday) and 4.20pm on Wednesday.
- Long term absences from Games/PE require a Medical Certificate from your GP, doctor or specialist.

JEWELLERY

Necklaces, bracelets or other jewellery must not be worn when playing sport. Pupils with ear piercings that are less than 6 weeks old must cover these with tape (it is the responsibility of the pupil to bring along tape). Any piercings that are older than 6 weeks must be removed before participation in sport.

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 medical room at 54 Eaton Rise. The rehabilitation clinic will be run in conjunction with W5, our physiotherapy provider and the Head of Strength and Conditioning /Athletic Development and Strength and Conditioning Coach.

Each pupil is entitled to three free sessions for each injury, after which pupils can continue their care on a private basis directly with W5.

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 the Sports Co-Ordinator, Mrs McKenna, 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 McKenna by 2.00pm on a Monday will be sent to the Sports Field.

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

- Mondays – U5/L6/U6, 4.20pm - 6.00pm (Medical Room, Eaton Rise)
- Tuesdays – U4/L5, 2.00pm – 3.00pm (Fitness Suite, Eaton Rise)
- Thursdays – F3/L4, 1.00pm – 2.00pm (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

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 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. Failure to bring Games and PE kit, as necessary, on a second occasion in a term may result in a Friday "Games and Fixture Absence" detention. If this happens on a third occasion in a term, they may then be placed in a Saturday detention.

Pupils without the correct kit, but still able to participate in sessions, will receive a uniform cross.

SPORTS MEDICAL CARE AND PROCEDURES

Training / Sport Education & Preparation:

As part of pupils' involvement in sport at St Benedict's they are given training to minimise risk on injury and concussion. This includes an online learning module on signs and symptoms of concussion, pre-season and regular training with a focus on fitness levels and carefully graded participation so sessions are inclusive for all. This is in line with the approach promoted by each sport's governing body. Regular strength and conditioning sessions are built into the sports programme in order to develop resilience and robustness to support preparation and rehabilitation.

All coaches have completed sports / Emergency First Aid training as well as the relevant coaching qualification(s) and fully qualified Strength and Conditioning coaches are employed to support the physical development of all our pupils. Appropriately qualified medical personnel attend Saturday block fixtures.

The primary focus is on individual development centered on the relevant sport's principles of play, encouraging efficient and safe body movement, and a style of play which promotes a less direct approach, and so reduces the number of physical contacts / collisions.

Sports fixtures will be relevant to age and ability, allowing all pupils the opportunity to play at the appropriate level.

Supporting pupils with an injury

An injured pupil will be monitored through an injury tracking system, which charts a tailored journey of recovery and rehabilitation before returning to play. This includes access to the St Benedict's physiotherapy clinic (each pupil is entitled to three sessions for each injury, after which pupils can continue their care on a private basis) alongside rehabilitation sessions within their designated games afternoon (with a Strength and Conditioning professional).

Injured pupils have a gradual return to training / play before re-joining meaningful competition. However, this will only take place once confirmation from a medical professional has been received by the school.

All injuries and accidents are reviewed via the school's Health and Safety Committee.



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