



St Bede's Catholic School & Byron Sixth Form College

Welcome

Faith – Excellence – Determination

With the Lord's Help, we are united in faith, we strive for success and excellence, we are determined to be the best that we can be.

Dear parents, carers and students.

Welcome to St Bede's!

Welcome to our school: a high-achieving, disciplined and caring Catholic community. Underpinned by Gospel values, our distinct Catholic ethos is at the very heart of all we do, and as a fully inclusive school we welcome students of other faith and no faith to be a part of our family.

We believe we can offer your son or daughter the very best educational provision: academically, pastorally and spiritually.

This booklet is designed to help you prepare for your child's arrival at St Bede's Catholic School & Byron Sixth Form College, part of Bishop Chadwick Catholic Education Trust.

This is an exciting time. However, we understand that sometimes it can also be a daunting time and we will do everything we can at St Bede's to help you get ready to settle in quickly.

We hope this information booklet will also answer some of the questions you may have and to introduce you to the key people in school you need to remember – in particular, our Heads of House. Further information is also available on our school website: www.st-bedes.org

I look forward to meeting you in the weeks or months ahead and thank you for choosing to continue your educational journey as part of our school family.

With best regards,

Mrs F Cessford

Headteacher

Key Members of Staff

Chair of Governors: Mr A McCourt

CEO Bishop Chadwick Catholic Education Trust: Mr B Tapping

Headteacher: Mrs F Cessford

Deputy Headteacher & Designated Safeguarding Lead: Mr A Logan

Senior Assistant Headteacher: Mr I Hudspith

Assistant Headteacher (Pastoral): Miss K McDonagh

Assistant Headteacher: Mrs L Ord

Assistant Headteacher: Mrs T Robinson

Assistant Headteacher: Miss C Tilston

Heads of House:

Columba: Mrs C Kennedy

Hilda: Mrs R Wild

Oswald: Mr I Johnson

SENDCO: Mrs E Robson

Each House has an Assistant Head of House and we have an Assistant SENDCO.

Attendance Officer: Mrs Y Stones

Parent Support Advisor: Mrs M Massey

Chaplain: Mrs O Balls

Behaviour Inclusion Manager: Mr G Lennox

We also have a large network of visiting support available, including counsellors.

If you have any concerns regarding your child and are unsure who to speak to, contact our school office and you will be put in touch with the appropriate member of staff.

How is secondary school different to primary school?

- Students often have to travel further and learn to become more independent with travel to and from school?
- Students wear a full school uniform and have new rules and regulations to remember.
- Instead of one teacher, who has often known them since their early years, they will be taught by approximately ten teachers and have to get to know a whole range of adults in different roles within the school.
- The site will be much bigger and students will have to find their way around, moving from classroom to classroom between lessons, carrying their belongings with them.
- For the first time, children will be fully responsible for ensuring that they have the correct books and equipment for different lessons each day, their lunch money added to their biometrics account, bus pass, PE equipment etc.
- Students will take full responsibility for recording homework, completing it by the correct day and submitting it on time.
- There will be new lessons and new variations on familiar ones.
- Teaching and learning styles may be very different. Students will be expected write more frequently and for a longer period of time as appropriate for their ability.
- Break-time and lunch time will be organised very differently students enjoying more independence in terms of getting back to lessons on time, buying their own snacks and lunches etc.

In general, students are expected to be more independent, self-reliant and organised. This will be a welcome development for many students, but we do appreciate that this is a challenge for some eleven year olds. St Bede's staff are here to help your child acquire the skills they need to function in the adult world and be the best versions of themselves. One of the main aims of Year 7 is to ensure there is no stalling of students' progress between Key Stage 2 and Key Stage 3.

Our aim for your child's curriculum

- To give students the wider skills, knowledge and cultural capital they need for lifelong learning.
- To introduce students to a broad and balanced suite of subjects and studies.
- To make students more independent, self-aware and resilient.
- To give students the confidence and character to participate, ask questions and to help others.
- To instill pride in students of their academic and extra-curricular achievements.
- To lay the foundations for success at GCSE and beyond.

Students student five lessons each day, each lasting approximately one hour. We operate a two-week timetable (Week A and Week B). Lessons on Week A will be different to lessons on Week B – your child needs to ensure they keep their timetable safe. Many parents choose to copy the timetable or laminate a small pocket-sized version. Students that are part of St Bede's Fast Feet Football Academy in Year 7 will have additional football coaching sessions on some days before and/or after school.

Across the fortnight, students in Year 7 will study:

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| English | Technology (DT, IT & Food) |
| Mathematics | Art |
| Science | Spanish |
| Geography | PE |
| Religious Education | Music |
| PSHE | History |
| Reading | *some students will have football academy |

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| Registration | 8.45 |
| Lesson 1 | 9.25 |
| Break | 10.20 |
| Lesson 2 | 10.35 |
| Lesson 3 | 11.30 |
| Lesson 4 | 12.25 |
| Lesson 5 | 1.20 |
| Lesson 6 | 2.15 |
| School Ends | 3.15 |

What can parents do to help?

Although secondary school needs to be a time of increasing independence for young people, many of the ways in which parents helped at primary school still apply.

- Show a daily interest in what your child has been doing and has learned at school:
 - Talk about what they have done and have learned at school.
 - Learn the teachers' names.
 - Know your child's timetable – stick it on the fridge or add it to your online calendar.
 - Look through their books every now and then and discuss their progress in each subject.
- If your child struggles with organisation, help them prepare their bag and uniform the night before: pencil case, good pen, rubber, ruler, reading book and any other relevant equipment. Encourage them to use their school planner and keep a timetable of their deadlines. Praise them when they meet deadlines.
- Keep in regular communication with school; use your child's planner to follow up on any conversation you have had in a parents' meeting. In particular, remember to communicate and celebrate breakthroughs and achievements.
- Make sure there's a place to complete homework and study e.g. a desk in the bedroom, a quiet tabletop.
- Know what topics they're studying each term and take them out and about on visits related to the topic. Watch out for television programmes, books and websites related to their studies e.g. history and natural world programmes or film versions of the texts they're reading in English.

Homework: it is vital that you check your child's planner daily

Know when homework is due and talk to your child about what they have been asked to do. Help – but don't do it for them. You might search for information in books or on the internet, for example. If your child has forgotten what to do, encourage them to contact a friend in the same class who might help.

- Agree a homework routine with your child.
- Make sure your child has a comfortable place to work.
- Check the planner with your child to see what homework needs to be done.
- If your child is stuck, support - but don't do it for them.
- Take an interest in your child's learning and talk to them about the new knowledge they acquire.

Absences

It is absolutely vital that your child attends 100% of each term. Any absence below 95% is considered a concern. Please phone the school if your child is ill or will be absent – do this as soon as possible. This will greatly help the smooth running of our attendance system and ensure our registers are accurate. We will need medical proof of absences – doctor's appointment cards, for example. Wherever possible, appointments such as dental treatment should be arranged outside of school ours.

| Days off school add up to lost learning | | | | | |
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| EACH CHILD ALREADY HAS 175 NON-SCHOOL DAYS A YEAR 175 days to spend on family time, holidays, shopping, household jobs and other appointments. | | | | | |
| 190 SCHOOL DAYS IN EACH YEAR | Absent 6 days | Absent 8 days | Absent 16 days | Absent 28 days | Absent 47 days |
| 190 days for us to educate your child | 184 days of education | 182 days of education | 174 days of education | 172 days of education | 143 days of education |
| 100% | 97% | 96% | 92% | 91% | 75% |
| We expect students to have Green attendance throughout their education. Those in the Green zone have minimal learning gaps which are addressed within the school day. This means that they are more likely to do well in examinations, achieve their full potential, have better job opportunities, develop good | Students in the amber zone are still at risk of underachieving due to the absence level. Students who miss school regularly are more likely to suffer from school related stress. Students in this zone have gaps in their learning which put additional pressures on | | Students in the red zone are more likely to underachieve, find making friendships difficult and often exhibit poor behaviour. Students with this level of absence have large gaps in their learning and struggle to make expected progress despite support. | | |

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| <p>mental health and can develop strong friendships within school.</p> | <p>children and parents to fill those gaps with the support of the school.</p> <p>If your child is in the Amber Zone we will contact you to complete a suitable action/intervention plan to help avoid attendance falling into the Red Zone.</p> | <p>Legal action may also be taken against Parents/Carers of Red Zone pupils.</p> |
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Catholic Ethos

Our school motto ‘**Domino Adiuante**’ (with the Lord’s Help) is a key part of our distinct Catholic ethos: With the Lord’s help, we are united in **faith**, we strive for success and **excellence**, We are **determined** to be the best that we can be.

Through God’s love and with the Lord’s help, we at St Bede’s Catholic School and Byron Sixth Form share our Catholic faith. We work together to ensure that our school is a happy, safe and exciting place in which to learn and seek to nurture in our school family an understanding of the importance of Christian values and a deep love and lifelong commitment to God. We respect and care for each other and everyone around us and have high expectations of what we can achieve.

To realise our mission we work towards three main aims:

- We are united in faith with all cultures and communities.
- We aspire for success and excellence, making the best of the talent given from God.
- We become confident, determined and resilient when challenged, with Jesus as our guide and our strength.

Safeguarding

Safeguarding is everyone’s responsibility at St Bede’s. We have a culture that ‘anything can happen here’ and treat all concerns seriously and seek to resolve them as swiftly as possible. Mr A Logan is our Designated Safeguarding Lead and many other members of staff have received full Designated Safeguarding Lead training and complete bi-annual refresher courses. All members of staff receive annual safeguarding training, led by Mr Logan, on the

guidance outlined in Keeping Children Safe in Education and Working Together to Safeguard Children. We liaise with many organisations to ensure that our children and staff are safe, including One Point, Families First, many other strands of Durham County Council and our independent safeguarding advisors Clennell Education Solutions. Senior Leaders and Governors also receive safer recruitment training.

If you invited to attend school during the school day, press on the intercom system and confirm your name and the reason you wish to access the site, e.g. a pre-arranged meeting with a named staff member.

Parental support

St Bede's employs a Parental Support Advisor, Mrs M Massey. If you feel that you could do with some help in that area, please contact your child's Head of House and we will arrange for Mrs Massey to support you.

Transport

We offer free transport to our students. However, this is organised by Durham County Council. If you have any questions about school transport, please contact Durham County Council in the first instance, You will need to apply for a bus pass when applications open in early June. More information is available here:

<https://www.durham.gov.uk/concessionaryseats>

School Meals

Students have the opportunity to have breakfast, morning break and lunch at school. The cost of a two-course hot meal is £2.65. Students can also choose to bring a healthy packed lunch to school. Pot noodles, cans of pop and energy drinks are not permitted on site. Takeaway fast food may not be brought into school. We operate a biometric system (children use their fingerprint to pay for their meals) and this means they do not have to worry about carrying cash. You top up your child's account using Parent Pay – this is set up as soon as your child has enrolled in September. We will send you details.

Uniform

Please read our strict uniform policy for further information. How students present themselves for school is a reflection of their character and the respect they have for themselves and our school community. It is fundamental to our equality, comradeship and ethos. If a child has their ears pierced, this must be done at the start of the summer holidays

so that they can be removed before the start of the September term. No piercings of any type are permitted at St Bede's.

Each House has a coloured 'braid' that is to be sewn about the blazer badge. This helps us easily identify which House a student belongs to and continues the spirit of teamwork and community.

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| Columba House (Mrs Kennedy): BLUE |
| Hilda House (Mrs Wild): RED |
| Oswald House (Mr Johnson): GREEN |

Please don't feel daunted about the transition to secondary school – all new students and their parents will feel a mixture of nerves and excitement. This is normal when something is new. Transition is our normality though – we do this every year. Rest assured that we will do our utmost to make the experience smooth and enjoyable for your child.

At St Bede's Catholic School and Byron Sixth Form College, we aim to create an atmosphere based on respect for all that celebrates the diversity of each individual. Each member of the school community must always strive to be the best version of themselves and pursue excellence in all that they do.

We are delighted that your child is joining us here at St Bede's and you and your child are very welcome. We look forward to a happy and supportive relationship with your family for the next five to seven years of your child's journey to become the person God intended them to be, growing up to serve our local community and make our world a better place.

Kind regards,

Mr A Logan

Deputy Headteacher

With the Lord's Help