



St Bede's

Catholic School
& Sixth Form College



Sixth Form Parent & Student Guide (September 2020)

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General Information

Chair of Governors

Mrs. J. Leech

Headteacher

Mr. N. Harrison

Address

St. Bede's Catholic School and Sixth Form College
Consett Road
Lanchester
Durham
DH7 0RD

Telephone

01207 520424

Website

www.stbedes.durham.sch.uk

General Email

stbedes@stbedes.durham.sch.uk

Sixth Form ~ Support Team

Mrs. E. Graham	~	Director of Sixth Form
Mr. A. McCarthy	~	Deputy Director of Sixth Form
Miss. D. Purvis	~	Sixth Form ~ Progress Support
Mrs. R. Snowdon	~	Sixth Form ~ Admin Support

Members of the Sixth Form Support Team can be contacted via:

Phone: 01207 523408 or 01207 520424 (option 2)

Email: studentsupport@stbedes.durham.sch.uk

In person: If you wish to speak to someone in person, please use the methods above to make an appointment. **Visitors cannot currently attend school without an appointment.**



Welcome Back

Dear Students, Parents and Carers,

I hope that you and your loved ones are all well. Recent months have presented us all with challenges that we could not have imagined this time last year but I am so proud of the way in which the whole school community have united to manage such unprecedented adversity. Difficult decisions have had to be made, which I appreciate may not have been popular at times, but the overwhelming support, patience and care that has been evident throughout, is testament to our strength as a Catholic Christian community founded on faith, hope and love.

I am delighted to inform you that we are now in a position to welcome all students back to school. As you will be aware, the government has asked that all schools establish a 'bubbled/zoned' approach which as far as possible keeps year groups together in an area of school. This also applies to shared areas such as the Dining Hall. Whilst the government do not expect any social distancing between students within classrooms, staff are expected to maintain their distance from students as far as possible. In areas where students from different year groups may come together, social distancing measures also have to be maintained. Rigorous safeguarding and hygiene measures need to be in force throughout the school day and strict protocols followed. From experience or visits, you are aware of the dimensions and layout of our school so will not be surprised that fulfilling this directive has been extremely challenging.

We place our students at the heart of all that we do and so whilst developing a plan which meets stringent government requirements, we have also tried very hard to provide the best experience possible. Let me be clear, some of the decisions that we have had to make are not preferable and there may be things that you personally find challenging. However, I would ask for your continued trust and understanding that every decision is made in our unique context and within a bigger framework and that the only way that we can get every student back to school is with collective support of our approach.

This guide has been developed to give you as much information as possible. Please take some time to read and digest it; I hope you find it useful. However, as always, if you need any further support or guidance, please do not hesitate to get in touch using the details on page 1.

God bless,



N. Harrison ~ Headteacher



Mission & Aims

Whilst our protocols and ways of working have to change temporarily, our mission remains the same. In such challenging times, it is more important than ever that we continue to create an atmosphere of Catholic values, attitudes, practice and knowledge such that all children will have the opportunity for their faith to be nurtured. Thus they will be able to widen and deepen themselves as people in preparation for this life and for the life to come.

St Bede's aims to be a community inspired by **CHRIST** to serve others.

Common Good

To promote a spirit of **charity**, social **justice**, global **stewardship** and concern for others leading to a contribution to the common good.

Hope

To be an educational community built on foundations of **faith**, **hope** and **love**, which reflects Christ's message of **compassion**, **solidarity** and **forgiveness**.

Respect

To build a community of mutual **respect** and work towards a common understanding of high standards of behaviour, good **manners** and individual accountability; as well as encouraging students to make **responsible** and positive **choices**.

Inspiration

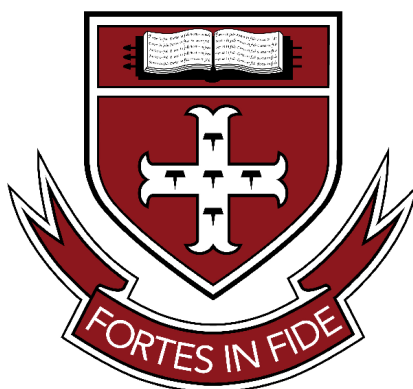
To be an inclusive community inspired by **Christ**, recognised by our love of God and of our **neighbour** whilst nurturing qualities of **resilience**, **determination**, **ambition**, **courage** and commitment in order to live fulfilling and purposeful lives.

Service

To follow Christ's example of **serving** others, in a climate of **kindness**, **humility**, **friendship** and **cooperation**.

Talents

To encourage all members of the community to use their **talents** to the full, pursuing **excellence** in all things, so that they can bring Christ to each other.



In order to fulfil our aims, we have shared expectations based on an ethos of faith, hope and love:





St Bede's Expectations

Our expectations remain the same:

Be on time,
all the time



Be dressed correctly



Be prepared with
all resources

Bag Books
Folders Pen
Pencil Ruler
Eraser
Sharpener
Planner
Special ~ PE / Tech



Manage your behaviour
through positive choices



Show respect through
your words and actions

T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?

Demonstrate effort,
perseverance and
resilience



Record and meet
all work deadlines



Ensure electronic
devices are not used
on school premises



Eat and drink in
designated areas



First Week Arrangements

We are aware that returning to school may be a daunting prospect for our students and we are committed to making it as smooth and positive an experience as possible. We also want to be in a position where we are able to evaluate initial arrangements and make adaptations if required. Therefore, in line with many other schools, we have determined that it is appropriate to adopt a cautious approach and have staggered induction days:

START DATES FOR 20/21 ACADEMIC YEAR		
Tuesday 1 st September 2020	INSET	Staff only
Wednesday 2 nd September 2020	INSET	Staff only
Thursday 3 rd September 2020	Years 10/11/12/13	Only students in these year groups to attend.
Friday 4 th September 2020	Years 7, 8 and 9	Only students in these year groups to attend.
Monday 7 th September 2020	All year groups	All students to attend school.

Please note: On the morning of their induction day, students will be with their Form Tutor and so should proceed straight to their p.4 form base. As always, form bases will be published on the school website prior to students returning.

Two Week Timetable

Once we have completed our induction days in the first week, we will work on a two week timetable. The weeks are outlined below:

Autumn Term			
7th Sep	A	2nd Nov	B
14th Sep	B	9th Nov	A
21st Sep	A	16th Nov	B
28th Sep	B	23rd Nov	A
5th Oct	A	30th Nov	B
12th Oct	B	7th Dec	A
19th Oct	A	14th Dec	B

Spring Term			
4th Jan	A	22nd Feb	A
11th Jan	B	1st Mar	B
18th Jan	A	8th Mar	A
25th Jan	B	15th Mar	B
1st Feb	A	22nd Mar	A
8th Feb	B		

Summer Term			
12th Apr	B		
19th Apr	A	7th Jun	A
26th Apr	B	14th Jun	B
3rd May	A	21st Jun	A
10th May	B	28th Jun	B
17th May	A	5th Jul	A
24th May	B	12th Jul	B

School Holidays

Holiday	Closing Date	Opening Date
Autumn Half-Term 2020	Friday, 23 rd October 2020	Monday, 2 nd November 2020
Please note, school will be closed to students on Friday 27th November 2020 for staff training.		
Christmas 2020	Friday, 18 th December 2020	Monday 4 th January 2021
Spring Half-Term 2021	Friday, 12 th February 2021	Monday, 22 nd February 2021
Easter 2021	Friday, 26 th March 2021	Monday, 12 th April 2021
Summer Half-Term 2021	Friday, 28 th May 2021	Monday, 7 th June 2021
Summer 2021	Friday, 16 th July 2021	To be determined

Preparing for school

Equipment

Students should bring an appropriate bag for conveying their resources to and from school. Logos/images should be appropriate to a Catholic Sixth Form environment. As previously advised, students are expected to bring their equipment each day:

- Pencil case
- Pencil
- Black pen
- Green pen
- Ruler
- Eraser
- Pencil sharpener

Students will not be able to buy resources from the school stationery shop at the present time but if a student has difficulty obtaining any equipment they should speak to their period 1 teacher or the Sixth Form Team and we will endeavour to support them.

Whilst bringing equipment is a basic expectation in normal circumstances, it is particularly important at the present time as students will not be able to share resources. School resources will not be shared across year group zones e.g. laptops, text books etc.

Masks

The government has made it clear that masks do not need to be worn in a school environment. We do not wish for masks to be a distraction and feel that they may be somewhat uncomfortable throughout a school day. However, in order to support personal preference at this time, we will allow students to wear masks under the following conditions:

- ◆ Parents have informed us that they wish for their child to wear a mask.
- ◆ Both parents and students accept that they must be worn continuously throughout the day and only removed to eat/drink.
- ◆ Both parents and students accept that the mask will be plain with no pattern, image or logo.

If so, please inform us via email at studentsupport@stbedes.durham.sch.uk to ensure that accurate records can be kept.

If students only intend to wear a mask for the duration of travel / off-site and therefore remove it when they enter school, they are advised:

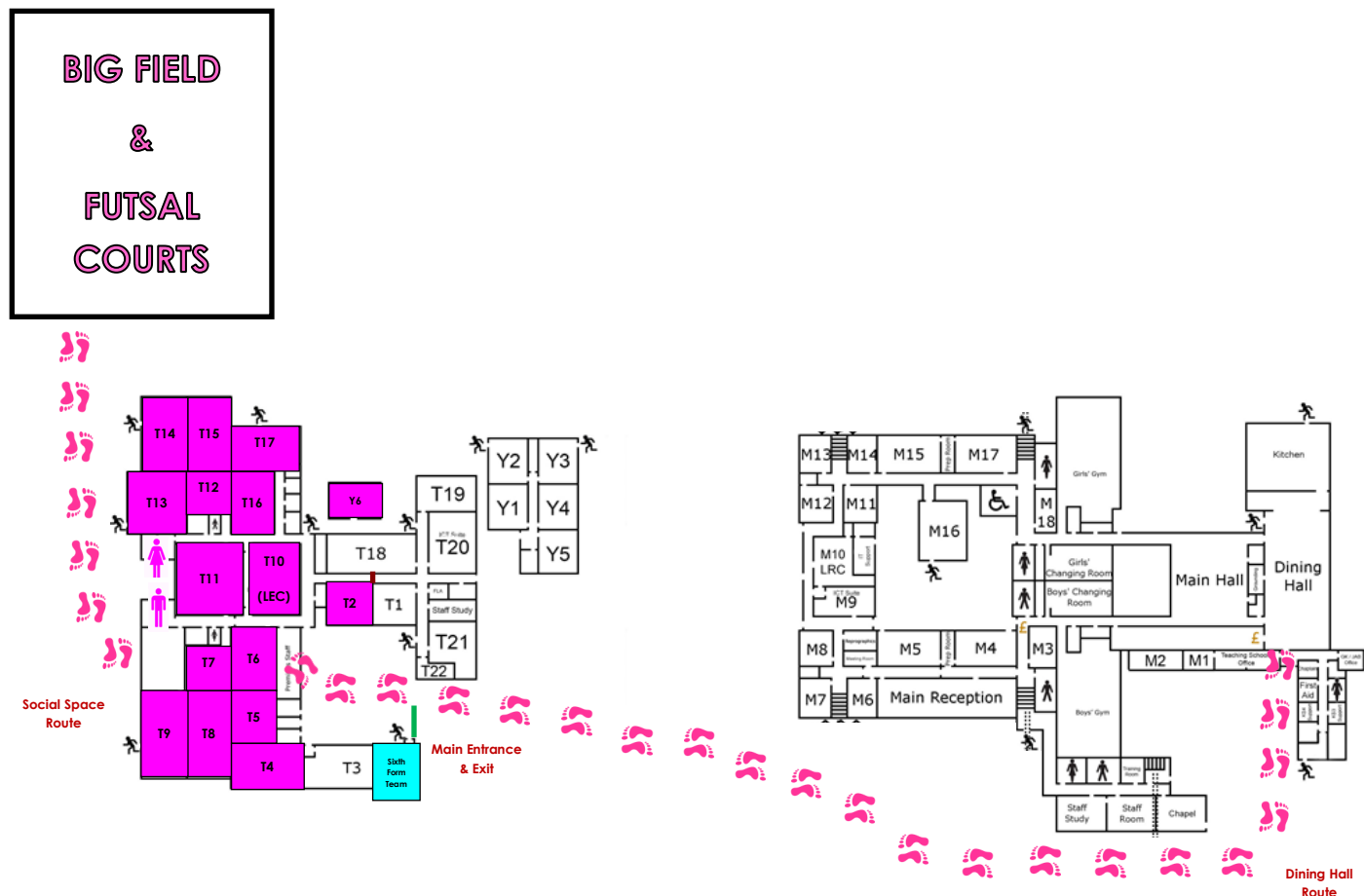
- ◆ To only handle the straps, ties or clips.
- ◆ To not share it with anyone else.
- ◆ If single-use, dispose of it carefully in a waste bin and do not recycle.
- ◆ If reusable, place into a clear plastic bag and store in school bag.
- ◆ Ensure that hands are sanitised once the mask is removed.

Students and parents are reminded that reusable masks should be washed in line with manufacturer's instructions at the highest temperature appropriate for the fabric.

Daily Life

Zoning

Sixth Form students will be based in the area indicated in pink entering and exiting this area as outlined below. Routes to access allocated social space and the Dining Hall are also indicated. **Students must not enter any other area of the school.**



Beginning of the school day

Sixth Form students will enter and exit via the 'Tech Block' carpark (**please note: that there will be no traffic movement in this area from 08.20 to 15.30 to ensure the safeguarding of all students**). They will proceed straight to their period 1 lesson location (this may be a different location each day), sanitise their hands and take their stipulated seat. Their period 1 teacher will support them in preparing for the day as their form tutor would have in normal circumstances.

School Day (Year 11, Year 9 and Sixth Form)

	Begins	Ends
Form Period	08.45	~ 09.00
Transition	09.00	~ 09.05
Period 1	09.05	~ 10.30
Break	10.30	~ 10.50
Period 2	10.50	~ 11.10
Period 3	11.10	~ 12.35

Lunch	12.35	~ 13.05
Period 4	13.05	~ 13.35
Period 5	13.35	~ 15.00
Dismissal - Walk	15.00	
Dismissal - Car	15.05	
Dismissal - Bus	15.10	

Curriculum

Sixth Form will continue to study all of their subjects as normal. All lessons will take place within their zone with staff and students moving rooms as necessary. Students and staff will be expected to sanitise their hands upon entry to each new room and sit in a stipulated seat which will be recorded for the purpose of track and trace procedures should this be needed. At the present time, we are unable to accommodate practical elements of the curriculum during the school day. Arrangements will be made to ensure that students studying practical subjects will not be disadvantaged.

Break & Lunch

We are not able to accommodate all year groups in the Dining Hall at break and lunchtime every day due to year group zoning and cleaning requirements. Therefore, all main school year groups will have access to the Dining Hall once a week for break and twice a week for lunch. At all other times they will eat a packed lunch in their p.4 location.

However, in recognition of the Sixth Form not being able to use 'The Hub' at the present time, we have allocated an area of the Dining Hall (nearest to the windows) which can be accessed from 08.30 to 13.30. Sixth Form students will not have access to the main servery but instead have use of the serving area at the back of the Dining Hall. No other year group will have access to this area but staff may also use it on the condition that they maintain their distance from students and take their purchases back to their allocated bases; staff will not consume food or drink in the Dining Hall.

Sixth Form students are to be given a double lunch (lunch and p.4) each day. To facilitate access to the Dining Hall they will be split into two cohorts (in form groups). Therefore, they have the option to:

- Go out of school. This is with the understanding that they must uphold all government directives i.e. masks in shops and also be respectful of the local community.
- Use the Dining Hall at their stipulate cohort time.
- Stay in their zone classrooms and bring their own packed lunch.

Please note: Sixth Form students must vacate the social space, corridors and toilets on the second half of lunch to allow Year 7 to have unfettered access to these areas.

Drinks

As part of our risk management plan, water fountains have had to be switched off across the school. Therefore, students will need to bring water with them. As always, students are only allowed to drink water in lessons. They must not bring glass bottles and cans. Students are strongly encouraged to make healthy choices. Alcohol is obviously strictly forbidden. Drinks which are detrimental to good health will be confiscated and may be destroyed e.g. energy drinks. Students are advised to sensibly manage their fluid intake throughout the day.

Contactless Payments

Students will no longer be using their fingerprint to pay for their lunch. Procedures will be in place to ensure that students remain at a distance from all adults in the Dining Hall. At the tills, students will state their name and what they have purchased which will be entered manually into the system. Patience and courtesy are expected whilst we all get used to our new way of working.

From September, we will not be accepting any cash/cheques (please see further information on 'Money & Payments' on page 20). Please ensure that sufficient funds are available for all purchases.

As well as a dedicated Sixth Form service, Caterlink, our catering company will be providing a packed lunch offer for students and staff each day.

Packed Lunch

The pre-order packed lunch offer will be priced at £2.35. It will contain:

- ◆ a choice of sandwich
- ◆ a bottle of water or fruit juice
- ◆ a piece of fruit
- ◆ a tray bake of the day e.g. cookie, brownie, flapjack etc.







Orders will be taken during 'Form Period' by their teacher and can be collected from the Sixth Form servery at the back of the Dining Hall at lunchtime.

Dining Hall

There will be a variety of food provided in the servery including pizza, hand-held snacks, jacket potatoes, paninis, sandwiches, tray bakes, pasta etc. as well as our main meal of the day for students and staff to enjoy. A typical menu of main meal choices is outlined below but confirmed menus and prices will be available on our website before students return:

Lunch Menu

This Menu is available on the following weeks, date commencing;

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	 <p>50% Plant based Beef Bolognaise</p> <p>Quorn Ragu in a rich tomato sauce</p>	 <p>Marinated Chicken Pieces</p> <p>Spicy Bean Burger</p> <p>Sweet Chilli & Lettuce</p>	 <p>Roasted Pork Loin</p> <p>Apple Sauce</p> <p>Apricot & Parsley Stuffing Balls</p> <p>Gravy</p>	 <p>Delhi Tikka</p> <p>Chicken Masala</p> <p>Mughlai Vegetable Korma</p>	 <p>Battered Fish</p> <p>Lemon Tartare sauce</p>
Vegetarian Main Meal	<p>Spaghetti</p> <p>Garlic Slice</p> <p>Rocket salad</p>	<p>Also Potato Wedges</p> <p>Slaw</p> <p>Garlic Bread</p> <p>Turmeric Rice</p> <p>Onion Rings</p> <p>Chopped Salad</p>	<p>Served with Crispy Roast Potatoes</p> <p>Broccoli</p> <p>Sliced Carrots</p>	<p>White Rice</p> <p>Bombay Slaw</p> <p>Indian Selection</p> <p>Poppadum</p> <p>Bombay Potato</p> <p>Mango Chutney</p> <p>Mint Yoghurt</p>	<p>Fish Cake</p> <p>Saveloys</p> <p>Fajita Spiced Vegetable Tacos</p> <p>Chips, Peas</p> <p>Mushy Peas</p>
Pizza Market Pasta Kitchen		<p>Authentic Sauces served daily with Pasta, Noodles or Rice</p> <p>Pizza Slices, Calzones, Stromboli's & Muffins</p>			
Family Favourites	<p>Chocolate & Mandarin Brownie</p>	<p>Peach Upside Down Cake</p>	<p>Toffee Apple Crumble</p>	<p>Lemon Drizzle</p>	<p>Jam & Coconut Sponge</p>

Toilets

Sixth Form students will share toilets with Year 7 students. Each year group has been given a separate break and lunch to ensure that they are not using the facilities at the same time and they will be cleaned frequently. However, if students need to go to the toilet during lessons, it may be that they are using the facilities simultaneously. Therefore, to reduce this occurrence we would encourage students to only use the toilet during lesson time if absolutely necessary. This is the same expectation that we have always had but will further support our endeavours to keep year groups as separate as possible. Main school students will be collected and escorted to the toilet should they make a request which will allow us to manage movement in zones.

Health Management

Shared Responsibility

The whole school community must take collective responsibility for upholding health and safety procedures. Clear messages such as 'catch it, bin it, kill it' and the importance of sanitising regularly will be frequently promoted and enforced at key points throughout the school day:

- ◆ Upon entry to school - period 1 location
- ◆ Before / after break
- ◆ Before / after lunch
- ◆ Upon exit from school - period 5 location.

Students will have access to hand sanitising equipment at every classroom and hand washing facilities in the toilets at break and lunchtime. Students are permitted to bring their own hand sanitiser under the following conditions:

- ◆ They use it responsibly at stipulated times - it should not become a distraction within the classroom.
- ◆ It must not be shared between students.

We reserve the right to confiscate hand sanitiser if we believe it poses a health, safety or wellbeing risk.

Current Covid-19 Advice

Government directives regarding self-isolation must be followed at all times. This includes guidance on enforced quarantine following travel. More information can be found at www.gov.uk. If you are self-isolating for any reason, please let us know using the normal absence protocols (please see page 14) so that accurate records are kept.

It is imperative that staff and students stay at home if they have Covid-19 symptoms:

- ◆ **High temperature** – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature)
- ◆ **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ◆ **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Any student or member of staff who presents with these symptoms will be kept in isolation until they can be collected from school.

Our risk assessment (available on the school website) and Public Health procedures will be followed at all times.

Please note:

These procedures will be followed on presentation of symptoms. It is not our place to determine whether a student is genuine or not; all cases will be treated consistently. Therefore, even if a student is 'joking', they will be subject to the procedures overleaf. It is important that parents explain what impact this behaviour would have on both their child and their wider family. Please see overleaf.

Current Covid-19 Protocol

- ◆ If a member of staff or student presents with symptoms of COVID-19 however mild, they will be sent home and must self-isolate for at least 10 days from when the symptoms started. They should arrange to have a test to see if they have COVID-19.
- ◆ If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.
- ◆ After 10 days, if you still have a temperature, you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- ◆ All other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

Government Information ~ Process in the event of outbreaks

The school will be deemed as experiencing an outbreak if:

- ◆ There are two or more confirmed cases of Coronavirus (COVID-19) among students or staff within 14 days;
- Or
- ◆ There is an increase in student or staff absence rates due to suspected or confirmed cases of Coronavirus (COVID-19).

If this should occur, we will contact our local health protection team. This team will advise if additional action is required, though the closure of the whole school or college will generally not be necessary.

Where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school, if necessary.

More information can be found at:

www.gov.uk/coronavirus



Becoming ill at school

If students are unwell in any respect during lesson time, they are advised to report this to their subject teacher. Staff will discuss with the student whether they feel able to remain in their lesson and if so, endeavor to make them as comfortable as possible. If a student does not feel able to remain in the lesson, a member of duty staff will be alerted. The member of staff will escort the student to the Medical Room if they feel able to maintain a 2 metre distance i.e. supervision rather than physical support. If the member of staff assesses that they would be unable to maintain a 2 metre distance from the student, a member of the Medical Support Team (wearing PPE) will be called to escort them.

In most cases, some basic attention i.e. a quiet environment, water, fresh air, will allow a student to recover sufficiently to continue for the rest of the day. If the student does not seem to be making sufficient progress then parents/carers will be contacted and the student collected.

It is imperative that students must not contact parents/carers directly as this leaves all parties in a vulnerable position. Parents cannot attend school unless invited via appointment and therefore, if direct contact is made, parents should advise their child of the procedures above. As part of our safeguarding and risk management procedures, we must be aware of all those attending and leaving the school site.

First Aid

If an accident occurs during a lesson a student should report it to their teacher who will contact a member of the Medical Support Team.

If an accident occurs, other than in lessons, it should be reported to the nearest member of staff who will contact a member of the Medical Support Team.

If first aid is required during break or lunch and a student is able to attend, they should report to the Student Support Reception. If not, they should report it to the nearest member of duty staff who will contact a member of the Medical Support Team.

All staff have been briefed on medical management procedures when supporting students.

If your child receives any first aid attention, they will be given an information slip detailing the injury and the treatment administered. If the injury is deemed serious enough, contact will be made with parents/carers and the student collected.

Medical Information

On entry to the Sixth Form, medical information should be shared which of any pre-existing medical conditions. The Sixth Form Team must be informed if, at any point in the school year, a condition develops or is diagnosed. A medical register is kept, updated and reviewed on a regular basis and all staff have easy access to this document whilst ensuring data protection principles.

Individual Healthcare Plan

Where necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parents/carers, designated school staff and medical professionals. IHPs will be reviewed annually or when a student's medical circumstances change, whichever is sooner. IHPs will be easily accessible to all relevant staff whilst ensuring data protection principles.

Administration of Medication

Where possible, unless advised it would be detrimental to health, medicines should be taken outside of school hours. No student will be given any prescription or non-prescription medicines without consent, except in exceptional circumstances. Where a student is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. If necessary, both students and parents are strongly encouraged to familiarise themselves with the full 'Supporting Students With Medical Conditions' policy which can be found on the school website.

Attendance and Punctuality

Whilst we appreciate that it may be daunting for students to return to school, we strongly believe that it's important to get back into a normal routine in order to support their emotional, social and academic development. As a guide:



Attendance levels will be monitored and appropriate support strategies implemented. Our first principle is to support parents/carers in ensuring their child attends Sixth Form. We recognise that some students have genuine circumstances which prevent them from attending. Where this is the case, we work collaboratively with students, parents and other professionals to ensure that appropriate procedures are followed and we can support their education in a positive and sensitive manner. We are proud of our track record in supporting students and, where possible, reintegrating them back into their studies when they are ready.

Absence from school

If a student cannot attend Sixth Form for medical reasons, such information should be shared by telephone, before 8:30am on the first day of absence and any subsequent days. The reason for absence and the likely duration of the time away from school must be given. Contact may be made by text or telephone if a message explaining absence is not received. If an absence is likely to be lengthy or frequent in nature it is important that the Sixth Form Team are made aware to ensure that adequate provision can be made to support students.

Leaving school during the day

Where possible all appointments should be made outside Sixth Form hours. If this is unavoidable, students must ensure they present details of the appointment to a member of the Sixth Form Team where it will be sanctioned. The student must also follow signing out procedures. Where appointments are made during Sixth Form hours, it is absolutely crucial that students miss as little education as possible and, where possible, returned to Sixth Form. It is imperative where frequent appointments are required that the times are varied so as to have minimal impact on particular subject time. The absence will only be authorised for the duration of the appointment and reasonable travel time. **If parents are collecting their child, they must not enter the building unless absolutely necessary. Parents must ensure a 2 metre distance at all times when collecting their child from school.**

Where students are leaving the school premises for other reasons during the school day, for example to go to the village, they must sign out stating their destination and then back in on their return using the register outside T3a where the Sixth Form Team are located.

Access Code

The Technology carpark gates will be locked at 09.00 as part of our general safeguarding procedures. As Sixth Form students will need access throughout the day, the access code will be given to them. Sixth Form students accept that the gate must be kept secured and that failing to do so may result in the gate only being opened at break/lunch and therefore the privilege of the Dining Hall being revoked.

Punctuality

In order to ensure safeguarding protocols can be upheld, it is imperative that students attend school and lessons on time. Students are required to be in their period 1 location by 8.45am. If a student arrives after 09.00, they must report to the Sixth Form Team.

Absence requests

In line with government regulations, absence (including holidays) cannot be authorised during term time. In exceptional circumstances a request may be granted by the Headteacher. Such requests must be made in writing at least four weeks in advance of the absence, outlining any exceptional circumstances. Requests should be made for the attention of Mrs. E. Graham who will pass all requests to the Headteacher.

The decision will be given in writing, stating whether approval has been given, and any conditions that apply to an approval. If permission is granted, your child will be expected to collect work from teachers on his/her return and this work must be completed in addition to the usual homework set by staff. Holidays or absences taken without the permission of the school will result in the absence being unauthorised. A referral may also be made to the School Attendance Improvement Team.



Student Support Centre

Whilst Sixth Form students will be able to access the Sixth Form Support Team in their zone (indicated on map), they may on occasion need to access the main Student Support Centre. If so, they need to be aware that as it is a mixed provision it now has the following adaptations:

- ◆ Students will endeavor to maintain a 2 metre distance from any students not in their year group whilst accepting that any interaction will be brief and transitory as they journey to the centre.
- ◆ If a student feels they need to access the centre during lesson time, they must alert their teacher, who will call for a member of duty staff to escort them.
- ◆ At break/lunch students must report to the Student Support Reception. If there is a queue, students should line up ensuring that a 2 metre distance is kept from any students not in their year group.
- ◆ In turn, their needs will be assessed. The following may then happen:
 - The issue will be resolved by Mrs Joughin.
 - The issue does not need immediate attention. The student leaves the area and a message is passed to a member of the Student Support Team who will come to them in their zone at the earliest opportunity.
 - The issue needs immediate attention. Students will be asked to sanitise their hands and take a seat in a waiting area. Students will be seated at a 2 metre distance from any other student in the room and there will be a maximum occupancy. Students are expected to remain in their seat until a member of the Student Support Team is able to attend to them.
- ◆ Students are also able to email a Welfare Manager/Progress Leader for support or to request an appointment.

Behaviour & Discipline

The governors of St. Bede's Catholic School & Sixth Form College wish to maintain the highest standards of behaviour in the school. In achieving this end, the governors seek the support of parents and carers for the Headteacher and staff. The governors wish all parents and carers to know that they expect the Headteacher and staff to maintain a caring, respectful atmosphere in the school where the students can feel happy and secure and work to the best of their ability. The governors believe that this atmosphere presently exists in the school and permeates all that we do.

The governing body is responsible for setting general principles that inform the behaviour policy. The governing body has consulted with the Headteacher, school staff, parents and students when developing behaviour principles. The Headteacher is responsible for developing a behaviour policy in the context of the DfE framework. Parents are encouraged to familiarise themselves with the full policy (available on the school website) which explains the standard of behaviour expected of students at St Bede's Catholic School and how that standard will be achieved, the school rules, any disciplinary penalties for breaking the rules and rewards for good behaviour.

The Governors believe that the school is blessed with caring parents and guardians and well-behaved, well mannered students. The school aim is to encourage this positively by encouragement, praise and example. The governors believe that, in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. The school seeks to create a caring and learning environment by:

- Promoting excellent behaviour and discipline.
- Promoting self esteem, self discipline, respect for authority with relationships based on mutual respect.
- Encouraging consistency of response to both positive and negative behaviour.
- Providing a safe environment free from disruption, violence and bullying, which protects the well-being of the whole school community.
- Encouraging a positive relationship with parents and carers to ensure that they play their part in the implementation of the school's policy and procedures.
- Supporting the Headteacher and staff when faced with challenging behaviour.

Covid-19 Addendum

All students should continue to uphold the principles outlined in our normal Behaviour Policy. In addition, students should share responsibility for the safety and wellbeing of fellow students and staff by:

- Following their year group zoned plan at all times unless given alternate instructions by a member of staff. Any instruction must be followed immediately and without question.
- Ensuring hygiene expectations are maintained throughout the day.
- Attending school and lessons on time and at the stipulated location.
- Sitting in their allocated seat and not moving unless given express permission.
- Remaining in their designated location at lunch and break times.
- Maintaining a social distance of 2 metres from staff wherever possible.
- Mask are worn in accordance to guidelines (ref. page 7).

Failure to uphold expectations is not just a matter of disruption but potentially poses a risk to the health, safety and wellbeing of other members of the school community which cannot be accepted. If a Sixth Form student has to be removed from the school community for a serious or persistent breach of school policy, parents/carers will be contacted.

With this in mind, parents/carers should ensure suitable contact/transport arrangements are in place throughout the school day. Breaches of St. Bede's behaviour policy including this addendum will be dealt with in accordance with said policy.

Travel

The Bus Code

The Bus Code applies to all students travelling on any bus to and from school. Its aim is to ensure that journeys are both safe and pleasant and that the good reputation of St. Bede's in the local community is maintained and that the high standards of behaviour set in school are continued in school journeys.

Procedures

- On an evening, the lead duty teacher writes the numbers of all buses in the order they arrive on the notice board situated in the main yard.
- Students are allowed to board immediately if the bus is in, otherwise they are expected to queue (adhering to social distancing measures with other year groups) at a designated area in the yard.
- Queues may only move when instructed by staff.
- Students are expected to board their bus in an orderly fashion.
- Students should not walk between parked buses.
- If a student misses their bus, they must report to a member of staff on duty who will contact parents/carers to arrange transport home. If a student cannot find a member of staff they should report to the Main Reception who will contact home.

On The Bus

- The driver is in charge of the vehicle and therefore responsible for the safety of all those on board.
- Having found a seat students should remain in it until it is time for them to leave the bus.
- Students are asked to show consideration towards the driver and other passengers by talking only to those seated near them and by avoiding anything that might cause a distraction (e.g. shouting, using bad language).

Covid-19 Addendum

For dedicated school transport there will now be no expectation that a 2 metre or 1 metre-plus social distance will apply from September, and the safe practice will focus mainly on encouraging students to maintain consistent year groups where possible and practical. This is obviously dependent on the self-management of students but the following is strongly recommended during all journeys to and from school:

- **Years 10, 11, 12 and 13** are to be seated upstairs on double decker buses and to the rear of single decker buses.
- **Years 7, 8 and 9** to be seated downstairs on double decker buses and to the front of single decker buses.

Furthermore, in accordance with government directives:

- All rear facing seats will be out of use and there will be no standing.
- All pupils must wear a face covering for the duration of all journeys except for those for whom doing so would create a medical risk, including anxiety. Please see mask guidance on page 7.
- Application of procedures for boarding and alighting the buses will be regulated by the driver and may be monitored by the school, via CCTV.
- Drivers and school staff have the authority to instruct pupils about where they should sit in order to maintain social distancing protocols and this should always be respected by pupils.
- Where a pupil wilfully fails to comply with instructions from a driver, this will be treated as a serious matter with sanctions that could include the immediate removal of entitlement to travel.
- All vehicles will be regularly cleaned following GNE protocols, please refer to GNE website for details.

Go North East 'App' and Key Card

In purchasing via the app or key card, you are entering into an agreement with the bus company, Go North East. St. Bede's has no influence with regards to the terms and conditions of your agreement. Any enquiries should be directed to the bus company. More details can be found on their website - www.simplygo.com

Special Educational Needs and Disability

(SEND)

At St. Bede's Catholic School & Sixth Form College, we believe that each child is an individual and, as such, has unique strengths, talents and needs. To achieve their full potential, some students require additional support and we recognise this and plan accordingly. We acknowledge that some students may require continuous help throughout their time in school, whereas others may need support for only a short period to help overcome more temporary needs. St. Bede's Catholic School & Sixth Form College aims to provide all students with strategies for dealing with their needs in a supportive environment, and to give them access to a broad, balanced and relevant education.

Identification, Assessment & Review

St. Bede's follows the guidance outlined in the Special Needs Code of Practice. We recognise that children's needs and requirements fall into broad categories:

- Communication and Interaction.
- Cognition and Learning.
- Social, Emotional and Mental Health Difficulties.
- Sensory and/or Physical needs.

Within these categories, St. Bede's currently makes provision for students with:

- General Learning Difficulties.
- Specific Learning Difficulties.
- Autistic Spectrum Condition.
- Emotional, Behavioural, Social Difficulties.
- Physical & Health Difficulties.
- Sensory Impairment.
- Speech & Language Difficulties.

We also recognise that some students have complex needs which span several areas. We adopt a graduated approach which recognises a continuum of needs and that, where necessary, increasing specialist advice will be accessed for the difficulties a student may be experiencing.

Please see the school website for more detailed information on how we support students with SEND at St. Bede's.

We appreciate that present circumstances and changes in routine may present additional challenges for some of our SEND students. The Student Support Team are working hard to make sure that bespoke plans are in place but if you have any questions or concerns please get in touch: studentsupport@stbedes.durham.sch.uk

Other Useful Information

Careers Education, Information, Advice and Guidance (CEIAG)

St Bede's prides itself in preparing students for the next stage of their life, not only academically but in relation to future career pathways. We have relevant Careers Education modules built into our PHSE programme from Year 7 through to Sixth Form which draw upon many visiting speakers from local organisations and Universities. Within our programme students:

- learn about the structures, systems and factors that guide, shape and influence people's career prospects and career development;
- explore how these could affect their future choices, why they need to consider them when making their own career decisions and plans, and how they can do so;
- develop and practise the self-help skills they need to progress their own career plans and development, including the effective use of IAG.

Our Progression Manager, Mrs Jukes, will continue to work as normal with Sixth Form students to support their future aspirations including post-18 applications and pathways. **Please see our website for more detailed information.**

Extra-curricular Opportunities

Unfortunately, we are not in a position to offer any extra-curricular opportunities at the present time. Parents and students will be informed when we are able to reintroduce them.

Emergency Closure

Parents will be informed by text (if a mobile number is provided) if, for any reason, the school is closed. Regular communication will be sent via email and posted on the school website.

Emergency Contacts

Parents should ensure that all contact details are kept up to date. Whilst this is always an important safeguarding measure, it is absolutely crucial that we are able to make contact in current circumstances.

Emergency Evacuation

Guidance makes it very clear that in a situation which poses threat to life, all other measures no longer apply. However, we will attempt to maintain as much 'zoning' as possible. Students will be given specific information and shown their location on their induction day.

Dress Code / General Etiquette

We expect our sixth form students to be role models for younger students. Our students come to sixth form with a positive attitude, prepared to work and proud of their reputation in the local and wider community. Our sixth form students contribute to the school's positive image and how they present themselves is important. All students must wear appropriate dress for a professional working environment:

- ♦ Football tops, shorts, jogging/tracksuit bottoms, sports leggings (athleisure-wear) and ripped jeans may not be worn.
- ♦ Skirts must be of a moderate length.
- ♦ Tops and blouses must not be revealing.
- ♦ **All students must wear an identification lanyard** (these will be given out early in the new term).
- ♦ Students are allowed to wear jewellery which is minimal and discreet.
- ♦ Facial piercings, including nose studs are not permitted.
- ♦ Coats, caps, hats and sunglasses must not be worn indoors.
- ♦ Tattoos must not be visible.
- ♦ Students' hair should be well-kept, clean and moderate in style and length; bright dyed colouring, tram lines or shaved shapes in the hair are not permitted.
- ♦ Dress code applies during examination periods.

Please note, the lists above are not exhaustive and individual judgements may be made about the dress or appearance of students by the school's Sixth Form team or Senior Leadership Team.

Homework

Independent learning is an important aspect in raising achievement and developing key skills of independence and resilience. All students have planners which they can use to record their homework. As far as possible, homework will be set using Microsoft Teams. We strive to ensure homework is meaningful and may take a variety of forms, including reading, written work, memorising, application, observation and recording, project work; research using a variety of sources. Homework is compulsory for all students at St. Bede's. Unfortunately, we will not be able to run any homework support sessions at the present time as school has to be vacated for enhanced cleaning to take place.

Library

Unfortunately, there will be no access to the library at the present time.

Lockers

Unfortunately we are not able to offer lockers at the present time. If a student has items in their locker which they wish to retrieve they should email Mrs Kilburn who will ensure their belongings are returned to them. **Students must not go to their lockers as they are within a specific zone.**

Mobile Phones

Students are permitted to bring mobile phones to school, however all phones should be **switched off and out of sight** during lesson time. **Sixth Form students may use their phones in their social areas but must refrain from doing so when main school year groups are present e.g. in the Dining Hall at break and lunch.**

Money & Payments

From September we will no longer be accepting any cash or cheques. This includes school lunches, trips and educational visits. Therefore, all payments will need to be made online via a School Gateway account where you are able to:

- Check a current account balance and top-up where necessary
- Make payments for school trips, educational visits and purchases other than school lunches
- View previous lunch transactions
- View student behaviour profiles and timetables (from September)
- Update student personal details

Information about setting up an account is published on the school website and will be emailed to all parents. If this cashless approach should cause any issues please get in touch.

Possessions and Valuables

Students are responsible for their possessions at all times. Students may leave their bags in their classroom at a break and lunch but these rooms are not secured or supervised and so all possessions are left at their own risk. Students should not bring valuables into school. The school cannot be held responsible for any loss/damage to items of value.

Smoking/Vaping

In line with our commitment to promoting healthy lifestyles, St Bede's is a non-smoking school. We adhere to the national smoking legislation that came into effect on 1st July 2007. Thus, smoking is prohibited in the buildings and on the premises of the school. Smoking is also prohibited at or near the school entrances and exits. Any items which we believe contain nicotine or are detrimental to good health will be confiscated and may be destroyed e.g. cigarettes, e-cigarettes, e-vaporizer pens (hookah, sisha etc.). Illegal substances in all forms are strictly forbidden and will incur severe sanctions (please see behaviour and discipline policy for further details).



a community of faith, hope and love