



**ST BENET BISCOP  
CATHOLIC ACADEMY**

Learn to value, learn to give, learn to achieve

# Family Handbook

## The St Benet Biscop Way

**Integrity:** We are truthful and honest in all areas of life.

**Respect:** We celebrate the uniqueness of each individual.

**Excellence:** We work hard and persevere in order to be the best version of ourselves.

**Resilience:** We 'stick at it' and remain positive so we have the strength to persevere.

**Self discipline:** We follow the rules; first time, every time.

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# Welcome

*TO SEEK WHOLENESS THROUGH FAITH,  
QUEST AND LEARNING,  
TO BECOME WHAT GOD INTENDS US TO BE.*

St Benet Biscop Catholic Academy is a learning community built upon empowering individuals to become the best that they can be in a way that is rooted firmly in the values of the Gospel and expressed in our mission statement. We build a partnership between parents, students, and teachers that puts learning first.

Our commitment to learning ensures that our dedicated and caring community is constantly striving for improvement and excellence in all aspects of academy life. We have the highest expectations for every individual and our strict practices and routines nurture a genuine sense of moral purpose, personal responsibility, integrity and respect for others.

Students are supported through our strong pastoral structure and by having clear expectations. We have a shared belief that everyone is equal, everyone matters, and that learning should be engaging and enjoyable. To achieve our mission, our practice is embedded in the St Benet Biscop Way and in the core values of integrity and respect. It is expected that all members of our community follow the St Benet Biscop Way. There are no excuses.

## **The St Benet Biscop Way**

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**Respect:** We celebrate the uniqueness of each individual.

**Excellence:** We work hard and persevere to be the best version of ourselves.

**Resilience:** We 'stick at it' and remain positive so we have the strength to persevere.

**Self discipline:** We follow the rules; first time, every time.

Working with families and presenting young people with common expectations at home and at the academy, will be the key to our success. Therefore, this booklet is an essential document in helping you understand our standards and approach. We rely on your interest in what your child is doing each school day, on your support and encouragement for their work and on your attendance at parents' evenings and academy events. Together, we will make sure your child's education is successful.

Yours sincerely



# The St Benet Biscop Way

**The St Benet Biscop Way is rooted in the Gospel values and lived out by our community.**

## **Integrity**

We are truthful and honest in all areas of life. When faced with tough decisions and hard choices, we do the right thing, even when it's difficult or when no-one is looking. We follow through when we give our word and do not make promises we can't keep. We maintain an open mind and accept that we are sometimes wrong or uninformed; admitting our mistakes and taking ownership of their repercussions. We value ourselves and each other and treat each other as we would wish to be treated.

## **Respect**

We celebrate the uniqueness of each individual and act to make a positive difference in the lives of others. We have respect for self, for others and keep each other safe.

We speak respectfully and politely and don't use slang. We behave respectfully by walking in a calm and orderly manner, keeping to the left of corridors, staircases and walkways.

We respect the school buildings and grounds by keeping them clean, tidy, and free from litter. We treat all equipment with care and as directed.

We are considerate and courteous towards members of the local community.

## **Excellence**

We have high expectations and work hard and persevere in order to be the best version of ourselves. We don't accept mediocrity. We never give up on our learning because when we work hard, we can be proud of what we produce and achieve amazing results.

We are determined to get better and understand that the journey is as important as the destination.

We come prepared to learn, fully equipped and we wear the school uniform with pride.

We have a 'can-do' attitude and seek to form positive relationships. We actively engage in activities, including extra and wider curricular.

## **Resilience**

We see mistakes as opportunities to learn, as a catalyst to try again and are not put off by difficulties. We are persistent – we 'stick at it' and don't give up, developing a positive attitude so we have the strength to persevere.

If we make mistakes or get distracted, we challenge ourselves to do it better next time and use mistakes to our advantage.

## **Self discipline**

We follow the rules; first time, every time. We behave positively to allow learning for ourselves and other students to take place without interruption. We do what it takes for as long as it takes to reach our goals and we take responsibility for our actions and their consequences. We anticipate struggles and problems and make plans to limit distraction.

We attend school on time and fully equipped for learning. We are punctual and organised for lessons and we adhere to deadlines.

# Learning Habits

From the first day at St Benet Biscop, your child will be expected to pick up and keep our six learning habits which we believe every student can demonstrate. In doing so, each student will thrive at our school and will have the skills they need to be successful in later life, whether that be at university, college, or the world of work.

All members of staff actively promote and model our Learning Habits.

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our learning habits 100% of the time. If they do this, their hard work will be recognised. However, if any of the learning habits are not met, negative points or detentions are issued.

There will be no discussion of negatives given for not demonstrating the learning habits with parents/carers because, the learning habits must be followed in all classes, every day. You will receive an alert if your child receives a negative or a detention. I ask that you work with us to ensure your child understands the need for following our strict routines. As a school community whose purpose is learning, staff time should be spent planning high quality lessons, guiding students, and giving them feedback and communicating with you regarding your child's achievements not discussing incidents where students have not followed our learning habits.

**Here are the learning habits that we will insist on, day-in and day-out:**

## **No answering back**

Sometimes teachers get things right and sometimes we get things wrong, but it is unacceptable for a child to answer back or question the decision in front of the class. It stops others from learning, and it undermines all respect for the teacher.

## **Uniform**

We will insist on perfect uniform 100% of the time. This is because we want children at our school to be proud. Students are expected to come to school in perfect uniform every day. This demonstrates their readiness to learn and removes any element of inequality amongst students. Excellent uniform is a representation of our excellent culture. Defiance around uniform will not be tolerated and we expect full parental support with this.

## **Homework**

We will insist on all homework being completed on time and to a good standard, neatly and with pride. All homework must be done for the right day and time. We have homework club twice a week and the Learning Resource Centre is available at break, lunch, and every evening after school to help with homework. All children, therefore, can be successful. Students who struggle to meet this learning habit are placed in compulsory homework club to support them in meeting future deadlines.

## **On Task**

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other students are trying so hard, it would be unfair for a child to cause a distraction from learning for themselves or others.

## **Punctuality**

We will insist on punctuality to school and to each lesson. Every child should be on the school site with all of the equipment they will need, by 8.40 am each day. Please support your child with this by keeping to bed-time routines and allowing sufficient preparation time for school. We ask parents who are having difficulty with morning routines to contact school so we can work together to address any problems that may be arising [attendance@stbb.org.uk](mailto:attendance@stbb.org.uk)

## **Equipment**

We insist that every child carries an appropriate school bag which can accommodate the resources needed for the school day (pencil case, planner, reading book, exercise and textbooks and PE kit (where relevant)). It is important that students are taught how to be organised and responsible. At first you could help by packing bags with your child, but you should expect them to check their timetable each night and learn for themselves very quickly. To help your child to pick up these habits quickly and keep them for 5 years we will also teach the habits in class that you need to teach at home (you may be doing so already). We will also praise and reward those who demonstrate these habits (using positive postcards, letters, star of the week) and sanction those who do not. We do not want any child to under-achieve by the time of Year 11 at our school.

Students are expected to bring the following to school:

Pencil case

Black / blue pen

Green pen

Pencil

Eraser

Ruler

Reading book

Planner (provided by the school)

Casio fx-85GTX (or equivalent) calculator. These are available to purchase from Student Reception.

# **Behaviour Protocol**

Our system of sanction is very simple, and we are counting on your support. If you are worried about it, the best way to avoid it is to make sure your child picks up the learning habits and sticks to them every single day. You can help by reminding your child of the expectations and supporting them to get into the right frame of mind.

If your child receives a detention, you will receive a message which lets you know that your child has a detention and for how long. We contact home as a matter of courtesy as this is not required by law, so alternate travel arrangements can be made. Additional sanction may be required for persistent poor adherence to the learning habits, but this would be discussed with you if it was necessary. There is no exemption from detention.

Our system is so simple and fair that students should not get a negative point in the first place. If a negative or a detention is given, it is not as bad as parents sometimes think. Your child simply does the detention and gets a fresh start the next day.

Due to transport issues, please remember to explain how important it is that your child does not get a detention; you will have to make arrangements for them to get home. Please work with us and discuss how inconvenienced your child made you. This will further develop good learning habits and consideration for you and the family.

If your child fails to attend a detention (or presents with more serious behaviour) it is likely that your child will spend the next day in Lesson Remove. The consequences of missing a second detention, quite rightly, will be serious and could result in suspension.

### **Form Tutor**

All students have a Tutor who sees them Monday to Friday during tutor time. The tutor should be your first step in resolving any issues or concerns you may have regarding your child. The student planner is expected to be signed very week by the tutor and by parents.

## **Mobile Phones, Smart Watches etc.**

While it is true that mobile phone technology provides benefits of quick and ready communication it is also the case that improper and inappropriate use can be problematic in a school context. To avoid problems, we recommend that students do not bring mobile phones to school. Students needing to contact parents/carers may use a school telephone with a member of staff's permission.

If parents want their child to bring a phone to school, it must be switched off and in their bag. Phones or any attached equipment (including air pods) must not be visible or audible at any time. School premises include classrooms and all public areas of the school buildings, including the yards, fields, stairs, and corridors. If a member of staff sees or hears a mobile phone it will be confiscated and will be kept until the end of the day when a parent can come to the academy and collect it – this is non-negotiable.

The student will also receive a suitable sanction.

No smart watches are allowed. If they are seen, they will be confiscated and returned to a parent/ carer.

The academy accepts no responsibility for the safety or security of the above equipment.

## Rewards

The St Benet Biscop Way endeavours to promote caring and responsible attitudes in our school community. As part of how we reward behaviours, we promote and value integrity, respect, excellence, resilience and self-discipline at every opportunity and celebrate positive behaviours and effort.

Throughout the year, there a variety of rewards a child may receive. Each term, form tutors nominate a student to receive an award. There is also a Head of Progress award and a Headteacher's award. Form groups are recognised for their attendance, as well as merits achieved.

There are many other rewards and awards used by department areas throughout the year. Examples of these include:

- Celebration of Achievement Assemblies.
- Star of the week awards
- Gold Standard work displayed around school.
- Postcards sent home by departments for exemplary work and effort.

## Individual Needs

The academy encourages high aspirations, high motivation and high achievement for all. This vision applies equally to students with any kind of special educational need. Our philosophy is to educate students as far as possible within the normal provision of the academy, which includes a strong teaching model and early intervention with individual attention for students who may need additional support. This additional support is provided under the direction of the Special Educational Needs Department and is available for any student who may need above and beyond the ordinarily available provision. Our experienced team will be there to help and support the students and families. Should you require any assistance or have any queries regarding the academy's provision for your child, please contact our SEND coordinator who will arrange for someone in the SEND team to speak to you.



# Attendance

Attendance is monitored very carefully at the Academy. Every day missed is a learning opportunity wasted. If your child misses school without appropriate reason, you will be contacted by a member of staff or invited for a meeting to discuss this. Good attendance is essential if students are to fulfil their potential. Research shows that for every 17 days missed from school (that is 90% attendance) per year, a student's GCSE grades are likely to go down by at least a grade. Every child should be on the academy site with all of the equipment they will need, by 8.40 am each day. Should a student arrive late they will be issued with a detention to complete the following afternoon. Please support your child with this by keeping to bed-time routines and allowing sufficient preparation time for school. If students arrive after the start of period 1, they should sign in at main reception.

To further support you help overcome any barriers to attendance the following link provides advice and guidance for parent on school attendance:

<https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf>

# Absence

When a student is absent from the academy with no advance notice, for example because of illness, parents contact the academy that same morning, and each subsequent morning, to inform us of the reason for absence. Please contact the academy as soon as possible by emailing [attendance@stbb.org.uk](mailto:attendance@stbb.org.uk) or telephone 01670 822795 and select option 1 – student absence. You will need to leave your child's name and form group along with details of why they are absent. It is possible to leave messages on the student absence voicemail at any time prior to 8.30am.

Please note that only emergency appointments for dentists, opticians, and doctors should be during academy hours. Routine appointments must be made out of academy hours. Where this is not possible, please ask for appointments in the afternoon so that your child can be registered. This will ensure that their attendance record is not affected.

When it is known in advance that an absence is to be requested for such emergency appointments, notify the academy with a note in their planner and a copy of their appointment card/letter. They must show this to their Head of Progress who will give them permission to sign out at Student Reception.

Under no circumstances should a student leave the academy and go home without permission.

# Leave of Absence

The Academy does not authorise holidays in term time unless there are exceptional circumstances – this is done at the discretion of the Headteacher. Please write to the Headteacher before the absence. You will be informed in writing of the decision as to whether the absence is authorised or not.

# Term Dates 2024-25

SEPTEMBER 2024						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2024						
M	T	W	T	F	S	S
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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2024						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2024						
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

JANUARY 2025						
M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2025						
M	T	W	T	F	S	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2025						
M	T	W	T	F	S	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2025						
M	T	W	T	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2025						
M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2025						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2025						
M	T	W	T	F	S	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2025						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Autumn Term		Spring Term		Summer Term		Bank Holiday		School Holiday		INSET Day
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Schools re-open on **MONDAY, 1<sup>st</sup> September 2025**

# Organisation of the Day

## The academy opens for students at 8.00am

Students start each day with registration at **8:45am** with their form tutor. They will have five lessons each day. They have a morning break of 20 minutes and a lunch break of 45 minutes.

Each student is given a school planner which they will be expected to carry with them at all times. The planner is a quick and easy way of keeping organised. The planner is another way for you to communicate with your child's form tutor or teachers. The planner must be signed at home each week.

## Equipment

- Students are expected to have a bag large enough to carry their files, books and all equipment necessary to engage in their learning at the academy.
- Students should have a pencil case containing a black pen, a green pen, pencil, ruler, eraser, Casio fx-85GTX (or equivalent) scientific calculator and any specialist equipment for practical subjects to engage in learning.
- Planner
- If a student defaces their planner, they will be expected to purchase another.
- Stationery sets and calculators can be bought from Student Reception.
- A limited number of lockers are available to store school items.

## Reading Book

All students in Key Stage 3 and Key Stage 4, irrespective of ability, have a reading book and are expected to read for a minimum of 20 minutes every day. All year 7 and 8 students should be reading a book which is on the Accelerated Reading programme and each reading session should be recorded in the log in their planner.

## Lunchtime

Family Dining is a crucial part of Academy life. We expect students to eat a healthy meal. Students may bring a packed lunch which should be eaten in the designated areas.

However, students are not allowed to bring in energy/fizzy drinks. If a student brings in anything deemed inappropriate by the Academy, items will be confiscated and students will receive a sanction.

We encourage all parents to purchase a suitable, **clear**, water bottle for their child so that they can regularly drink water throughout the day. Water refilling stations are available across the Academy.

## The school day ends at 3.15pm

## Key Staff

### Senior Leadership Team

Mr Shepherd	Headteacher
Miss Wrigley	Deputy Headteacher
Mrs Lewis-Dale	Deputy Headteacher
Mrs L Banfield	Assistant Headteacher
Mrs Poulter	Assistant Headteacher
Mr Smailes	Assistant Headteacher
Mrs Sword	Assistant Headteacher
Dr Watts	Assistant Headteacher

### Pastoral Support

Heads of Progress  
Student Support Managers  
SEND Coordinator  
Attendance Officer  
Chaplain

### Subject Support

Subject Leaders  
Assistant Subject Leaders

# How to get in touch

Good communication between home and the academy supports success. There are a number of opportunities for you to communicate with the academy including:

- Parents' Evenings
- Student Planner
- Meet the tutor evening
- Email
- School Website: [www.st-benetbiscop.org.uk](http://www.st-benetbiscop.org.uk)

If you are concerned about anything relating to your child's welfare, then please contact your child's **form tutor** in the first instance. If you have any concerns about a particular subject your child is studying, please contact their **subject teacher**.

Please note that the majority of our staff also teach and are not usually immediately available to receive a telephone call. We also try to keep our telephone lines free during the day for emergency and urgent calls, but there are many other ways you can contact the school. Please refer to the "Contact Us" information on the next page for the best way to contact us. We will always endeavour to respond as soon as possible and within two working days.

The majority of our written communication is by email or notifications via our Management Information System. We will also communicate by telephone and SMS.

**Please ensure that the academy is kept up to date with any changes of address or telephone number. It is crucial for us to be able to make contact with a parent/carer should the need arise.**

## **I'm not receiving emails or texts – what should I do?**

First of all, please contact us to check that we have the correct information.

If you are not receiving emails, it may be that our messages are going into your Spam or Junk folder. You will need to change your mailbox settings to ensure your provider accepts our emails.

## **How do I change my child's contact details?**

Any changes to named contacts, addresses and any other contact details should be notified to Student Reception. Please ask your child to request a Student Data Check Report Form from Student Reception for you to complete and return to the academy. Your transition pack contains the information that we currently hold for your child for you to check and return to us.

## Contact us

Topic	Contact by
Attendance – Absence (daily)	<a href="mailto:attendance@stbb.org.uk">attendance@stbb.org.uk</a> (preferred method) 01670 822795 (option 1)
Attendance - Leave of absence requests	<a href="mailto:attendance@stbb.org.uk">attendance@stbb.org.uk</a>
Attendance - Notification of Appointments	<a href="mailto:attendance@stbb.org.uk">attendance@stbb.org.uk</a> Student Planner
Class Charts account queries	<a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a>
Finance, iPay queries	<a href="mailto:finance@stbb.org.uk">finance@stbb.org.uk</a> 01670 822795 (option 2)
General Enquiries	<a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a> <a href="http://www.st-benetbiscop.org.uk">www.st-benetbiscop.org.uk</a>
Meetings in school (by appointment only)	Student Planner <a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a>
Messages for Form Tutors	Student Planner <a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a>
Messages for Subject Teachers, Subject Leaders, Student Support Managers, Heads of Progress	Student Planner <a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a>
Microsoft Teams queries	<a href="mailto:helpdesk@stbb.org.uk">helpdesk@stbb.org.uk</a>
My Child at School account queries	<a href="mailto:admin@stbb.org.uk">admin@stbb.org.uk</a>
<b>Urgent response/emergency</b>	<b>01670 822795</b>

# The Curriculum within St Benet Biscop Catholic Academy

At St Benet Biscop our mission is to encourage students to value, achieve and grow in the Peace of Christ and this mission underpins our five-year curriculum. Our curriculum embraces students of all ability and encourages challenge and high expectation for all: supporting and stretching all students to be the best they possibly can be.

We understand the need to prepare our students for the challenges of GCSE and so our curriculum, from the outset in Year 7, is tailored to support and develop the necessary skills and knowledge our students will need to be successful in reaching their full potential.

Our Key Stage 3 curriculum (Years 7, 8 & 9) teaches our students the knowledge, skills and dispositions needed to succeed in the GCSEs. Furthermore, it provides additional stretch and challenge for our most able, whilst ensuring that provision is in place to ensure those that need to catch up, do so quickly.

All GCSE and equivalent subjects will be taught from the beginning of Year 10, and our options process takes place with students when they are in Year 9.

Our curriculum is challenging and aspirational, to prepare students for the next phase of education, employment and life.

## **Spiritual, Moral, Social and Cultural Education**

We recognise that the personal development of our students plays a significant part in their ability to learn and achieve their full potential. As such, the spiritual, moral, social and cultural (SMSC) enrichment of our students is at the heart of the academy's work.

## **Core Studies**

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. Our Core Studies programme helps to equip students to live safe, healthy, productive, responsible and balanced lives. Core Studies lessons provide opportunities for students to reflect on their own values and attitudes and explore the complex range of values and attitudes in society.

## **Relationship, Health and Sex Education**

Any teaching about love and sexual relationships in a Catholic academy must be rooted in the Catholic Church's teaching about what it means to be made in the image of God. Our RHSE enables students to establish a strong moral framework for their own decisions about sex and relationships. We present a vision of the human person that is life affirming and life giving; one that embraces the full dignity of the person physically, mentally, emotionally and spiritually.

## **Literacy**

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills as reading, writing, speaking and listening is integral to all subjects.

In order to support students with their learning and to raise standards across the curriculum, we always expect all students to have a reading book in their possession and to speak in full sentences and no slang.

Across the curriculum, reading is embedded in the routines of lessons.

It is expected that students will read for, at least, 20 minutes each evening. Language can not only be useful in the academic world, but it can also affect a student's self-esteem and confidence.

Evidence suggests that children who read for enjoyment every day not only perform better in reading tests than those who don't, but also develop a broader vocabulary, increased general knowledge and a better understanding of other cultures.

In fact, reading for pleasure is more likely to determine whether a child does well at school than their social or economic background. Students who read more frequently tend to have more academic success and go on to have better career prospects after they leave school, than those who read less frequently.

### **What Difference Can Parents Make?**

You can make a huge difference! Parents are the most important educators in a child's life – even more important than their teachers – and it's never too early to start reading together.

### **Wider curriculum**

We encourage all students at St Benet Biscop Catholic Academy to become involved in the wider curriculum as we believe there is more to gain from our community than just exam success.

We pride ourselves in providing students with the chance to showcase their talents in performing arts and regularly deliver shows that are not only extremely entertaining but performed to a professional standard. Recent shows have included *Billy Elliott*, *Legally Blonde* and *A Night at the Musicals*.

### **Student Leadership**

Student leadership opportunities are offered throughout the year groups from becoming a Youth Ambassador, to being a Student Council Representative at form class level or on the whole academy council.

### **Academy Trips**

Subject areas complement their course delivery by a variety of trips to enhance their curriculum including geography, biology and history field trips, business trips to industry, sports trips which have included training at premier league football grounds, as well as a highly successful Spanish language immersion educational visit, to name but a few subject experiences that are available.

### **Academy Clubs**

Students are encouraged to attend clubs. The programme is reviewed each year, but clubs include; badminton, girls' rugby, boys' rugby, football, netball, basketball, Lego, chess, film, Maths Club, trampoline, singing and drama.



# The Taught Curriculum

In these vital years, students follow a core curriculum and an approach to teaching & learning which develops the skills, knowledge and learning dispositions required to succeed in GCSEs.

Our lessons are designed to support students with the acquisition of new knowledge and the remembering of knowledge over time, so that they can make great progress through our planned curriculum.



KNOW MORE



REMEMBER MORE



GO THE EXTRA MILE / CAN DO MORE

All students follow the subjects below. The table figure shown is how many hours the subject is taught per fortnight:

	Years 7 & 8	Year 9
Religious Education	5	5
English (Language and Literature)	8	7
Mathematics	7	8
Science	6	6
Geography	3	3
History	3	3
Modern Foreign Languages	4	4
Art	2	2
Design & Technology	2	2
Drama	2	2
ICT	2	2
Music	2	2
Physical Education	4	4
Core Studies ( <i>rolling period of collapsed timetable each week</i> )	2	2

# Parent Guide to Assessment and Reporting

During their time at St Benet Biscop students are assessed through a variety of methods to ensure that they are accessing the curriculum and meeting their potential. These assessment methods include a blend of formal assessments, deep marking tasks and low stakes assessments within lessons which help to form a holistic view of students understanding and areas for development.

We currently issue reports for students in Years 7, 8, 9, 10 and 12 three times per year, once each term. For students in Years 11 and 13, reports are issued twice during the year, in terms 1 and 2.

The reports are designed to give parents/carers a summary of students' progress and include the following information:

## **Years 7, 8 and 9**

### **Target Grade**

This grade is decided using prior attainment (KS2 SATs results) and is designed to give an aspirational, but achievable, target for each subject. This target remains the same throughout Key Stage 3 (Years 7 to 9). As the target is set based on KS2 SATs and students' academic understanding develops at different rates it is feasible that students could be working above their target in some subjects.

### **Current Achievement**

This grade for each subject is determined by subject teachers by taking into account all classwork, homework and assessments completed to date. This grade is selected from the 5-point scale shown below:

**Developing** – Working at a level that is significantly below age-related expectations.

**Approaching** – Working at a level that is below age-related expectations

**Securing** – Working at a level that is in-line with age-related expectations

**Extending** – Working at a level that is above age-related expectations

**Mastering** – Working at a level that is significantly above age-related expectations

## **Years 10, 11, 12 and 13**

### **Target Grade**

This grade is decided using your child's prior attainment and is designed to give an aspirational, but achievable, target for each subject. Please note that this target is for the end of the key stage not the end of this academic year (the end of Year 11 or end of Year 13).

### **Current Achievement**

This grade for each subject is what the subject teacher thinks your child will actually achieve at the end of Year 11 / Year 13 if they continue to work at the same rate. This prediction is a holistic judgement based on classwork, homework, and ongoing assessment.

Students in all year groups also receive an effort and attitude grade for each subject as set out below:

### **Effort and Attitude**

This grade evaluates areas that are critical for future success, including organisation, behaviour, quality of homework and classwork, work rate and preparation for assessments. To arrive at an overall judgement for effort and attitude, staff use a simple numbering system of 1 to 4. The following explains what each number means:

<b>1</b>	The student is consistently well motivated, they complete the vast majority of their work to the best of their ability. They have a positive attitude towards their studies and are well-focused and participate fully in lessons.
<b>2</b>	The student is usually well motivated but on occasions could give a little more effort. They complete most of their work to the best of their ability, but with a little more focus or participation in lessons, they could do even better.
<b>3</b>	The student often does not give full effort or focus to their work and an improved attitude is needed in lessons. They may also need to give greater effort with homework. Overall, greater application and effort is needed.
<b>4</b>	There are serious concerns regarding the effort and attitude of this student. They need to significantly improve their attitude and effort towards their work, as well as improving their behaviour in lessons. They are often unfocused and may disrupt learning. Overall, vastly improved application and effort is needed.

Please note that the assessment and reporting structure within school is continually reviewed so reports received going forward may differ from those set out above.

# Homework

Homework is an important part of your child's education as it allows them to prepare for upcoming learning, consolidate learning, further enrich the learning that has happened at the academy, as well as build crucial skills that encourage independent learning.

Homework is closely linked to our curriculum values and Teacher will set tasks that help students know more, remember more or do more and go the extra mile.

Teachers will set homework on ClassCharts and students will record homework in their planner with the date that it will be due. Homework can take the form of paper tasks, or it may also be online, using platforms such as Sparks Maths or GCSEPod. Login details for these will be recorded in your child's planner.

The minimum frequency and duration of homework your child will receive is set out below:

Year Group	Frequency & Duration
Year 7 and 8	<b>English and Maths</b> One piece of homework per week (average 20 minutes)  <b>RE, Geography, History, Science, Modern Foreign Languages</b> One piece of homework per fortnight (average 20 minutes)  <b>Art, Design and Technology, Drama, Music, ICT</b> One piece of homework per half term (average 30 – 60 minutes)
Year 9	<b>English and Maths</b> One piece of homework per week (average 30 minutes)  <b>RE, Geography, History, Science, Modern Foreign Languages</b> One piece of homework per fortnight (average 20 – 30 minutes)  <b>Art, Design and Technology, Drama, Music, ICT</b> One piece of homework per half term (average 30 – 60 minutes)
Year 10 and 11	For each subject taken, between 30 – 60 minutes of homework will be set per fortnight.
Year 12 and 13	4-5 hours of homework per week for each subject. We expect Sixth Form students to match independent study hours to their hours in class (E.g. 5 hours of English Literature a week, equates to 5 hours of English Literature independent study)

Additional homework may be set by subject teachers where appropriate.

Your child will be expected to complete all homework on time and to a high standard.

Please encourage your child to take pride in their homework and complete it to the best of their ability. To support your child with their homework please ensure, as much as possible, that they have a quiet and well-organised environment in which they can complete their homework without distraction.

If your child is struggling to complete homework at home, we have Key Stage 3 and 4 Homework Clubs that your child can use.

If homework is not completed to a high standard or not submitted, they will be directed to attend Homework Club to support them get into the right habits. This is compulsory.

## Careers Advice and Guidance

St Benet Biscop Catholic Academy take seriously our responsibility to help prepare our students for life after school. We pride ourselves on providing professional careers advice to ensure that our students secure a progression route that will help them achieve their ambitions and potential. We deliver a planned programme of Information, Advice and Guidance (IAG). This programme of activities includes developing aspirations which begins in Year 7 moving through to supporting option choices for Key Stage 4 and 5. Alongside making informed choices Post 16 and exposing students to work related learning opportunities in and outside of the academy.

With the support of our independent advisor, professional qualified staff, universities, further education colleges, training providers and employers, we provide a range of experiences and information sessions to help students to understand their career options and potential opportunities available to them.

# Home – Academy Agreement

## ***St Benet Biscop Catholic Academy will ensure that:***

- we provide regular opportunities for students to take part in liturgy and prayer
- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents/carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home if students are to be detained at the end of the academy day as a matter of courtesy and so alternate travel arrangements can be made
- we provide a wide variety of wider curricular activities trips and residential visits.

## ***Parents / Carers will ensure that:***

- you support the spiritual life of the academy
- your child attends every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- dental and medical appointments are arranged outside of academy time where possible
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the academy's policies and regulations on behaviour and uniform including after-school detentions (there is no exemption from detention)
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend Parents' Evenings to discuss your child's progress, and any other meetings arranged
- you read and sign the student planner every week
- your contact details are up-to-date, and you let reception know if your contact details change
- you support your child in participating in wider curricular activities and residential visits
- you accept responsibility for your child's behaviour in public, including the journey to and from the academy or when your child is taking part in any academy organised or academy related activity
- you inform the academy of any issues or difficulties which may affect your child so the appropriate support can be put in place
- you pay for the replacement of any equipment or books your child loses or damages.

***Students will ensure that they:***

- live by the St Benet Biscop Way and the values of integrity and respect
- follow the rules, first time, every time
- work hard and persevere
- follow the learning habits in every lesson and around the academy
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the academy and travelling to and from the academy
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect
- respect the academy building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- keep their planner up to date i.e. with homework and reading logs
- take an active part in the academy life including wider curricular activities.

# Academy Meals

Our dedicated Catering Team provide a wide range of delicious and nutritious food prepared daily on the premises. Students can spend as much or as little as they like but at present £2.75 will buy a substantial meal deal.

All students have a biometric dinner account which parents can top up via our online payment system iPay. Students entitled to Free School Meals will have £2.75 added to their account on a daily basis.

Menus are provided on a 3 weekly menu cycle. Meals from the menu cycle are priced at £2.75 and include a main meal and a dessert.

In addition to these menus we also offer a wide range of other dishes:

- Assorted paninis
- Selection of baguettes, sandwiches, wraps and salads
- Pasta and curry dishes
- Jacket potatoes with assorted hot and cold fillings

If your child has an allergy to any of the food allergen groups or any other dietary requirements, please contact our Catering Manager, on **01670 822795 (option 3)**.

Students are encouraged to drink water throughout the day. **All students need to bring a water bottle to school** and there are water coolers available at break and lunch time to refill their bottles. Energy/fizzy drinks are **not allowed** in the academy and will be confiscated.

## **What if my child runs out of dinner money?**

If your child does not have any money on their account, they will be able to get a meal deal which costs £2.75. You will then be contacted by the school to top up the balance on their account to ensure it is not in deficit.

## **How do I top up my child's dinner money?**

Payment for academy meals is via our secure online payments system: iPay Impact. If you do not have details to set up an account, please contact the academy office.

## **Breakfast Club**

We continue to offer a free breakfast club which is open to all students. The breakfast club runs from 8am until 8.35am every morning in the school hall. Students do not need to sign up in advance and can simply just turn up if they wish to use this facility.



# Free school meals

## Benefits of applying

- Your child will receive a freshly prepared, nutritious hot or cold school meal every day
- Our cashless catering system ensures complete confidentiality
- You will be supporting the school to claim additional pupil premium funding to enhance the education & attainment of your child

## Free school meals eligibility

Your child may be able to get free school meals if you get any of the following:

- Universal Credit
- Provided you have an annual net income of no more than £7,400
- This is assessed by earnings from up to three of your most recent assessment periods
- Income Support
- Income-based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit
- Provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run on
- Paid four weeks after you stop qualifying for Working Tax Credit

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2025.

## How to apply

- Apply online at:  
[https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free\\_School\\_Meals](https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free_School_Meals)
- Telephone number for enquiries: 0345 6006400

# Academy Transport

Free academy transport for eligible students *living in Northumberland* is provided by Northumberland County Council and decisions are made by them in strict accordance with their School Transport Policy. The council only provides free transport to children who:

- are of compulsory school age
- are a resident of Northumberland
- attend their nearest and appropriate qualifying school, or
- attend their nearest school chosen on grounds of religion or belief
- live beyond the statutory walking distance for their age, or
- live within the statutory walking distance for their age but the walking route is deemed “unavailable” for safety reasons by the council, or
- qualify for “extended rights” on the grounds of low income, or
- are unable to walk to school as a result of their disability, special educational needs or mobility problems

If you have any queries about your application, please contact the County Council Transport Department on **01670 624839** or at [schooltransport@northumberland.gov.uk](mailto:schooltransport@northumberland.gov.uk)

Apply online at:

<https://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

## Concessionary places

In a limited number of cases it may be possible to purchase available seats once all eligible seats have been allocated. **However**, these are **not available** on school buses from Ashington, Blyth, Cramlington or Seaton Delaval. Please contact Northumberland County Council for further information.

Parents are advised that the purchase of available seats will not be considered until all free and Post 16 applications have been processed. Parents are further advised that the seat can be withdrawn should the seat be required by an entitled child.

# Academy Uniform & Equipment List

## Uniform:

Blazer	Black blazer with academy badge available from our appointed supplier.
Tie	Academy clip-on tie available from our appointed supplier.
Trousers	Black straight legged trousers. These must be traditional straight legged trousers NOT fashion trousers; they must not be skinny or tight fitting. NO tapered trousers, ankle grazers, canvas or jean material, stretch fabric or patch pocket.
Belt	Plain black leather belt, if required. No logo, branding or decoration visible.
Kilt	Knee length kilt available from our appointed supplier (optional). Kilts must be worn to the knee. You are advised to purchase a longer length to get adequate wear.
Shirt	Long or short sleeved white school shirt.
Sweater	Black v neck sweater (optional).
Shoes	Plain black formal flat leather/leather look school shoes. No trainers, trainer designs, sports brands, canvas shoes, plimsoles, UGG style or suede. No visible branding. Shoes with distinctive fashion features such as buckles and coloured stitching, tags or logos are not permitted, and neither are shoes with heavy sole cleats. Plain black formal flat leather/leather look boots may be worn (if worn with trousers, the boots must be worn under the trousers). Sports brands, canvas boots, UGG style, moccasin style or suede are not permissible. No visible branding. Boots with distinctive fashion features such as buckles and coloured stitching, tags or logos are not permitted, and neither are boots with heavy sole cleats.
Socks/Tights	Plain black <b>ankle</b> socks or plain black or natural tights. No running or training socks, no pattern or decoration.
Coat	A weatherproof coat or jacket that can be worn over the blazer. No denim, hooded tops, non-school sweaters, cardigans, tracksuit or sports tops. Outdoor wear must not be worn under blazers.
PE Kit	Plain black rugby shirt OR plain black polo top. Plain white or black sports socks. Plain black shorts, black gym skirt or plain black tracksuit bottoms or black 'sports' leggings. Plain black sweatshirt, plain black hooded top, plain black rain jacket (optional)
Trainers	
Football/rugby boots (optional)	



Our appointed uniform supplier is Michael Sehgal & Sons Ltd at [www.michaelsehgal.co.uk](http://www.michaelsehgal.co.uk)  
**It is recommended that your purchase or order uniform early to ensure delivery in time for September**  
[www.michaelsehgal.co.uk](http://www.michaelsehgal.co.uk)

## Code of Dress

Uniform	We will insist on perfect uniform 100% of the time. This is because we want children at our academy to be proud. Excellent uniform is a representation of our excellent culture. Students who breach any part of our uniform code will either be given some temporary uniform to wear, sent home to change, or will be isolated until their uniform is perfect. We will do this to ensure that our students are treated fairly. It is unfair if some students keep to our dress code and some don't. Defiance around uniform will not be tolerated and we expect full parental support with this.
Jewellery	A wristwatch is permissible (no smart watches allowed). <b>No other jewellery is to be worn.</b> No facial or body piercings; this includes clear studs or 'spacers'. Jewellery worn to the academy which is not permissible will be confiscated.
Make up	Make up is not part of our uniform and therefore must not be worn. No acrylic or artificial nails, nail varnish, gel nails, make-up or false eyelashes, painted or dyed eyebrows or false tan. Finger nails should be kept at a sensible length so you can take part in all in and out of academy activities.
Hair	Hairstyles must be appropriate for the academy (e.g. no less than a 1.5 guard in length) with no patterns shaved into hair. Hair should be natural in colour if artificially coloured. No hair extensions. No hair accessories other than a plain black, white or brown hairband may be worn.

### **Please note:**

Students who arrive at school with incorrect uniform will be removed from circulation immediately. We do not accept notes from parents or carers explaining issues relating to uniform. If your child arrives at school without the correct uniform or hairstyle, for whatever reason, and refuses to borrow spare uniform they will likely be until the uniform or hairstyle has been corrected. An exception would be considered in light of a serious medical reason but only when a member of the leadership team has seen a letter from a doctor, physiotherapist or other medical specialist to confirm that reason.

### **Physical Education**

- Students must arrive at lessons with appropriate kit.
- A full kit should be taken to all lessons, even if a note is brought to the academy as students will still play an active role in the lesson in some form e.g. as a referee.
- Should students fail to bring a kit to lessons they will be sanctioned as per the school behaviour policy. Should this be an ongoing concern then we will contact home.

**Clothing worn to the academy which is not permissible will be confiscated.**

# Sixth Form Dress Code

The Sixth Form Dress Code has been developed to allow students to dress in a similar manner to staff at St Benet Biscop. Restrictions on colour and patterns have been relaxed, although we request that students do not wear neon colours or animal print.

As with staff, all students are expected to dress in a smart business-like manner. Student appearance should reflect the professional environment they work in.

- No large logos or graphics
- No denim
- No hoodies
- No animal print
- No neon
- No sportswear

<b>Shirt/Top/Jumper</b>	With sleeves and not see-through, no t-shirts/sweatshirts
<b>Tie/Blazer/Suit Jacket</b>	Optional
<b>Trousers/Skirt/Dress</b>	Smart suit style - skirts must be knee length. No jeans
<b>Footwear</b>	Smart formal shoes, no trainers or sports shoes
<b>Piercings</b>	Earrings and a discreet nose stud are allowed
<b>Tattoos</b>	Any tattoos should be covered at all times
<b>Hair Colour</b>	Should be within the natural range of hair colour
<b>Jacket/Coat</b>	Should be removed in lessons

The following items are deemed as **unacceptable**:

- Leisure or sportswear (except for PE or sports events)
- Denim jeans/skirts/jackets or jean styled trousers of any colour
- Trainers (except for PE) – This includes Converse/Vans
- Cropped tops, halter neck, low cut tops or dresses
- Visible underwear
- Skirts/shorts above the knee
- Clothing with slogans or brand names that may cause offence
- Flip flops, sandals, UGG boots
- Leggings or shorts
- Visible body piercings (other than earrings and a discrete nose stud)
- Tattoos (must be covered)
- Casual t-shirts/sweatshirts
- Tops/dresses with spaghetti straps