



**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.

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.

In order 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.

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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


K. Shepherd

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 has the ability to 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.

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 ultimately, 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 totally 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. 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, are able to be successful.

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 and every 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.

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 text books and PE kit (where relevant)). It is important that students are taught how to be organised and responsible.

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 doesn't 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 our Learning Hub. The consequences of missing a second detention, quite rightly, will be very serious and could result in suspension.

Mobile Phones and Personal Devices

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 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.

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
- Bronze, silver and gold merit awards
- Gold Standard work displayed around school.
- Postcards sent home by departments for exemplary work and effort.
- Raffle tickets with prizes for demonstrating excellence.

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 extra teaching and individual attention for students who are having difficulty reaching the expected standards. Additional support for students is provided under the direction of the Special Educational Needs Department. The Special Educational Needs Department is for all students – be they disabled, more able, dyslexic, dyspraxic, with learning or behavioural difficulties, or for students who just need advice and support.

Our experienced team will always be there to help and support the students. 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 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.

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 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 2023-24

	School Reassembles	School Closes
Autumn Term	Monday, 4 September	Friday, 20 October
Half Term Holidays	Monday, 23 October	Friday, 27 October
Autumn Term	Monday, 30 October	Friday, 22 December
Christmas Holidays	Monday, 25 December	Friday, 5 January
Spring Term	Monday, 8 January	Friday, 16 February
Half Term Holidays	Monday, 19 February	Friday, 23 February
Spring Term	Monday, 26 February	Thursday, 28 March
Easter Holidays	Friday, 29 March	Friday, 12 April
Summer Term	Monday, 15 April	Friday, 24 May
Half Term Holidays	Monday, 27 May	Friday, 31 May
Summer Term	Monday, 3 June	Friday, 19 July
Autumn Term 2024	Monday, 2 September	

Staff Training Days

Monday, 4 September 2023

Friday, 24 November 2023

Monday, 15 April 2024

Bank Holidays

Monday, 6 May 2024

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 L Banfield	Assistant Headteacher
Mrs Kelsey	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

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

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

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, in order 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 expect all students at all times 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.

Assessments and exams

Assessment is an important feature of our curriculum. Students are assessed in a number of different ways. For example, teachers make ongoing assessments of students' progress through their work in class and their homework. Students complete more formal assessments at regular points too, so that teachers can assess exactly what students have understood, and what the gaps in knowledge might be. Students are told in advance when they will be formally assessed in a subject, and they will be given the resources to revise and prepare for it.

Reports and Progress Updates

We will inform you three times a year of your child's progress, and their effort in each subject. In addition, we will hold a parents' evening, where you will be able to discuss your child's progress. Our parents' evenings are held online.

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, Minecraft, girls' rugby, boys' rugby, football, netball, basketball, Lego, chess, film, Numeracy Ninjas, 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 in order to succeed in GCSEs.

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	1	1
Music	2	2
Physical Education	4	4
Core Studies	1	1

Students who are identified as requiring additional support with Literacy and /or Numeracy will have additional support.

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 can take the form of paper-based booklets or it can also be posted on and submitted to Microsoft Teams: it may also be online, based in such platforms as Hegarty Maths or GCSEPod. The minimum frequency your child will receive homework is as follows:

Year Group	Frequency
Year 7 and 8	For each subject, approximately every 4 lessons, one piece of homework lasting 30 minutes E.g. <ul style="list-style-type: none">• For English, this would mean one piece of homework a week• For Art, it would be one piece of homework every 4 weeks
Year 9	For each subject, approximately every 4 lessons, one piece of homework lasting 1 hour E.g. <ul style="list-style-type: none">• For English, this would be piece of homework a week• For Art, it would be one piece of homework every 4 weeks
Year 10 and 11	For each subject, approximately every 4 lessons, one piece of homework lasting 1 hour E.g. <ul style="list-style-type: none">• For Maths, this would be one piece of homework a week• For Geography, this would be one piece of homework a 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 check your child's planner and ClassCharts as these are the two key places that homework will be signposted and recorded.

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, students will attend Homework Club for a period of two weeks 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 £2.50 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 £2.50 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 £2.50 and include a main meal and a dessert.

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

- Assorted paninis
- Salad Pots
- Fresh Pasta dishes
- Assorted sandwiches and Wraps
- Jacket potatoes with various 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 £2.50. 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 meal every day
- Our cashless catering system ensures complete confidentiality
- You will be supporting the academy 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:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2023.

How to apply

- Apply online at:
https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free_School_Meals
- Telephone number for enquiries: 0345 600 6400

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. Generally speaking, 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

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 ankle 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
It is recommended that your purchase or order uniform early to ensure delivery in time for September
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). No other jewellery is to be worn. 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.

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 pens (including a green pen), pencils, a ruler, eraser and any specialist equipment for practical subjects to engage in learning.
- Casio fx-85GTX (or equivalent) calculator. These are available to purchase from Student Reception.
- Reading book.

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

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

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