



AD LUCEM

**WELCOME
TO
ST BARTHOLOMEW'S SCHOOL
PARENTS' HANDBOOK
2020/2021**



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CONTACTING THE SCHOOL

Enquiries: School: 01635 521255
Attendance Hotline: 01635 576372 (24 hour messaging service)
Subject Hotline: 01635 576358 (24 hour messaging service)
subjecthotline@stbarts.co.uk
Email: office@stbarts.co.uk
Website: www.stbarts.co.uk

INTRODUCTION

The purpose of this handbook is to provide parents/carers with a clear view of the standards required of students at St Bart's and to clarify procedures, which enable the smooth operation of the school community.

Students are encouraged to take pride in themselves and their school and should appreciate, at all ages, that the good name of the school depends on their courteous behaviour at all times (details on Pages 3 and 4).

Parents/carers are asked to ensure that students observe these procedures and guidelines throughout their son's or daughter's school career.

It is understood that parents/carers place their children under the full authority of the Headteacher when they accept entry to the school and that they accept these procedures and guidelines.

Any parent/carer not fully understanding any rule or procedure should consult with the Headteacher.

Parents/carers who have concerns about a student are encouraged to contact the school as soon as possible. In most cases, the Form Tutor will be the first point of contact. If you are uncertain as to whom you should contact, please telephone the main line (01635 521255) in the first instance.

Parents/carers are welcome to visit the school by appointment to meet the Headteacher and staff.

Students and parents/carers receive an electronic version of the school calendar at the beginning of each term. The school newsletter, '**BartholoNews**', is published on a weekly basis and is available on the school website or by email. Printed copies may be collected from Reception. Email communication with parents is via the St Bart's emailing systems.

It is hoped that parents/carers will support the Parents' Association of which they are automatically members.



THE SCHOOL DAY

<u>MON-THURS</u> School Open from 7.45am for study support (Not earlier)	<u>FRIDAY</u> School Open from 7.45am for study support (Not earlier)	Students are welcome to attend Study Support in the library, where support to complete schoolwork is available from this time. Light snacks are available.
8.40am	8.40am	Start of School Day Students must be in tutor rooms for registration with tutor
8.50am-9.50am	8.50am-9.50am	Period 1
9.50am-10.50am	9.50am-10.50am	Period 2
10.50am-11.10am	10.50am-11.10am	Break Students may purchase food during this time
11.10am-12.10pm	11.10am-12.10pm	Period 3
12.10pm-12.30pm or 12.10pm-12.40pm	N/A	Assembly PDP/Tutor Time
12.30pm-1.20pm or 12.40pm-1.20pm	12.10pm-1.00pm	Activity Time Students may purchase food during this time. Students may participate in extra-curricular activities
1.20pm-2.20pm	1.00pm-2.00pm	Period 4
2.20pm-3.20pm	2.00pm-3.00pm	Period 5
3.20pm onwards	3.00pm onwards	Enrichment activities/extra-curricular clubs. The school calendar contains details of regular activities. Study Support available in the library until 4:45pm. Light snacks are available.

All students are required to attend assemblies during the school week, unless parents/carers request dispensation on religious grounds.

Students in Years 7 – 11 may:

- (a) purchase lunch at school using the Biometric system. This is explained later in the Handbook, or
- (b) bring a packed lunch or
- (c) go home for lunch.

Should a student wish to go home for lunch on a daily basis, parents should contact the House Office.

Students may take a clear bottle of water, with a sports top, into lessons.

WHOLE SCHOOL EXPECTATIONS AND BART'S VALUES

High standards of behaviour and respect for people and property are required at all times. The safety and well-being of the whole school community is of paramount importance. This is reflected in our BART'S Values. The school has these specific rules but any action or possession that may cause upset, injury or harm is unacceptable to the school community.

1. Students are forbidden to bring alcohol/drugs (except for prescription medication), cigarettes, matches, lighters and vaping equipment onto school premises, to be in possession of them, or to consume them. Breaches of this rule will lead to serious consequences. The rule also applies to any off-site activity or visit organised by the school.
2. Only bring equipment to school you require for your studies. Avoid bringing cash and valuables into school. No responsibility can be accepted for personal belongings, including cycles.
3. Aerosol sprays are not allowed at any time on school premises. Students are permitted to bring roll-on deodorant only.
4. During school hours, students in Years 7 – 11 may not leave the site without permission. If they need to do so, prior consent is required, and the student must sign out at House Office. Items of food and drink may only be purchased in school and eaten in designated areas.
5. Loss of, or damage to, school property, including books or the property of another person, must be immediately reported to a member of staff. Students will not be punished for accidental damage, but may be punished for failing to report it. The actual cost or a contribution towards replacement will usually be required.
6. Chewing gum is not allowed at any time on school premises.
7. Betting, gambling or playing any game for money on the school premises is not allowed.

AT ST BART'S WE EXPECT ALL MEMBERS OF
OUR SCHOOL COMMUNITY TO BE...

BRAVE
AMBITIOUS
RESPECTFUL
TRUSTWORTHY
SAFE

...SO THAT WE CAN ALL BE THE BEST
THAT WE CAN BE.



St. Bart's prides itself on developing each individual as a valued member of the school community. We want all students to make excellent progress, develop essential life skills and to contribute positively to our school and the wider community.

“At St Bart's we expect all members of our school community to be **brave, ambitious, respectful, trustworthy** and **safe**, so that we can all be the best that we can be.” We feel that these five values encompass a

range of qualities that we seek to develop across all members of our school community.

GUIDELINES FOR STUDENT BEHAVIOUR

We expect you

To show respect to others and their property.

To be punctual at all times.

To bring all the equipment and books that you need for each session (including your planner).

To walk quietly in, and around, the school and always on the left.

To treat the rooms and furniture of the school with respect.

At the start of each lesson or registration we expect you

To line up quietly where you have to wait.

To enter the room quietly and sensibly when allowed to do so.

To put your bag under the table.

To register in silence.

To have your books open, ready to start the lesson.

During the lesson we expect you

To listen carefully and respect the opinions of others.

To work to the best of your ability.

At the end of the lesson we expect you

To clear up any mess.

To put your chair under the table OR

To put chairs upon the tables at the end of the day's final lesson.

To leave the room quietly and sensibly when you are dismissed.

We expect you

To follow the Independent study timetable, making use of Show My Homework; minimum two subjects per night, 30 minutes each.

We expect you

To eat only at appointed times.

To eat only in the dining room and permitted areas.

To follow the agreed rules regarding water bottles in classrooms.

To clear up your own litter.

We expect you to follow the instructions given by staff

TERMLY CALENDAR

At the end of each term a calendar containing key dates for the following term is published on the school website. A printable version of this calendar is also emailed home at the start of each new term. Key dates for the year ahead and term dates for the following academic year are also available on the school website.

ATTENDANCE

Students must attend school regularly at the correct times until the holidays begin and return punctually when they end. Dates are published on the website in advance.

A student is not allowed to be absent for any reason except illness unless previous consent has been obtained. Form tutors authorise leave for routine medical or dental appointments, though we do ask that these are, where possible, arranged outside school hours.

Parents/carers are asked to contact the **attendance hotline** on **01635 576372** to report student absence. You will be asked to leave a message with the appropriate House office stating your child's name, tutor group, reason for absence, expected length of absence and your name and contact telephone number.

Absence during term time

Students and their parents/carers are asked not to take holidays during term time. In a situation where parents/carers need to request absence from school, they should request a 'Leave of Absence' form, available from the House office. Please note that only exceptional requests will be authorised. The school may also issue a fixed penalty notice (see below).

Fixed Penalty Notices

Fixed Penalty Notices may be issued as recommended and supported by the Local Authority. In particular, this may apply to unauthorised holiday absences of more than 10 sessions within a 10 week period. A session is a morning or afternoon. There are two sessions missed if a student is absent for a day. Parents/carers will receive notice and reminders of this when requesting Leave of Absence forms.

Illness During School Hours

Students who feel ill will be taken or sent to the House office where they will be assessed. **In no circumstances** may a student who is unwell leave school without permission. Parents/ carers or their representatives must be prepared to collect their children if it is thought that they cannot continue until the end of the school day or they need hospital treatment. This decision will be made by the student's House Office.

CURRICULUM STRUCTURE

A) Key Stage 3: Current Provision for Years 7-9, hours per week.

Subject	Year 7	Year 8	Year 9
English	4	3	4
Mathematics	3	4	4
Science	3	3	3
Modern Foreign Languages ⁱ	2	3	3
Design Technology	2	2	2
History	2	1.5	6 ⁱⁱ
Geography	2	1.5	
Art	1	1	
Music	1	1	
Drama/Dance	1	1	
Physical Education	2	2	2
Religious Education	1	1	1
Computing	1	1	iii
Personal Development Programme	1	1	1
Total periods per week	26	26	26

i) In Year 7 students study either French or German. In Year 8 a second modern foreign language is taught, which can include Spanish. In Year 9 students are asked to choose one language to specialise in over all three hours per week, but can still study two as part of the choices shown below as ii.

ii) Students opt for either History or Geography, one of Art, Dance, Drama or Music, then have one further choice from any of these subjects not already chosen or a second foreign language. All subjects are taught in 2 hours a week

iii) In Year 9, Computing is offered as a choice alongside Design Technology subjects. Computing and also Latin are offered outside the standard teaching time in Year 9.

B) Key Stage 4: Current Provision for Years 10-11

Subject	Standard Curriculum	With additional English & Maths	Foundation Learning
	Years 10 & 11	Years 10 & 11	Years 10 & 11
English	4	5	5
Mathematics	3	4	4
Science	4	4	4
Religious Education	1	1	1
Modern Foreign Languages	3	1	
Practical Assessment Option	2	2	2
Physical Education	1	1	1
Personal Development Programme	1	1	1
CCF/Curriculum Enrichment	1	1	1
Choose either two GCSEs or One GCSE and one BTEC	6		
Choose one GCSE and one BTEC		6	
Choose one GCSE or BTEC			3
Foundation Learning Elements			4
Total periods per week	26	26	26

*Latin GCSE is offered outside the standard teaching time

Current Standard Curriculum Range of Option Choices in Years 10-11

GCSEs	Modern Foreign Languages	Practical Assessment Options	Level 2 BTECs	BTEC Level 1
Art & Design Business Studies Computing Dance Drama Film Geography History Music PE	French German Spanish <i>A second MFL subject can be studied within the option system</i>	Art & Design Computing (higher ability Maths students only) Dance Design & Technology Drama Food Preparation & Nutrition Graphic Communication Music Physical Education Textiles	Business Health & Social Care Sport	Foundation Learning: Vocational Learning Personal & Social Development

C) The Sixth Form: Years 12 & 13

Level 3 Courses: A levels; BTEC.

Level 2 Courses: GCSE; BTEC.

- Individuals may study Level 3 or Level 2 courses, as appropriate.
- Sixth Formers can follow a physical education activity of their choice.
- Students in Year 12 follow an Enrichment Programme and can gain an EPQ qualification or engage in other wider participation enrichment opportunities.

D) The Personal Development Programme

A Personal Development Programme operates to provide students with personal, social, moral, citizenship, health education and careers. These lessons will be delivered in two 30 minute sessions a week by the tutor and take place in the middle of the day.

E) **Teaching groups, class sizes and grouping by ability**

All students are allocated to a House-based Tutor group. Each group includes students from a variety of primary schools with different interests, abilities and skills.

Class sizes are usually 27 or less. The average class size in Years 7-11 is 24.

The Tutor group is also the teaching group at the start of Year 7. Where it is considered desirable, students are grouped by ability, usually through broad banding.

It is possible to be in a faster moving group for one subject than for another. This reflects students' different abilities in different subjects.

Banding or setting currently takes place as follows:

	Subject	Timing
Year 7	Mathematics Languages	September January
Year 8	English Science	September September
Year 9	Separate Physics, Chemistry and Biology courses are introduced in Science, leading to two GCSEs in Combined Science or three GCSEs in Separate Science.	
Years 10 and 11	At this stage courses are designed to lead to GCSE examinations.	

SPECIAL EDUCATIONAL NEEDS / PERSONALISED LEARNING

Personalised Learning supports the students that have special educational needs through providing additional support over and above that which is usually provided in differentiated classroom activities.

Students are assessed on entry to the school, at intervals throughout Year 7 and, subsequently, as the need arises. If a student is assessed as having additional learning needs then the student will receive additional support from the SENCO, Mrs J Hale, the Deputy SENCO, Mrs J Wheeler, and the team of teaching assistants (TAs).

In order to support additional needs, the TAs work with students on a one-to-one and small group basis within the classroom to support learning and social development. Intervention groups are also run to accelerate learning and progress in literacy and numeracy.

Independent study and a varied range of activity clubs are offered at Activity times to help with independent study tasks and socialisation.

INDEPENDENT STUDY

All students are required to do independent study (homework) according to a set timetable which will be sent home to parents at the start of the school year.

Independent study will be set by teachers using the 'Show My Homework' software. All independent study set can be seen via the school website and all parents have their own log-in to allow them to see the full details of the work set for their own child. Students have their own individual log-ins. This information will be sent home to Year 7 parents at the start of the school year.

The pattern of independent study is as follows:

Years 7–9: At least two subjects will be set per night, 30 minutes each.

Years 10–11: At least two subjects will be set per night, 40 minutes each.

Parents/Carers are asked to check the regularity and duration of independent study completed and to support their child in managing their workload at home.

REWARDS

1. All students have an opportunity of gaining awards and/or House and School colours.
2. Kudos points are given in recognition of good work and effort, for consistency and improvement, for high standards of behaviour and attitude and for service to the school.
3. In Years 7 – 9, there is a system of Bronze, Silver, Gold and Platinum Awards for wide-ranging commitment.
4. Key Stage 4 Rewards (15 Club): Each term, through Years 10 and 11, students are awarded certificates for their efforts in GCSE and BTec classes
5. In Years 10, 11 and the Sixth Form, House and School Colours will also be awarded for outstanding commitment to the life of the school, including House events in non-curricular time.

Further details of Rewards and Awards for students will be provided by staff.

SANCTIONS

(Full details are published in the Governors' Behaviour Policy. This can be accessed at www.stbarts.co.uk.)

1. Departmental/Faculty detentions are held at Activity Time.
2. School detention is held after school on Thursday between 3.25pm and 4.05pm for students whose conduct is not satisfactory. Notice will be given to parents/carers by email being sent home.
3. Headteacher detention is held after school on Tuesday between 3.25pm and 4.50pm for students who commit a serious breach of rules, or whose conduct has been consistently unacceptable. The length of time served will vary from one hour to one hour, twenty-five minutes.

There is a firm pattern of disciplinary procedures for students causing persistent offence. The chain leads through subject teacher / Form Tutors to Heads of Department or Faculty / House Head, Assistant Head to Deputy Head to Head. The final sanction may be exclusion.

SECURITY OF PROPERTY

1. With the large number of students and many visitors using the buildings, valuables should never be left unattended. The school cannot be held liable for the loss of any personal property from the site. Parents/carers are recommended to include personal items used at school on their household insurance policies.
2. Money or valuables should be handed in at the school office. Such items should not be left in unattended bags or clothing. This is especially important during PE lessons, when all valuables including phones and watches, should be handed to a member of staff.
3. The school takes no responsibility for any electronic items including electronic games machines, mobile phones or any other high value items brought to school. In general students should not bring large sums of money and valuable items, such as the above, to school.
4. Items of lost property will be held in reception for two weeks for students to check and reclaim. Where possible, items will be returned to the owner.

SCHOOL POLICIES

The school policies can be found on the website at www.stbarts.co.uk. Should you require further information about school policies, please contact Mrs Sutherland, the Clerk to the Governors, on 01635 521255 or at hsutherland@stbarts.co.uk

PUPIL PREMIUM GRANT

The Pupil Premium grant refers to additional funding given to schools to support the students on roll who come from a services family, are in care, have been adopted, and those who receive, or have received in the last six years (Ever 6), free school meals (FSM). Schools are expected to use the Pupil Premium to support the progress of these students and are required to publish information on how the Pupil Premium is being spent, together with an evaluation of the impact it is having on the progress and achievement of Pupil Premium students.

How is Pupil Premium Funding being used to increase progress?

The Pupil Premium funding is spent in a number of ways, the impact of which is clearly evaluated. As well as looking at the overall impact of the funding on Pupil Premium students, we also measure the effectiveness of provisions and interventions put in place to support individual students. The impact of each key provision funded by the Pupil Premium Grant is evaluated by analysing the achievement and engagement in learning of the students receiving the provision. This evaluation takes place after each new cycle of progress report data is analysed. This enables both the short and longer term tracking of the impact of each provision.

Ongoing analysis of the impact of each provision will enable decisions to be taken about how to spend the Pupil Premium Grant most effectively. Provisions that have the greatest impact will be supported with continued investment, whilst those that are not having as much impact will be reviewed and adapted to ensure they support student progress more effectively.

Who can I talk to about Pupil Premium?

All members of staff have a clear focus on Pupil Premium. The first point of contact for parents with the school, will often be the Form Tutor or the House Office.

If there are further questions Dr Fitter, Deputy Headteacher, Student Progress, Inclusion & Teaching and Learning, would be pleased to talk with you.

TRANSPORT

We encourage healthy lifestyles and efforts to minimize carbon emissions.

Cycles: (This refers to bicycles; it is not permitted to use a scooter)

1. All students who wish to cycle to school must inform their House Head of their intent. Permission will be given if there is adequate cycle rack space. A Bikeability course is recommended, as is the wearing of a safety helmet.
2. Cycles may only be used for journeys between home and school. Cycling is not allowed within the school grounds. The one-way traffic system must also be adhered to at all times.
3. Students may not take another student's bicycle without the owner's consent **and** the permission of a member of staff.

Cars:

1. When dropping off or collecting a student at the end of the school day, parents/carers are reminded that the area around the school quickly becomes congested. A meeting point other than Buckingham Road or Fifth Road is therefore advised. A good walk would be an excellent way to begin and end the school day.
2. Please do not park in the drop off zone at any time and please turn off engines when waiting to collect.
3. Only use the disabled parking bays if you qualify to do so.
4. The school site is busy at all times, particularly at the start and end of the school day. We would therefore ask everyone to be extra cautious at this time and follow the one-way system.
5. Buckingham Road has parking restrictions. Please be aware and obey the legal requirement.

Collecting Students during the School Day:

Upon arrival at the school all visitors are required to report to Reception.

UNIFORM FOR YEARS 7 - 11

Full school uniform must be worn to and from school on school days, on day-time visits, away sports fixtures and by students on duty at school functions.

Students must keep their hair tidy and of reasonable length - this should not be exceptionally short or long. Hair dyed in unnatural or varied colours is not permitted, nor are extravagant hairstyles.

Make-up is not allowed in Years 7 – 11, nor is coloured nail varnish.

In Years 7 – 11, no jewellery or body piercing is allowed apart from one plain stud in one or both ears. For health and safety reasons, no jewellery is permitted to be worn in PE lessons.

Shoes must be plain black, low heels (maximum heel height 5cm) and of formal design. Trainers are not permitted for daywear, other than PE.

All uniform items, except shirts to be worn with ties, shoes, socks and tights, are unique to the school. They are unique because they carry a discrete but visible school logo, which will ensure clarity for students, parents/carers and staff.

Daywear	
Black blazer with embroidered house badge Black trousers (slim, classic or sturdy fits) embroidered with house logo Black Trutex “GKS” 2 pocket skirt with embroidered house logo or Black girls style slim leg school trousers (DL965) with embroidered house logo School shirt – white, long or short sleeve School tie Grey V-neck jumper with house colour logo (Years 7–9) Black V-neck jumper with school logo in black (Years 10–11)	
PE	
White/black unisex sports polo with embroidered house logo Black school training trouser Short white ankle/trainer socks Non-marking sole trainers Sports boots – moulded studs Mouth Guard	
Boys	Girls
White shorts House colour reversible rugby jersey with printed logo Long green games socks	Black skort Black/purple ¼ zip L/S training top Long purple games socks

The school supplier for the purchase of uniform is Skoolkit. Either visit the Newbury shop, Skoolkit in the Kennet Centre, or their website www.skoolkit.co.uk.

Contact details for Skoolkit are below and the link is also available on the school website, www.stbarts.co.uk, on the school uniform page, via the parents’ portal.

Skoolkit

The Mall
 Kennet Centre
 RG14 5EN

Tel: 01635 38285
www.skoolkit.co.uk

Support for the Purchase of School Uniform

In the interests of inclusion and the maintenance of high standards, the school will provide financial support to provide key items of uniform for eligible families

Students will be entitled to support with school uniform when they start in Year 7 if they are eligible for Pupil Premium Funding.

No financial refunds will be given for previously purchased items.

Any queries can be raised with Dr Fitter, Deputy Headteacher.

In the case of extreme hardship, requests for assistance will be considered from families not eligible for Free School Meals/Pupil Premium Funding.

It is understood that any uniform supplied under this scheme and in good condition will be returned to the school if the student outgrows it or leaves the school.

Eligibility for free school meals:

If you are receiving benefits, you could qualify for Free School Meals for your child

For more information, or to apply online, go to www.westberks.gov.uk/freeschoolmeals or call on 01635 503090.

ST BARTHOLOMEW'S CATERING SERVICE

At St Bartholomew's School we operate a cashless catering system. This provides many benefits:

Students are not carrying cash in school.

Lunch money is only spent on healthy school meals.

The preset limit means students can only spend the money on themselves.

Service is much quicker.

The system connected to the tills allows us to print out exactly what your child has purchased. You can request a copy of this from us.

This is carried out by means of a biometric algorithm (a finger print scan) for which parental permission must be given. Please see enclosed information/consent form.

In order to initially credit the students account please send a cheque payable to St Bartholomew's school in a clearly named envelope with your child to House Welcome Evening, Induction Day or on the first day of term.

During normal term time, accounts can be topped up before school only. Please avoid sending cash. During the first few weeks at school you will be sent a ParentPay user name and password to enable you to set up a ParentPay account and credit the Student's account.

Student cards have a preset £4.50 limit, ensuring that they can only spend that amount each day. Please take a moment to look at the enclosed price list to make a judgement as to whether this is sufficient for your child. If you wish to increase the limit please advise us using the envelope enclosed.

If for any reason you do not wish your child to have their biometric algorithm taken, a pin number can be issued. This **MUST** be used for every transaction.

Catering

Our aim is to provide a high quality value for money service to our staff and students.

We follow Government Guidelines to produce our healthy menu.

Filled jacket potatoes

Wide range of sandwiches, baguettes and rolls

Self service salad bar

Filled Panini

Soup of the day (winter only)

Activity time we provide a two course lunch

Cake cannot be purchased on its own

A range of fruit is always available, also fruit juices

Filled Jacket Potatoes

Jacket potatoes are available every day, tuna mayonnaise and cheese pots are available as a filling, if appropriate, the main meal of the day can be requested.

Sandwiches, Filled Mini Rolls, Baguettes, Rolls, Subs and Wraps

We produce our own sandwiches, filled mini rolls and baguettes daily. These need consuming on day of purchase. We buy in wraps and subs. All of these products give allergen information, on the label.

Salad Bar

There are a selection of pre prepared salad and pasta salad pots. To complement the salad we offer small pots of various proteins i.e. cheese, tuna, chicken mayonnaise and egg.

Panini and Pizza

We offer restricted amounts of panini and pizza Monday to Thursday. St Bartholomew's have a house priority system which ensures that the same students are not in first every day therefore should not be able to purchase these items every day.

Break Time

We provide a hot snack at break time for example hot dogs, chilli nachos, waffles and cheese garlic bread. There will be one of these available each day.

Lunch

We follow government guidelines to provide a nutritional hot meal. Vegetables or salad are served with lunch. We have dessert available each day but pricing is separate so can be substituted with cake or fruit.

Cake or dessert can only be purchased as part of a meal i.e. with a hot meal, salad, panini or sandwich.

Fruit

Fresh fruit is available every day also fruit juice, milk drinks, water or no added sugar flavoured water.

Ice Cream

Ice cream is sold from the start of the summer term until October half term.

Food Intolerance and Religious Belief

All allergens on pre-packed food are clearly marked. There is a weekly menu on the notice board, which has allergen information. There is a list of allergens on the notice board for cakes, bread soup, and protein pots. In the lower school, we do not serve any nut products. The hot meal menu can be adapted to individual needs requiring lactose free, gluten free and Halal, this would need to be pre ordered with the Catering Manager.

If you have any questions please feel free to contact Mrs A Billingham, Catering Manager, on 01635 576316 or abillingham@stbarts.co.uk.

Use of Multi-Functional Devices (MFD)

A MFD is located on every floor in each block. The machines are used for photocopying, printing and scanning and are for both staff and student use. Access to the machines are permitted through student logins. Students are allocated a capped allowance in order to use this facility.

Payment for School Trips and Lunch

1. ParentPay is our preferred payment option:

You will be able to use the on-line ParentPay system via www.parentpay.com. A user name and password will be sent to you early in the term. Monies loaded in this way provide for immediate spending. When you log into your account, select items to be added to the basket. Then use the secure online checkout process to finalise your purchase.

2. Cash and Cheques:

Please activate your ParentPay account to assist the school in minimising payments received by cash or cheque.

Cheques to be made payable to St Bartholomew's School. Please ensure the cheque has the student name, tutor group and what you are paying for on the back.

For trips/events, cheques can be posted in an envelope into the Finance post box; any cash must be brought to the finance office to be recorded.

For lunch money, cash and cheques must be taken to the Catering Manager before school. The monies are available for immediate use.

3. Pay Point card:

This can be supplied via the Finance department. Please email finance@stbarts.co.uk to request a card.

CHARITABLE TRUST AND FURTHER ACTIVITIES FUND

In order to help the school enrich every student's educational experience we ask parents/ carers for a contribution to the Charitable Trust and Further Activities Fund. This enables me, as Headteacher, to support this long established tradition which has funded many projects. Examples include supporting students whose families are suffering financial hardship and would not otherwise participate in fieldwork or visits; uniform grants; purchases of equipment such as computers, and benches throughout the school; establishing the school radio; library books; art display screens and much more.

Requests for support will be included with the first report home in October.

PARENTS' ASSOCIATION (PA)

The PA is an active body of parents/carers who work hard on behalf of all students. It is always looking for further support at its events, or active members who will help to organise activities.

The PA has kindly donated over £6,000 to the school in the last year, funding a variety of activities which have engaged students, parents/carers and school staff.

The PA has used its funds to enrich school life, including purchasing equipment for Design and Technology; funding the Horticultural society; purchasing new goal posts and protection/padding for the rugby posts; purchasing field work equipment; providing funding for various software packages for BTEC courses and Mathematics.

The PA has helped faculties to improve teaching facilities for the benefit of all of our students and continues to support our students via Year Councils. Its valued support is immensely appreciated.

Please support your Parents' Association

BARTHOLONNEWS

To help keep you informed about school life and important developments, BartholoNews is published every Wednesday during term time. The newsletter can be found on the school website at www.stbarts.co.uk.

By providing your email address we will be able to communicate with you via the school emailing system which is very helpful in providing you with information / updates quickly. This includes your copy of BartholoNews.

ICT WITHIN THE SCHOOL

There is an extensive ICT Network within the school, comprising over 600 PCs, which can be used by the students. Each student has their own individual user name and password, and their own email address. The network is used in all curriculum areas to support and enhance learning. A copy of the 'Rules for responsible computer and internet use' has been included in the Handbook for your information.

RULES FOR RESPONSIBLE COMPUTER AND INTERNET USE

The school has installed computers with Internet access to help our learning. Like all other school equipment the computer network should be treated with respect.

- I know that my use of school computers, Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I know that my use of school computers, Internet access and email will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend .
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will not bring memory sticks from outside school unless I have been given permission by a member of staff.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in school if I have permission from a teacher.
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will be economical with printing.

People who violate these rules risk disciplinary action

ADMINISTRATION OF MEDICINES IN SCHOOL

The First Aiders nominated by the Headteacher are the **only** members of staff who may administer medicines. This should only occur following discussion with the parents, school agreement and the receipt of written parental permission.

Guidelines:

Medicines should be administered in accordance with the following guidance:

A consent form, available from House Offices, should be given to the House office, preferably delivered by the parent to reception. The form should give clear instructions concerning the required dosage and storage requirements.

Long-term illnesses, such as epilepsy or asthma, should be recorded on the child's record, together with appropriate instructions. This may result in an individual Care Plan for the student which would be developed in conjunction with the parent/carer and relevant medical professionals.

The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to reception. The designated First Aider in each House will confirm with the Headteacher that it is appropriate to administer the medicine.

Medicines must be clearly labeled with contents, the owner's name and dosage and must be locked away or kept in the refrigerator.

The medicine should be self-administered, if possible, under adult supervision and a written record kept of the dates and time of the administration.

Circumstances requiring caution:

There are certain circumstances in which the Headteacher will exercise special caution before accepting responsibility for administering medicine when the parents/carers are unable to come to the school themselves. These are:

- Where the medicines or tablets are controlled drugs under the Misuse of Drugs Regulations 2001.
- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
- Where some technical or medical knowledge or expertise is required.
- Where intimate contact is necessary.

INFORMATION TO BE RETURNED TO SCHOOL

The following information **must** be returned to school by the day your son/daughter starts at St Bartholomew's School.

1. Student Entry Form

Please complete the Student Entry Form and return it to school by the day your child starts at St Bartholomew's School.

The law requires schools to ask information about:

- a) The name and address of every person who has parental responsibility for a child
- b) The student's ethnic origin
- c) The language normally spoken at home

By providing your email address, we will be able to communicate with you via our school emailing system, which is very helpful in providing you with information/updates quickly. This includes your copy of BartholoNews.

With married/divorced/separated parents, both have parental responsibility. However, with unmarried parents, only the mother has, unless the father has obtained a court order or both have made a parental responsibility agreement. In some cases it may be possible for a student to have more than two people listed as his/her "parents".

We must also note whom each student normally lives with and, if available, a telephone number for that person. You can give us up to **three people** whom we can contact in an emergency. **These people should live or work in the area, and be contactable in the daytime.**

We process your personal information for the purpose of education and wellbeing of students. This personal information may be shared with third parties where required (such as the Local Authority, youth support services for the ongoing purposes of careers information and guidance for example) as part of this provision. Full details of how we use your information can be found in the student privacy notice on the school website.

Where you have given us consent, we will share your contact details with our Parents' Association. In addition, you will be asked about information sharing with the Adviza team in West Berkshire – (See page 24 of this handbook and the student entry form).

Your help in this matter is greatly appreciated. You are not legally obliged to complete the form, although some of the information is obviously vital for the day-to-day operation of the school and the welfare of your child.

Parental Consent: use of images of children

To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child for educational purposes. Consent for this is to be provided on page 4 of the Student Entry Form.

2. Instrumental Music Tuition - Maestros

Music tuition is provided by the staff of the Berkshire Maestros. They have an excellent reputation and we are happy to work in partnership with them. We hope to offer the following instruments:-

<u>Woodwind</u>	<u>Strings</u>	<u>Brass</u>	<u>Percussion</u>
Flute	Violin	Trumpet/Cornet	Drum Kit
Oboe	Viola	Horn in F/Eb	Tuned Percussion
Clarinet	Cello	Euphonium	
Alto Saxophone	Guitar	Trombone	<u>Keyboard</u>
Tenor Saxophone		Baritone	Keyboard
Recorder		Tuba	Piano
Bassoon			
<u>Guitar</u>	<u>Voice</u>		
Classical			
Electric			
Bass			

The Berkshire Maestros charge for group lessons and information about fees, instruments, groups etc. can be found on their website at www.berkshiremaestros.org.uk.

In order that we may estimate our staffing needs for next year, the school would be most grateful if you could return the enclosed, pro forma to the school office by the day your child starts at St Bartholomew's, if you wish your child to participate. **This does not commit you but would help Maestros to plan lessons.**

If you have any queries, please do not hesitate to contact Mrs Georgina Robertson, Head of Expressive Arts Faculty, at the school, or speak to a representative of Maestros who will be present at your House Welcome evening.

Data Protection

We, St Bartholomew's School, are the Data Controller for the purposes of the General Data Protection Regulations (GDPR). We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

Support your teaching and learning;
Monitor and report on your progress;
Provide appropriate pastoral care, and
Assess how well the school is doing
And where we have consent, to provide biometric access and cashless catering.

This information includes your contact details, assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications, we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

We will not give information about you to anyone outside the school without your consent unless the law and our Data Protection policies allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

For full information on how we process your information, please refer to the privacy notice on the school website (<https://www.stbarts.co.uk/contact-apply/privacy-policy/>) or contact the Data Protection Officer (DPO): DPO@stbarts.co.uk

Adviza Service

The Adviza Service (Careers Guidance) - Once a student is aged 12 years or over we are asked to pass on certain information to the Adviza Service. This is the support service for all young people aged 12 to 20. We must provide both the child and their parent/carer(s) name and address and any further information relevant to the Adviza service. However, parents/carers, and/or the student if aged over 16 years, can ask that no information beyond name and address be passed to Adviza. Please inform the Data Protection Officer (DPO), if you wish to opt-out of this arrangement. For more information about Adviza, please go to the Adviza website.