



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Transition 2023/24
Parent/Carer Handbook



Our Lady and St Bede Catholic Academy School Prayer

To Know God is to Know Me

To know God is to remember our past.

To know God is to treasure the present.

To know God is to be grateful for our future.

To know God is to know me.

Set us on a path to follow the ways
that you tell us to.

Celebrate our journey along the way.
For each step we take we learn to be
ourselves together.

To know each other is to know God.

To know God is to know me.



Headteacher's Welcome



It is my pleasure to welcome you to Our Lady and St Bede Catholic Academy.

We are a high-achieving, successful school, with a warm and happy atmosphere. We have high expectations and a clear focus on achievement.

Our school has a distinct ethos centred upon the life and teachings of Jesus Christ. Every pupil has individual strengths, gifts and talents, and we aim to ensure that these are all developed to their full potential.

We recognise that excellent relationships between teachers, pupils and parents are fundamental to the success of Our Lady and St Bede Catholic Academy and look forward to welcoming the pupils we serve and their families into our school community.

As a school within Bishop Hogarth Catholic Education Trust, we are committed to partnership work at every level and, as such, seek to actively develop and nurture partnership work within and beyond the education sector to enhance the educational offer the pupils and families we serve experience.

We look for excellence in all aspects of teaching and learning and we expect high standards of achievement from all members of the school community. This is reflected in our pupils' track record of securing extremely strong public examination performances, allowing the pupils we serve to progress to a range of rewarding educational and workplace destinations.

While we endeavour to secure academic excellence for every young person in a caring and inclusive environment, we are firmly committed to the education of the whole child. As such, we equip our pupils with valuable life skills and focus on developing faith, leadership, resilience, compassion and strength of character through curriculum and enrichment opportunities.

Our Lady and St Bede Catholic Academy is more than a place where pupils learn – it is a place where pupils grow. We encourage them to follow their dreams and share their unique talents in a safe and supportive environment, so that they can confidently go out and shape the society in which we live in a positive way.

We look forward to welcoming all our families into our unique school community and working together for the good of the young people we serve.

Best wishes

Mrs M Wilkinson
(Headteacher)



Mrs M Wilkinson



Mission Statement

Our mission is to continue the work of Catholic education in this country for the children of Stockton, especially those from the poorest backgrounds.

Today we carry on the dedicated work of the Sisters of St Paul and the De La Salle Brothers and work in partnership with our parishes, Stockton Local Authority, Hogarth Catholic Education Trust and the Diocese, for the good of the families and children in the community we serve.

With the history of our school at the forefront of our minds, we embrace our motto daily:

'To know God is to know oneself.'

We invite everyone through the Catholic tradition into a life of faith, and we aim to be the best in all we do. Together, we continue to build on our rich history and live out our aims through what we believe are our most important personal values of integrity, hard work and compassion.



Our Virtues

Our Lady and St Bede is committed to forming young people through providing the culture, opportunities and high quality experiences to develop their character by modelling, teaching and shaping the Virtues of:

- Justice and Compassion
- Honesty and Responsibility
- Respect and Self belief
- Confidence and Resilience

Through the principles of Virtue education, we aim to nurture and develop these balanced virtues as a 'golden mean'. Through their interactions and experiences with staff, their peers and the wider community they will exercise and develop the virtues to positively contribute to society and live a happy and fulfilled life.



Our Catholic Distinctiveness

Parents choosing to send their child to Our Lady and St Bede Catholic Academy are opting specifically for education within the setting of a Catholic school. We are part of the Diocese of Hexham and Newcastle and, as such, we belong to the strong family of Catholic primary and secondary schools throughout the North-East; this is a very supportive network of schools with whom we share the same ethos.

We are proud of our Catholic tradition and take very seriously our responsibility to nurture the faith in our young people and to support them on their spiritual journey through life. We have the huge responsibility of helping to prepare our pupils for this life and their life to come.

We are enriched by children and staff of other faiths and we are proud of our inclusive approach to spiritual development. We actively seek opportunities in Religious Education, form time and as part of the wider school life, to explore how the varying faith traditions complement each other and strengthen us in our everyday lives.

Every day pupils have the opportunity to join with their form tutor and fellow pupils in morning prayer, either in their form class, chapel or in assembly. This may be led by tutors, but often it is the pupils themselves who lead prayers or who ask for prayers for particular people or causes; it is a wonderful part of school life and greatly appreciated by many pupils and staff. There are also regular opportunities for collective worship throughout the year, in the form of Form Saint Masses, Friday morning Liturgy and special liturgies and Masses throughout the academic year.





There are also increasing opportunities for reflection away from school. Each year group goes on an annual retreat and pupils are also invited to attend the Diocesan Schools' Summer Festival, which is always a very popular event with our pupils. In addition to this, there is an annual whole-school mass held in July. This is a fantastic event involving all our pupils, celebrating our year together.

The school is proud of the work it does in what we call 'faith in action', through our support for many good causes throughout the year.

We are always impressed by the generosity of our pupils in their charitable giving, and by the care and concern which they show towards those less fortunate than themselves, both at home and abroad. In recent years, we have collected hampers for the region's homeless and raised money for major world disasters. Pupils really do try to live out the message of the gospel.

Whatever your child's faith background, you can be assured that at Our Lady and St Bede your child will have the opportunity to explore and develop their spiritual life in a secure and supportive environment, where tolerance, mutual respect and learning from each other are some of our guiding principles.





Forming, Caring and Guiding

We pride ourselves on being a caring school.

Our Lady and St Bede Catholic Academy is a happy place, where order and respect for others underpin all of our dealings with one another. We aim to create an environment where every child feels safe and where everyone can succeed.

The welfare of our pupils is vitally important and if there are any concerns we are committed to dealing with them effectively and swiftly.

Our Lady and St Bede's pastoral team aims to be prepared for any non-academic issues that may arise or be relevant for our pupils. We recognise that great results and improved attainment are often a happy side-effect of contributing to a young person's personal and academic development.

There will be a dedicated, caring and nurturing approach given by the pastoral team to support pupils in removing any potential barriers to their learning; this will hopefully enable them to cope better in their mainstream lessons, thus maximising their learning and life opportunities.

Pupils are organised into age groups and Heads of Year are responsible for particular years. However, in such a large school it is vital that more than one person gets to know the pupils well, so each pupil is assigned to a particular group, in the care of their tutor. The Year 7 team is made up of eight tutors and their pastoral groups. Within these groups, activities such as study skills, coping strategies and social skills will be addressed and developed through a Form Time Programme.

We take pride in the high level of pastoral care and support we offer to all of our pupils. For those pupils who are vulnerable, have special needs or are having personal problems, we have an experienced team in the Pope Francis Suite to give them further support and guidance.

Transition Programme

While most children make a seamless transition from primary to secondary school, we recognise that some children need more support and time to adapt to change.

Our structured programme of primary transition provides children with a series of resources, visits and activities that pave the way for a successful adjustment from a small primary to the hustle and bustle of 'big school.'

We liaise very closely and listen to what our primary colleagues tell us about your child. This, in turn, helps us to respond effectively to their needs, ensuring that all children will be happy and settled in their new school environment.





Mr D Pinnock
Deputy Headteacher



Miss R Jarvis
Director of Quality Education



Mrs M Shields
Deputy Headteacher



Mrs A Ammor
Assistant Headteacher



Mrs M Chapman
Assistant Headteacher



Mr J Race
Assistant Headteacher



Mrs C Waugh
Assistant Headteacher



Pastoral Team



Mrs A Stephenson
*DDSL & Pastoral Lead
(Transition)*



Mrs A Glover
SENCO



Mr A Ellison
Head of Year 7



Mrs L Law
Head of Year 8



Mr A Gibbon
Head of Year 9



Miss A Myers
Head of Year 10



Miss J Egan
Head of Year 11



The Role of the Form Tutor

Pupils are put into form tutor groups when they arrive in Year 7. This group is a mixed-ability group made up of pupils from different primary schools. However, please be assured that we keep friends together to ensure each child is as confident as they can be when starting our school. Within this group, they will attend some lessons together and stay together as a form group each morning, guided by a teacher who acts as their tutor throughout their five years.

The role of the form tutor is of central importance to living out our mission to form the whole child. This teacher will get to know your child well and be the person to whom they can turn to with any problem or query. The tutor is also your first point of contact and will be there to help you with any aspect of your child's education.

The Role of the Pastoral Team

The principal role of the pastoral team is to ensure the welfare of the children within each year group. They will guide the academic, social, emotional and spiritual progress of all the pupils in their care. The Head of Year is on hand to help you with any concerns which you may have.

Reporting

The support of parents is essential to our work and key to your child's success. You are the prime educators of your children and we operate in close partnership with you.

Subject achievement will be reported to parents after key termly assessment periods; pupils will be given areas of strength and areas to develop in each subject. At the end of the year, each pupil will receive an end-of-year report put together by the Form Tutors. The report is intended to be wide-ranging, incorporating information such as attendance, punctuality, behaviour, organisation, participation in extra-curricular activities, alongside overall achievement. However, if at any time you have a query or concern, we urge you to contact the school immediately and we will be happy to respond.

Parents' Evening

Parents' Evenings are based on a traditional format with an evening for each year group to be held where parents can meet with their child's subject teachers to discuss their progress and areas of development. These will be held at appropriate times across the year, as outlined in the calendar. There is also a 'Meet the Tutor' evening for Year 7 parents to meet one-to-one with their child's form teacher to discuss how they have settled into secondary school. This will take place towards the end of the first half-term.





Attendance

Parents/carers have a duty of care to send their children to school and on time. In the event of absence, we ask parents/carers to contact the school before 8.30 am on the morning of the absence and explain the reason behind the absence.

If pupils are not in school and no reason has been given by the parent/carer, the school will contact parents/carers on the morning of the absence asking for reasons why the child is not in school. Parents/carers must reply to this so the school knows the whereabouts of the child. Parents/carers are also asked to send in a note with their child in their planner on their return to school.

If the parent/carer knows in advance that their child is not going to be in school, e.g. due to a medical appointment that cannot be arranged out of school time, they should inform the school of this prior to the event by a note being sent into school via their child and handed in to their tutor.

Holidays in Term Time

We strongly advise parents not to take their child on holiday during term time. Other than in exceptional circumstances, holidays taken during term time will not be authorised and may incur a penalty notice charge.

Parents will be informed when holidays are agreed by governors. The dates to note will be added to the school website.

Medical Conditions

The school must be informed if your child has any medical conditions, such as asthma, nut allergies, etc. We will need to complete an Individual Health Care Plan (IHCP). During the summer term, the Pastoral Team will liaise with the primary schools to gain a copy of the last updated IHCP, after which a member of our team will be in touch with you to review and update the IHCP. However, if your child received an update around their condition at any point during the academic year, you must contact the Head of Year to inform the school and enable us to ensure the very best care of your child.

Pupil Illness during the school day

If a pupil is taken ill during the school day they must inform a member of staff, who will refer them to the Head of Year or member of the Senior Leadership Team. Please ensure you provide us with a minimum of two emergency phone numbers in case the school need to contact you. There is a team of first aiders on site who will support with pupil illness during the day.



Pupil Planners

Our school pupil planner is a vital tool in checking that pupils have completed homework and is an effective means of communication between home and the school. Please make sure you look at this each week so that you can support your child to do their homework; their planner will also need signing weekly.

School Meals

We offer hot and cold meals and there are daily 'meal deals' which include a choice from:

- Main meal and dessert
- Main meal and bottle of water
- Sandwich, cake and drink

Payments should be made using the ScoPay payment system.

ScoPay

ScoPay is a web-based payment system for school meals and trip. You will receive your login details during the six-week summer holidays.

MyEd app

The MyEd app shows you up-to-date information about all aspects of your child's school life and other key information about the school. Further information will be sent on how to access it at the start of September.





School Uniform

Uniform is a very important part of our school. Uniform promotes a sense of identity, avoids divisiveness and helps create and foster in every pupil a sense of personal pride and pride in the school. Uniform provides practical clothing for the many different tasks to be done during a busy day. It also prepares pupils for the reality of work, where a uniform of one sort or another is often expected. The uniform at Our Lady and St Bede is outstanding. We would like this excellent standard to continue and we appreciate parental support in ensuring that this is the case.

Uniform Option 1

- A knee-length navy and green tartan skirt (or navy trousers)
- Note: no skinny trousers permitted
- Revere blouse, long or short sleeve (no tie)
- A navy fitted girls' blazer with the school badge
- There is an optional choice of wearing a cardigan or jumper with school badge
- Plain black tights (knee-high socks are not permitted)



Uniform Option 2

- A knee-length navy and green tartan dress
- Revere blouse, long or short sleeve (no tie)
- A navy fitted girls' blazer with the school badge
- There is an option to wear a navy cardigan with the school badge with this dress.
- Plain black tights (knee-high socks are not permitted)

Uniform Option 3

- Navy contemporary boys' school blazer with the school badge
- Navy trousers. Note: no skinny trousers permitted
- Plain navy v-neck jumper with the school badge (optional)
- Plain white shirt with collar
- Plain dark socks – black/dark blue/grey.
- School tie



Pupils can wear either option 1 or option 2 or alternate between these options.



School shoes

The shoes must be appropriate plain black lace-up or slip-on shoes. No boots, shoe-style boots, trainers or plimsolls should be worn unless required for a medical reason. Shoes must not have bows or any form of embellishments, such as name tags or signs.



PE Kit

Option 1

- School badged navy and green polo top
- School badged or plain navy shorts, skort or sports leggings. **No branding or logos**
- Pupils opting to wear the skort must also wear sports leggings
- Navy sport socks
- Trainers, football boots and shin pads

Option 2:

- School badged navy and green long sleeve shirt **or**
- School badged navy and green polo top with school badge
- School badged or plain navy shorts. No branding or logos
- Navy sport socks
- Trainers, football boots and shin pads
- Additional items are available for purchase from suppliers below



Suppliers

All uniforms are to be purchased from one of our suppliers.

Rawcliffe: <https://www.rawcliffes-stockton.co.uk/>

Elizabeth's Embroidery: <https://elizabethsembroidery.co.uk/>



Make-up/Jewellery

- Make-up must be kept to a minimum and therefore worn discreetly
- Nail varnish, false eye lashes and acrylic nail extensions are **not permitted**.
- Jewellery of any kind is **not to be worn (with the exception of one plain stud in each ear lobe)**

Hairstyles

- Hair must be no shorter than a number **2 blade**.
- There should be no patterns, lines or symbols shaved into the hair. No non-natural hair colours are allowed for any pupil.

Mobile phones

We understand pupils need their phones and therefore, phones are permitted in school bags or blazer pockets. However, phones must be switched off for the duration of the school day. If a pupil needs to call home, this provision is made available simply by coming to the main office at lunchtime. However, for obvious safeguarding reasons if a pupil decides to use their phone during the school day the phone will be confiscated and held safely in school. Pupils will be able to collect their phone at the end of the school day. Repeat offences will lead to parents/carers being asked to ensure the phone is kept at home.

School bag and Equipment

Pupils are reminded to bring a plain, dark coloured bag that is a sensible size to carry equipment, A4 folders, PE kit and their planners.

Every pupil should bring to school each day:

- a pencil case
- 3 black pens
- 2 pencils
- 1 green pen
- a ruler
- an eraser
- a reading book



Additionally, it would be desirable for pupils to also bring the following to support their studies:

- highlighters
- coloured pencils
- a pencil sharpener

Personal Property

To help with the retrieval of lost property it is recommended that all personal property, including clothing and classroom equipment, should be clearly marked with the owner's name.

Money and valuables should not be left unsupervised in bags.



The School Day

On your child's first day they will be given a two-week timetable. There are 5 lessons each day, with each lesson lasting 1 hour. After lesson 1 there is a 20-minute break. The school lunchtime is 55 minutes long to enable all our pupils to attend enrichment clubs.

Times of the School Day

8.30 - 8.40	Staff briefing (Monday, Wednesday and Friday)
8.45 - 9.05	Form Time
9.05 - 10.05	Lesson 1
10.05 - 10.25	Break
10.25 - 11.25	Lesson 2
11.25 - 12.25	Lesson 3
12.25 - 13.20	Lunch
13.20 - 14.20	Lesson 4
14.20 - 15.20	Lesson 5



ATTENDANCE

Every School Day Counts!

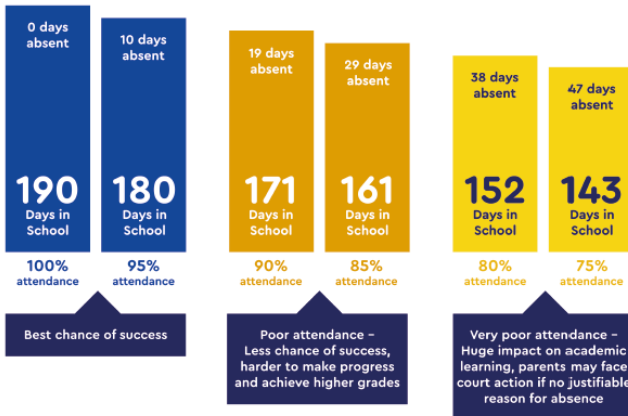


365 days in a calendar year
190 school days each year
175 non-term days each year

(All the time you need for shopping, holidays and appointments)

Good attendance means being in school at least 95% of the time or 180 to 190 days

Please don't let your child miss out on the education they deserve



Attendance Matters

Attend **Today** = Achieve **Tomorrow!**



5 Minutes late each school day

=

3 school days lost each year



Every day your child is absent impacts on their education and academic achievement

There is a clear link between attendance and attainment

95% Attendance	↔	9 Days Absent	↔	2 Weeks Absent	↔	50 Lessons Missed
90% Attendance	↔	19 Days Absent	↔	4 Weeks Absent	↔	100 Lessons Missed
85% Attendance	↔	29 Days Absent	↔	6 Weeks Absent	↔	150 Lessons Missed
80% Attendance	↔	38 Days Absent	↔	8 Weeks Absent	↔	200 Lessons Missed
75% Attendance	↔	48 Days Absent	↔	10 Weeks Absent	↔	250 Lessons Missed
70% Attendance	↔	57 Days Absent	↔	11.5 Weeks Absent	↔	290 Lessons Missed
65% Attendance	↔	67 Days Absent	↔	13.5 Weeks Absent	↔	340 Lessons Missed

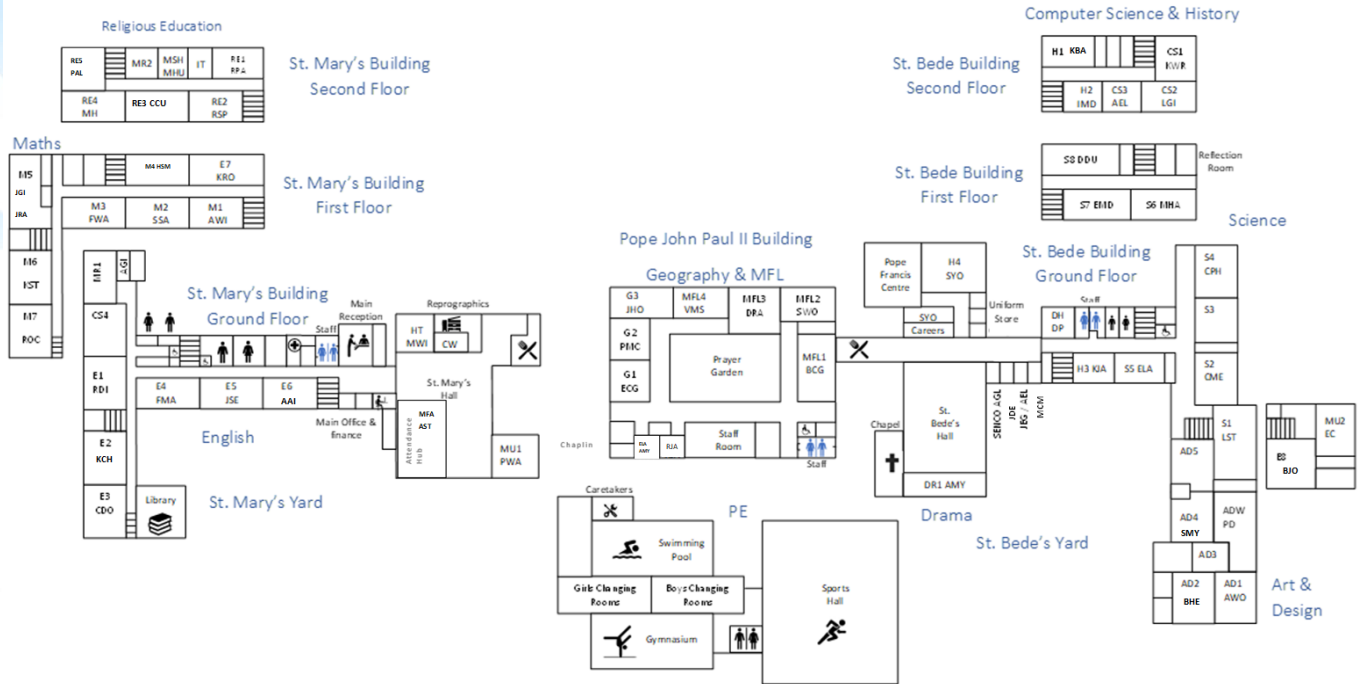
Missing **School** = Missing **Out!**



The School Buildings

Our Lady and St Bede is divided into 3 blocks:

1. St Mary's Building (English, Maths and RE)
2. Pope John Paul II's Building (Geography and Modern Languages)
3. St Bede's Building (Science, History, Art, DT and Computer Science)



We also have:

- St Mary's Hall and St Bede's Hall;
- St Mary's yard and St Bede's yard;
- Toilets in every block
- School Library in St Mary's Building;
- Pope Francis Area in St Bede's Block
- Reflection Rooms in St Mary's Hall and St Bede Building
- Sports hall, gym and swimming pool.



The School Curriculum



Teaching, Learning and Assessment

At Our Lady and St Bede we have high expectations and a clear focus on achievement. Through setting high expectations, pupils understand the importance of trying their best and working hard.

Our expert teachers ignite a love of learning in our pupils and secure engagement through their enthusiasm and passion for their subject areas. Through careful sequencing of subject content and teaching of skills, our young people engage and build on prior knowledge, allowing them to progress and develop as learners.

We recognise that all children are unique, with their own God given talents. Our curriculum design reflects the diversity of our learners and is designed to provide academic, creative, technological and active learning for all. Our balanced curriculum offer is delivered by high-quality teachers and, in return, we expect a high standard of learning in the classroom.

As previously mentioned, Year 7 pupils are assigned to tutor groups, named after our feeder parishes. All tutor groups have an equal mix of pupils of all ability levels. Our teaching class arrangements are a balance between classes that are set, based on academic achievement, and these mixed ability classes. Pupils can move between sets based on their hard work and progress. Throughout Years 7, 8 and 9 pupils are gradually taught in more class sets, in preparation for the GCSE examinations, as appropriate across subjects.

Pupils in Year 7 are allocated over a fortnight:

- 7 lessons of English (including 1 literacy lesson)
- 6 lessons of mathematics
- 6 lessons of science
- 5 lessons of Religious Education
- 4 lessons of a modern foreign language
- 4 lessons of PE
- 3 lessons of geography
- 3 lessons of history
- 3 lessons of Design Technology (DT)
- 2 lessons of music
- 2 lessons of Holistic Development (HD)
- 2 lessons of art
- 2 lessons of computer science
- 1 lesson of drama



The wider curriculum and enrichment opportunities

Our enrichment programme is a unique and special feature of our school. Staff give their time generously and selflessly to provide a vibrant array of exciting clubs for our pupils to enjoy and we encourage all pupils at Our Lady and St Bede Catholic Academy to become involved in enrichment opportunities.

There is so much more to gain from school life in addition to examination success. We want all of our pupils to develop into confident, happy, responsible, well-rounded individuals, armed with a wealth of experience to help them achieve and enjoy success in life.

Traditionally we run over 60 weekly enrichment, sporting, arts and academic clubs at lunch and after school. This is a tremendous demonstration of our commitment to the development of the whole person.

In addition, we offer a several outdoor adventure experiences to our pupils during their time with us, so that they can develop new skills and interests, encouraging a sense of adventure, self-reliance and team-building.

Residential experiences and opportunities, including Duke of Edinburgh Bronze Award, retreats and international visits, allow pupils to develop the concepts of responsibility, self-awareness, trust, cooperation and promote cultural awareness.

RSHE (Relationship, Sex and Health Education)

'Our pupils are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way.'

Department of Education

As part of our school mission, we want to provide pupils with increasing opportunities to develop as a whole person. Our RSHE programme aims to address the needs of young people in today's world.

From September 2020, the teaching of Relationship, Sex and Health Education became statutory in schools.

Our RSHE offer is delivered through form time, assemblies, drop-down days, key speakers and primarily via our Holistic Development (HD) lessons. Programme content supports the wider work of the school, helping to foster pupil wellbeing and develop character and resilience in our young people so that they are happy, successful and productive members of society. Central to this is pupils' ability to believe that they can achieve goals, both academic and personal, and to stick to tasks that will help them achieve those goals, even when the reward may be distant or uncertain. We also aim to enable them to recover from knocks and challenging periods in their lives.

The programme is taught sensitively and inclusively, within the context of a Christian understanding of human sexuality, rooted in the wisdom and teaching of the Catholic Church.



Our Expectations and Standards

We believe that, alongside high quality teaching and learning, our pupils' behaviour is the bedrock of what we do.

We adopt a very traditional and common sense approach to behaviour management, which centres round each pupil taking full responsibility for their actions in all aspects of school life. Below are the very basic expectations we place on all pupils at Our Lady and St Bede Catholic Academy.

Preparation for Learning

- **Uniform:** Full school uniform must be worn smartly at all times. Pupils missing a uniform item will be loaned that item for the day.
- **Organisation:** Pupils must ensure they have the correct equipment for all lessons before leaving for school. This will include a pencil case (containing the equipment, plus any spares), a planner, a reading book and any subject-specific equipment e.g. Calculator, PE kit, etc.
- **Homework:** Please help support your child in completing the work set to the completion date, taking the length of time indicated and producing work to the best of your ability. If there is ever a problem with the completion of your homework, please see your teacher before the lesson to explain.





In lesson and outside of lessons expectations

OUR LADY AND ST BEDE CATHOLIC ACADEMY
PROFESSIONAL LEARNER

POLITE

- To each other
- To adults
- To the community

Respect
Honesty
Compassion

- To teachers
- To peers
- To visitors

PROUD

- Uniform
- Conduct
- Attendance

self-belief
Confidence
Respect

- Books
- Learning
- Progress

PUNCTUAL

- To school

Responsible
Respect
Resilience

- To lessons

PREPARED

- Success
- Adversity
- Next steps

Resilience
Confidence
Responsible

- Homework
- Equipment
- Assessment

ALL UNDERPINNED BY
JUSTICE
#THISISHOWWEDOITHERE

A MEMBER OF BISHOP HOGARTH CATHOLIC EDUCATION TRUST

At Our Lady and St Bede Catholic Academy we pride ourselves on being 'professional learners'.

Our Virtues underpin all aspects of being a professional learner both inside and outside of the classroom.

Our four expectations of being:

- Polite
 - Proud
 - Punctual
 - Prepared
- will help our pupils to focus on key attributes for success both in and out of the classroom.



Year 6 Transition Frequently Asked Questions

The change from primary to secondary school is an exciting process, but it is also normal to feel uncertain and nervous about the changes ahead. This is a very normal feeling and we would expect all of our Year 6 pupils joining us in September to feel a bit nervous.

Encourage your child to talk about their feelings about moving to secondary school. If you have any questions or worries about transition then you can e-mail us at: Year6@olsb.bhcet.org.uk

Every year we have a list of questions that we are frequently asked during the transition process. We thought you might find them useful to work through at home.

If there are any other questions that you might have then please do not hesitate to contact us.

Main areas that questions are around include:

- Safety- wellbeing – friendships
- Homework
- Punctuality
- Sanctions
- Enrichment (extra-curricular) activities

WILL MY CHILD GET LOST?

Probably – it is a big school! There are lots of signs and people to help them though and they will have a map. Usually, after a couple of weeks (or once through the timetable) pupils know where they are going.

WILL MY CHILD BE WITH THEIR FRIENDS?

The primary schools will have told us who works well together and we use this information to help us put tutor groups together.





WHAT ATTENDANCE IS EXPECTED?

We want all pupils to aim for 100% attendance and to take every opportunity to be successful and prepare for the road ahead. Good attendance is very important and is linked to both pupils' happiness and their academic achievements in school. At Our Lady and St Bede, we want all our pupils to attend school every day so that they give themselves the best chance of being successful. **90%** attendance might sound good but it means missing **19 days** of education in a year.

WHAT TIMES DOES SCHOOL START?

We start our day by lining up in on St Mary's yard, wearing uniform correctly, at 8.40am. We then leave the yard in an orderly manner to head to our form rooms.

WHAT HAPPENS IF BUS FARE/PASS IS LOST? BUS TIMES?

Any questions you have about buses need to go to the bus company you are using. If you need to ask anything, parents can get in touch with them directly.

HOW DO PUPILS GET DETENTIONS AND WHY?

Pupils who are in the right place, at the right time, doing the right thing do not get detentions.

Pupils receive detentions for not behaving well, not working hard enough, being late to school, not handing in homework, disrupting lessons, not being in full and correct uniform, or being disrespectful to adults.

WHAT IS THE FOOD LIKE? IS THERE HEALTHY FOOD? VEGETARIAN?

Pupils like the school food. Options are healthy and there is always a vegetarian choice. The menu changes often and there are lots of choices.

CAN MY CHILD BIKE TO SCHOOL?

To get to and from school, yes. Use a bike lock and a helmet and encourage your child to stay safe. The roads around school get extremely busy at the start and end of the day. There are cycle paths which pupils should use where possible.

CAN MY CHILD GET HELP IF I NEED IT?

Yes – they can ask their Form Tutor, subject teacher, Head of Year, and any teaching assistants. Any adult in school will help your child. Sometimes this means helping your child to help themselves to enable them to develop new skills for independent living. Other pupils, like the Pupil Leadership Team, will also help you.





WHAT SANCTIONS ARE GIVEN?

Our school Behaviour Policy can be found on our website.

HOW STRICT ARE TEACHERS?

Teachers have very high expectations. They want pupils to learn and become the best they can be.

HOW IS LATENESS DEALT WITH?

Pupils must be to be punctual. If you are late you can expect a detention.

HOW MUCH IS THE UNIFORM & HOW DO WE KNOW WHAT TO WEAR?

All of this information is in the Parent Handbook and is on the website. The uniform can be purchased from our suppliers: [Elizabeth's Embroidery](#) and [Rawcliffes Schoolwear](#).

WILL MY CHILD SEE THE HEAD OF YEAR 7 EVERYDAY?

Yes, they will see their Head of Year each morning at the gate, and they will also be around visiting different tutor groups during form time and be present at all year group assemblies. However, it is your child's tutor who you will see daily and will look after the day-to-day routine with them.

HOW ARE TEACHERS ADDRESSED?

By their title and surname – so Mr, Mrs , Ms, Dr etc.

HOW MANY TEACHERS ARE ON THE YARD?

Break and lunchtimes are supervised by adults. There are plenty of people around.

WHAT IS THE LESSON STRUCTURE – LENGTH, NUMBER IN DAY?

There are 5 lessons each day, with each lesson lasting 1 hour. After Lesson 1 there is a 20 minute break. The school lunchtime is 1 hour long, to enable all our pupils to attend enrichment clubs.

If you have any more questions you e-mail us your questions at:

Year6@olsb.bhcet.org.ukk





Our Lady and St Bede Catholic Academy

Safeguarding Team

Keeping You Safe

You can speak to **any adult** at school about **anything** that is worrying you. However, there are 5 people who have the special job of keeping you safe:



Mrs A Stephenson
Deputy Designated Safeguarding
Lead (DDSL)



Mr D Pinnock
Deputy Headteacher & Designated
Safeguarding Lead (DSL)



Mrs M Chapman
Deputy Designated Safeguarding
Lead (DDSL)



Miss A Myers
Deputy Designated Safeguarding Lead
(DDSL)



Mrs J Devine
Deputy Designated Safeguarding Lead
(DDSL)



Top Tips for Supporting Your Child's Transition



Be Prepared

Look at your child's timetable and make sure they know where to go and when.

Be Organised

Make sure you encourage them to pack their bags the night before to ensure they have the right books and equipment for each lesson.

Be Kind

Remind your child that others may also be having a tough time. If they see someone else who seems to be having a hard time, encourage them to try to help. This is a good way to make friends and hopefully, they will return the favour.

Be Yourself

Get your child to believe in themselves and have a 'can do' attitude.

Be Brave

It might seem hard to make new friends, but remind your child that everyone is feeling the same way. Encourage them to say hello!

Be Resilient

Explain to your child that some things won't go their way. Remind them this is normal and happens to everyone, so they shouldn't worry. Just get them to say, *'tomorrow's another day!'*

Be Honest

We can all make mistakes. Encourage your child they if they do something wrong or forget something, it's much better to own up straight away.



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Email: enquiries@olsb.bhcet.org.uk

Transition Email: Year6@olsb.bhcet.org.uk