

INFORMATION

FOR PARENTS AND CARERS
2023 - 2024



**ST PHILIP HOWARD
CATHOLIC SCHOOL**

Welcome to St Philip Howard Catholic School



**St Philip Howard is a vibrant school that nurtures individual talent and respect for others.
With our faith in Jesus, we learn, grow and achieve.
Together, we make a difference.**

Dear Parents and Carers

Welcome to the SPH family! We are delighted that you and your child will be joining the SPH community, one that we are very proud of. Every child is '*known and loved*' at SPH, students are valued for their unique gifts, talents and personalities and every decision we take is always taken in the best interests of all students entrusted to our care.

Our aim is simple, to provide the very best educational experience for your children. In practice, this means a relentless drive for students to achieve outstanding grades - better than any your child could hope to achieve elsewhere. It means pastoral care and enrichment opportunities are second to none, where all students are '*known and loved*' and celebrated for who they are, made in God's image and likeness. Most importantly, placing our Catholic faith and identity at the heart of all that we say and all that we do. Our mission is to ensure children leave SPH happy, kind and confident individuals with a strong moral compass, going out into the world to make a positive difference.

We cannot do this on our own and we are blessed to have such supportive and committed parents and carers. The proverb goes: 'It takes a village to raise a child' and we embrace that here at SPH. Your child's success relies 100% on positive parental engagement, building a close relationship and good communication between school and home. We know the life-chances of young people are significantly increased when they receive clear and consistent messages from the home/school relationship. If you are ever unhappy, you must tell us. Not in a lengthy email but face to face. We'll always make time and we are here to support you as well. The door is always open!

By choosing SPH for your child, you are committing to all that SPH stands for. Over 600 people apply each year for the 180 places and there are lots on the waiting list keen to get in. There isn't a 'pick & mix' approach to embracing school values and expectations; particularly around term time holiday requests or ensuring your child is well prepared for school, wearing appropriate clothing or how they might have their hair cut! We set the bar high, and rightly so, your children deserve nothing less! Accepting second best is not something we will ever settle for. By following these through and living them out, we'll provide them with the very best life-chances and ensure they feel loved and fulfill their God-given potential.

Tim Hulse, Headteacher

OUR STAFF

LEADERSHIP TEAM:

Mr T Hulse, Headteacher

Mr A Collyer, Senior Asst Head & DSL

Mr L Hogan, Asst Head

Miss S James, Asst Head

Mr P Kinal, Asst Head

Mrs N McNeil, Asst Head & Head of Sixth Form

Mr N Patterson, Asst Head

TEACHING STAFF (Head of Department in bold):

ART & PHOTOGRAPHY

Ms K Hudson

Miss G Ayling

Mrs K Dominy

Mrs F Roberts, Technician

BUSINESS STUDIES

Mr D Evans

Miss A Jenking

COMPUTER SCIENCE

Mrs E Lentz-Horne

Mr R Challinor

Mr S Rose

DESIGN TECHNOLOGY

Mr M Ford

Miss J Atkinson

Mr D Curtis

Mrs T Williams

Mrs M Taylor-Bowers, Technician

ENGLISH

Miss C Torr

Mrs A Campbell

Mrs J Cartmel

Miss J Eade

Miss R Hardie

Mrs J Kumar-May (maternity leave)

Mrs K Morgan

Miss M Morgan

GEOGRAPHY

Miss R Aldridge

Miss R Helyer

Mrs C Lewis

HISTORY

Mr C McLoughlin

Miss N Letamendia Moore

Mr G Richards

Miss E Stevens

Mrs A Williams

MATHEMATICS

Mr M Hine

Mr J Campbell

Mrs J Cutts

Mr L Hancock

Mrs F Lovell (maternity leave)

Mrs N McNeil

Mr C Newton

Mr N Patterson

Mr K Quinn

Mrs H Wren

MEDIA & FILM STUDIES

Ms V Sutherland

Mrs S Lloyd

MODERN FOREIGN LANGUAGES

Miss N Mabile

Miss F Cousens

Mrs A-M Isaacs

Mrs B Rodriguez de Bardin

Mrs S Stangroom

Mrs S Whitmarsh

PERFORMING ARTS

Mrs M Williams

Mr M Bonner

Mrs K Fauvel (maternity leave)

Miss S James

Miss J Muncey

Miss A Niehorster

PHYSICAL EDUCATION

Miss R Duckers

Miss C Barry

Mr J Binfield

Mrs S Farnell

Mr A Jones

Mr J Lumbard

RELIGIOUS EDUCATION

Mr P Kinal

Miss A-M Chapman

Miss L Guest (maternity leave)

Mr L Hogan

Mr D McNamara

Mr J Markatatos

Mrs J Sage

SCIENCE

Mr D Hale

Mrs E Alder

Mr D Charlton

Mr A Collyer

Mrs L Eaton

Mrs J Hlynianski

Mr O Ingram

Miss C Joseph

Mr A May

Mr N Mitchell

Mrs F Cashman, Science Technician

Mrs J Marks, Science Technician

SOCIOLOGY/PSYCHOLOGY/TRAVEL & TOURISM

Mrs I Thomas

Mrs L-R Wakley

OUR STAFF continued

PASTORAL SUPPORT:

INCLUSION DEPT

Miss K Davess-Humphrey, SENDCo

Mrs V Bennett, Deputy SENDCo

Mrs O Franklin – Admin Assistant (CLA)

Mrs G Wakefield, Secretary

Ms K Witek, Secretary

Learning Support Assistants:

Mr W Al-Bazoon

Miss A Bagdonas

Miss E Barron

Mrs E Chalk

Ms J Cherry

Mrs J Clark

Mr N Clark

Mrs D Davies

Mr J Farrell

Mr J Guariglia

Mrs S Lawton

Mr N Nilsumran

Mrs N Oldfield

Mrs L Page-Berelian

Miss S Salway

Mrs K Shimell

Mrs M Talaska

Miss H Wilson

CHAPLAINCY TEAM

Mrs T McNamara

Mr J Rees

Mr B van Driel

SCHOOL COUNSELLOR

Miss J Casey

STUDENT WELLBEING SUPPORT

Mrs C Armstrong

Mrs W Hudson

Mrs E Dalgarno

Miss S Jones

WELFARE

Mrs J Leonard

Mrs L Streeter

ADMINISTRATIVE SUPPORT:

ADMISSIONS

Mrs C Ward

ATTENDANCE

Mrs H Davey

Mrs J Rosling

CLERK TO THE GOVERNING BODY

Mrs A Keane

COVER SUPERVISORS

Mr A Crick

Mrs E Ilus-Burt

DATA / EXAMS

Mrs C White

Mrs B Pears

FINANCE

Mrs S McManus, Business Manager

Mrs N Major

Mr M Vinter

HEADTEACHER'S PA

Mrs J Inglis

IT

Mr K Miles, Network Manager

Mr J Ward

RECEPTION

Mrs E Pearcey (Mon- Wed)

Mrs R Doyle (Thur-Fri)

RESOURCES

Miss L Wilcox

SCHOOLS DIRECT SECRETARY

Mrs T Cashman

SITE AND PREMISES

Mr S Ruddock

Mr D Bliss

Mrs M Da Silva

Mr K Dart, *Lettings and Security Officer*

Mr D Murray

SIXTH FORM

Mrs K Dunn

Mrs O Franklin

Mrs L Haynes

Mrs L Lewis

VOCATIONAL EDUCATION

Mrs C Skaptason, Sixth Form

Mrs A Wadey, Yr 10/11

OUR GOVERNORS

Headteacher

Tim Hulse

Foundation

Mr C Kilbane, Chairperson

Mr A Alonzo

Mrs M Craig

Ms L Keeley

Mr D Macdonald

Mr R Meredith, Vice-Chair

Miss T Silova

Co-Opted Governors

Mrs V Edgington

Mrs A Gresty

Parent Governors

Mrs E Buschhaus

Mr N Wilton

Staff Governor

Miss C Joseph

We are always looking for great governors to join us, so please look out for emails at the start of each year to come and join us.

SCHOOL TERM AND HOLIDAY DATES FOR 2023–24

Autumn Term 2023

| | |
|--|---|
| New staff INSET: | Friday 1 September |
| All staff training INSET: | Monday 4 September |
| Start of term for Yr 7 & 12 only: | Tuesday 5 September |
| Start of term for ALL years | Wednesday 6 September |
| Open Evening: | Thursday 28 September |
| Staff INSET: | Friday 29 September |
| Half term: | Monday 23 – Friday 27 October |
| Sixth Form Open Evening | Thursday 9 November |
| School Closed: | Friday 24 November |
| Staff INSET: | Monday 27 November |
| End of Term: | Friday 15 December (early close 12.40pm) |

Spring Term 2024

| | |
|------------------------|--|
| Start of Term: | Wednesday 3 January |
| Half term: | Monday 12 - Friday 16 February |
| Staff INSET: | Wednesday 13 March |
| End of Term: | Thursday 28 March (close at 3.05pm) |
| Easter Holiday: | Friday 29 March – Friday 12 April |

Summer Term 2024

| | |
|-----------------------------------|---|
| Start of Term: | Monday 15 April |
| Bank Holiday: | Monday 6 May |
| Half term: | Monday 27 – Friday 31 May |
| Bosco INSET (all staff training): | Monday 24 June |
| End of Term: | Friday 19 July (early close 12.40pm) |

THE SCHOOL DAY AT SPH

| | |
|----------------------|--|
| 08:40 – 09:00 | Registration Tutorial / Assembly |
| 09:00 – 09:50 | Period 1 |
| 09:50 – 10:40 | Period 2 |
| 10:40 – 11:00 | Break |
| 11:00 – 11:50 | Period 3 |
| 11:50 – 12:40 | Key Stage 3 (Yrs 7-9) Lunch |
| 11:50 – 12:40 | Period 4 for Key Stage 4 |
| 12:40 – 13:25 | Period 4 for Key Stage 3 |
| 12:40 – 13:25 | Key Stage 4 and 5 (Yrs 10-13) Lunch |
| 13:25 – 14:15 | Period 5 |
| 14:15 – 15:05 | Period 6 |

***** PLEASE NAME EVERYTHING *****

UNIFORM

GIRLS

- Maroon blazer with school crest.
- Black, drop waist, **20 pleat skirt**, must be worn to a minimum of knee length (available from our uniform stockists).

OR

Black trousers: formal, tailored style. Full length, with straight leg and flat or pleated front. Fashion fit, such as skinny, flares, jeans or jean-style are **not** acceptable.

- White shirt (worn tucked in) and buttoned at the collar.
- School tie (worn full length).
- Maroon v-necked pullover (optional, though no alternatives permitted). Hoodies are not permitted either under or over the blazer.
- Black shoes with **flat or low heels** and covered toe. Boots and trainers are NOT permitted.
- Socks worn with trousers should be black in colour and without any logos. Black tights / socks (*covering the ankle*) should be worn with skirts.
- Coats should be either blue or black and worn over blazers.

BOYS

- Black blazer with school crest.
- Black trousers: formal, tailored style. Full length, with straight leg and flat or pleated front. Fashion fit, such as skinny, flares, jeans or jean-style are **not** acceptable.
- Small black belt (optional).

- White shirt (worn tucked in) and buttoned at the collar.
- School tie (worn full length).
- Black v-necked pullover (optional, though no alternatives permitted). Hoodies are not permitted either under or over the blazer.
- Traditional black, lace-up shoes or Velcro (as long as the shoe does not resemble a trainer). Boots and trainers are NOT permitted.
- Socks should be black in colour and without any logos.
- Coats should be either blue or black and worn over blazers.

PE KIT

Compulsory Clothing

- Maroon SPH polo shirt
- Black SPH shorts
- Maroon socks
- White socks

Compulsory Footwear

- Sports trainers
- Studded boots

Safety Equipment (strongly advised)

- Gum shields
- Shin pads

Optional Items

- SPH tracksuit bottoms
- SPH maroon sweatshirt (**not** to be worn with normal uniform)
- SPH maroon games jersey
- Black thermal under layer (available from SPH)

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SCHOOL UNIFORM AND PE KIT STOCKISTS

Felix Dance & Leisure Wear, Littlehampton
Ricara, Arundel Road, Littlehampton
JW Sports, Bognor Regis

Tel: 01903 721375
Tel: 01903 723843
Tel: 01243 860266

Students are representing and upholding the high standards of St Philip Howard School and are therefore required to wear the full school uniform when travelling to and from school.

JEWELLERY

- Jewellery is **not** permitted, except as indicated below:
- Girls and boys who wish to do so are permitted to wear a single, small, plain gold or silver **stud** in the **lobe** of one or both ears. Studs may not be worn in any other part of the ear. Diamond / pearl, shaped / hooped or coloured studs are not permitted.
- The wearing of jewellery relating to any form of body-piercing other than the **lobe** of the ear is forbidden. The use of sticking-plaster to conceal a non-approved item of jewellery is not acceptable.
- If they so wish, students may wear a small cross on a chain around the neck.
- No jewellery of any kind may be worn during any PE lessons or any other organised physical activities.

PLEASE NOTE that recent piercing will not be accepted as an excuse for avoiding any of the school regulations on jewellery.

HAIRCUTS AND COLOUR

Student haircuts must be natural in colour and not extreme in cut or style (including extreme differences in length between the top and side of the head, such as a mullet cut). The minimum grade is a 2 at the sides. The appropriateness of hair styles is determined by the Headteacher.

MAKEUP

Make-up of any description is discouraged and should only be discreet where necessary. Students must not wear false eyelashes/hair extensions, false nails, nail polish or have painted eyebrows.

LOCKERS

Lockers are charged at £10.00. This includes a £5 deposit which you will receive back when the key is returned. Replacement keys cost £5.00. In order to secure a locker your child will need to make a payment of £10.00. They will be allocated on a first-come, first-served basis with Year 7s being given priority.

EQUIPMENT LIST FOR LESSONS

- Pencil Case
- Pens
- Pencils
- Coloured Pencils
- Purple pen
- Whiteboard pen
- Compass
- Ruler
- Protractor
- Eraser
- Scientific Calculator
- Headphones / earphones (with mini jack input)
- Reading Book

TRANSPORT FACILITIES

Our school is situated in pleasant rural surroundings in the village of Barnham, which is easily accessible by train and bus from the main catchment areas around Bognor Regis, Chichester, Littlehampton and Angmering.

It is within a few minutes' walk of Barnham railway station and the school campus has rear access so that students travelling from the station do not need to cross the main road. Train services are frequent.

If you drive your children to school, please drop them off in Barnham (train station or car park of either Co-op or Tesco). This avoids congestion around the local roads and provides children with a short walk into school via Gospond Road

Any queries, please contact the School Transport Team on 01243 753530

SPIRITUAL DEVELOPMENT

Students who come to the St Philip Howard Catholic School will receive more than can be offered in an ordinary school. They will be living, working and celebrating in a school community based on Christian faith, and which is itself part of the wider Catholic community which supports and sustains it. We believe, therefore, that the school helps, in partnership with home, family and parish, to aid the religious, spiritual and moral development of our students.

Prayer, together with the promotion of Christian moral values and service to the wider community, is an essential part of the spirit within the school, which we hope inspires the relationships and structure of the school community as a whole.

All students study religious education during their years at school, as a central part of the curriculum. The school worships daily as a community. Assemblies are held at the beginning of each school day; some of these assemblies take place in year groups, others in smaller tutorial or house groups. All students are encouraged to take part in the daily act of worship.

Students are also provided with the opportunity to take part in Mass, which is celebrated either in teaching or tutor groups throughout the year, on special feast days including that of our patron, St Philip Howard, and at the end of the school year. There are also a number of other liturgical services during the school year.

During Lent, students take part in services of reconciliation and may also, if they so wish, receive the Sacrament of Reconciliation.

There are close links between our school and the local feeder primary schools. Members of the clergy visit the school regularly to support the sacramental life of the school.

The school has a Chaplaincy Team made up of three Lay Chaplains, who take a very active part in the life of the school and have an extremely important role to play in developing the religious life of the students outside the normal context of the classroom. The Chaplaincy Team provide a warm welcome for students who may need a quiet moment away from their peers or have questions about their faith and life. They have an open-door policy so that any student needing a listening ear can come and talk no matter the circumstances.

PARENTAL LINKS

Home-school Agreement

All students and parents are invited to join the Headteacher in signing this important document, which communicates the fundamental philosophy of the school, identifies the key principles on which our work is founded and clarifies expectations on all sides.

Parental Involvement

We value the close links between parents, students and teachers in our school community. In addition to parents' consultation evenings and welcome evenings (which are mandatory to attend), there are many other occasions when parents may visit the school, such as presentations and performances. We also provide parents with the opportunity to meet the Headteacher without appointment on the first Wednesday of each month after school until 7pm.

Donations

If parents would like to support the school with its desire to enhance the current school environment, please visit our website and select the 'CAF' button at the top right-hand side of the page. Here you will find out a bit more information on the projects the school is working towards. The school can also claim Gift Aid on any donations that you make. Contributions can be made as frequently as you wish or as a one-off donation.

For parents that wish to help the school in this way we are always very grateful for any contribution you can make no matter how big or how small.

Homework

We believe that independent, guided learning (homework) outside of the classroom is essential for all students to foster the skills and habits to fulfil their God-given potential during their time at school. Homework is set regularly through Edulink by class teachers with instructions and clear deadlines for work to be submitted. Guidance on the volume of homework expected per fortnight is set out below with time allocated to revise and consolidate work undertaken in lessons to aid student's preparations for assessments or exams.

| | Year 7 | Year 8 | Year 9 |
|---|----------|----------|----------|
| Literacy (Bedrock/reading) | 120 | 120 | 120 |
| Numeracy (Sparxs Maths) | 60 | 60 | 60 |
| English | 60 | 90 | 90 |
| Maths, Science, Languages, RE | 60 | 60 | 90 |
| History, Geography, Art, Technology, Computer Science | 30 | 45 | 45 |
| Revision | 90 | 105 | 105 |
| Total time per fortnight | 12 hours | 14 hours | 16 hours |

Reading Hub

The Reading Hub provides a comprehensive range of texts.

The facilities offered by the Reading Hub are available to students throughout the school day. Supervised study is also available beyond the school day for any students who wish to use the facilities for research or homework.

Charging and Remissions Policy

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Complaints Policy and Procedure

In almost all circumstances we've been able to resolve concerns or complaints quickly and informally, provided all parties are committed to open, honest and supportive conversations. Please resist the use to commit emotions to email. We'd prefer to talk to you face-to-face or at least on the phone.

Parents/carers have had a statutory right to register formal complaints in the following categories:

- The curriculum including Religious Education and worship
- The implementation of the National Curriculum and any proposed withdrawal of students
- Charging policies
- Provision of information
- Admissions and exclusions

In addition to these categories, the Governors have approved a general complaints policy, which is available through the school website.

INDIVIDUAL WELFARE AND PASTORAL CARE

The emphasis in the St Philip Howard Catholic School is on a *caring community* concerned with all the needs of its members as children of God. We believe that a caring approach helps our students to develop spiritually, academically and socially and students, parents, staff, governors and clergy work in partnership to achieve this. The links forged in this partnership help us to know our students well, not just as members of our school but also as young people in the context of their parish and family.

Care for the individual child is given in a variety of ways. On entry to the school, each student is placed in a house tutor group and the tutor's concern is for the whole child in all aspects of his or her life at school. The tutor group has a particular identity. As the students progress through the school, they come to know their fellow group members well; they form an important relationship with their tutors who, supported by Year Leaders and Senior Staff, are responsible for ensuring that the students in their charge make smooth progress with their learning and become happy, caring members of the school and of society.

The school tutorial system has a special role to play. It enables the students to become part of an integrated group outside the classroom context.

Discipline

The school encourages a spirit of co-operation and fosters the development of self-discipline.

We expect and receive a high standard of behaviour from our students within the context of care and consideration for others. School rules, to which the students must adhere, are consistent with providing a framework of courtesy and good behaviour within which all students may learn to work and develop their potential. Setting high standards sends an important message about how much we care about every child.

The student Code of Conduct - an important part of the Home-School Agreement - sets out in a positive and supportive manner the principles that all students should seek to observe in their work and behaviour, and this is further exemplified in our anti-bullying policy and procedures.

We value the co-operation of parents in ensuring that their children contribute to the high standard of discipline which we enjoy in the school, and parental involvement is always sought if problems arise.

The school has firmly established policies on all issues of behaviour and discipline, and operates a system of sanctions which includes extra work, community service and detentions. In exceptional circumstances students may be excluded from lessons or school on a temporary or permanent basis.

Belongings

These should always be marked clearly with the student's name. Students must accept responsibility for their own belongings, particularly in the case of valuable items such as watches, mobile phones, ear pods, wallets and sums of money.

School Meals

We operate a cashless catering system. Sandwiches may be brought to school but students are encouraged to have a well-balanced meal. All food must be eaten in the dining hall or in other approved areas.

Registering with Parent Pay for Cashless Catering and Online Payments

Our online payment provider is ParentPay. All new school members will be issued with a letter giving access codes, details on how to join this is coupled with a biometric finger recognition system which needs to be consented to by parents. Full details can be found on the website.

Student Health

The school employs two Welfare Officers, who are based in a designated medical room. Medical examination may be carried out on parental request or by Local Health Authority selection. The Welfare Officers are available to students for illness and injuries that occur during school hours and to help students with particular health problems - whether long or short-term. The Welfare Officers are **not** intended to act as an alternative to a student's general practitioner.

Any medical concerns occurring before or after admission should be notified to the Welfare Officers as soon as the problem is identified. This information will be added to the child's medical records and reviewed and updated regularly. Parents/carers are asked to complete a Health Care Plan if their child(ren) have any medical conditions that may require attention during the school day.

With the exception of asthma inhalers, epipens and other medication authorised by the Welfare Officers, all other medication brought to school should be left with the Welfare Officers in the medical room. This should be accompanied by a parental agreement for school to administer short-term medication. Asthma inhalers and epipens should be clearly marked and kept on the person. A prescription marked spare inhaler / epipen / diabetic equipment should be left with the Welfare Officers in the medical room. Students must not share any such medication with friends or classmates under any circumstances. Parents/carers are reminded that they are responsible for ensuring that all medication in school is in date. The Medicines Policy permits the school to administer the following non-prescription medication (Paracetamol, Ibuprofen for pupils aged 12 and over, and Anti-histamine) if your child develops the relevant symptoms during the school day. Pupils will be given a standard dose suitable to their age. You will be informed when the school has administered medication by a stamp in their planner. Paracetamol/Ibuprofen will be administered without verbal consent after 12.00pm, before this time verbal consent will be required. Ibuprofen will only be administered if your child has not taken any before school. The school will not administer medication unless an ad hoc medication form has been completed.

In the event of an accident or medical emergency occurring at school, first aid is always given promptly and efficiently by the Welfare Officers or other qualified staff. If the Welfare Officers are concerned, they will contact parents/carers for their guidance. If the condition requires hospital treatment, our usual practice is to contact the parent/carer and ask him/her to take the student to hospital. The reasons for this are various:

- (a) it lessens the anxiety felt by the student;
- (b) it enables the parent/carer to indicate at the time of arrival at hospital if the student is undergoing any course of treatment or medication;
- (c) it expedites the signing of any parental consent forms that may be necessary.

The Welfare Officers will call an ambulance in cases where this is considered to be a medical necessity.

It is vital that parents/carers are contacted by one of the Welfare Officers and not the student in cases of illness in school.

Relationship Education

A copy of the school's full Relationship Education Policy, together with its teaching programme, is available to parents on request.

The aim of the relationship education programme at St Philip Howard Catholic School is to enable our young people to be respectful of each other and their own bodies (a temple of the Holy Spirit). We would like them to see sexuality as one of God's gifts, to be used in accordance with His teaching, and to be aware that it is only one of the many gifts which they have been given to enable them to realise their human and spiritual potential to the full.

THE SCHOOL RULES AND ROUTINES

Introduction

The purpose behind the school rules is to make the school a smooth-running and happy community. Courtesy is expected at all times. All students should have high expectations and set themselves a high standard in all that they do. All staff are responsible for the shared implementation of the school rules and should use their professional judgement when dealing with students who, in their opinion, have not fulfilled commonly shared high expectations.

Whilst it is very rare that students flout the following rules, none of us are angels (yet!), it is important to be clear about our expectations.

1 School Hours and Bounds

- (a) Students must attend school punctually. If a student arrives after 8.40am they will be regarded as late and should report to the Student Reception. Any student reporting late at the Student Reception must include a written explanation for lateness on the sheet provided. If the student does not provide an adequate explanation for extreme lateness, they will be recorded as absent (unauthorised) for that session.
- (b) Unless students have permission from their parents/carers or a member of school staff, they may not leave the premises during the school day.
- (c) Year 12/13 students must ensure that they sign in/out on the 6th form electronic signing-in system when they enter or leave the premises.

2 Absence

- (a) Except in case of illness, students may not be kept away from school without previously asking permission of the Headteacher.
- (b) We ask parents to contact the school by telephone before 8.30am every day of any period of student absence. If the absence proves to be prolonged (more than one week), we should also be grateful to receive 'interim' phone calls or letters to keep us informed of how matters are progressing. When a student returns to school following absence they must bring a signed and dated note of explanation. It is acceptable to write the note in the student's planner or provide a copy of a medical appointment letter. Parents will be notified by a text message and email if students are absent from school without notification.
- (c) Parents are requested not to take family holidays during term-time. It sends a very poor message to the children about the importance of education and your willingness to break school rules, whenever it is convenient for you. Doing so may result in a fixed penalty notice from West Sussex County Council. Should there be an occasion when this will happen, we ask that a 'Withdrawal from Learning Form' is printed from the school website and handed to Student Reception at least 2 weeks before the absence so that parents/carers have time to meet with Mr Hulse and discuss the matter.
- (d) We would request that wherever possible medical appointments are made out of school hours. When this is unavoidable, the details should be recorded in the student's planner and a copy of the appointment letter brought to Student Reception; particularly if the student will be absent for a whole day. Students attending such appointments must sign in/out at Student Reception.

3 **Uniform**

Our policy in this respect is that students are expected to wear full uniform in order to symbolise their membership of our school community. We believe that school uniform gives to students a sense of belonging and of security, enabling them to take a greater pride in themselves and in their school.

Parents are earnestly requested to co-operate in this important matter, which gives all Students equality with regard to appearance and excludes the possibility of undesirable distinction.

School uniform must be worn on the way to school, at school and on the way home from school and on any official school activity, unless exemption has been granted. Details of the compulsory uniform for years 7-11 can be found on the school website.

4 **Equipment**

All students should ensure that they have all the correct books and equipment for each lesson. Students may only go to their lockers before school and at break and lunchtimes.

5 **Mobile Phones**

Teachers may ask students to use mobile phones in lessons to record activities or take photos of their work. At all other times phones must be switched off and kept securely away. Any student found with a mobile without express permission from a member of staff will have their phone confiscated until the end of the week. No exceptions are made to this period of confiscation and it is the responsibility of parents/carers to ensure the safety of their children to and from school during any period of confiscation.

6 **Physical Education and Games Kit**

A comprehensive list of the compulsory equipment/clothing is issued to all parents prior to students joining the school.

7 **Student Planner**

All students are issued with a planner at the beginning of each academic year. The planner is designed:

- to help students organise their study
- to encourage students to talk to their parents about their work
- to be a record of a student's progress
- to help students and parents monitor progress against identified targets
- to act as a means of communication between home and school
- a source of tips and advice on how to maximise your learning

The planner must be taken to every lesson.

8 **Care of Property**

- (a) Writing/drawing on school property or any act of vandalism will be regarded as a serious breach of discipline.
- (b) Any case of damage or breakage, whether or not the fault of the student, must be reported at once to a member of staff or the School Office. Where damage arises partly or totally from vandalism or lack of care, the student(s) concerned will be required to pay for the full cost of repair/replacement.
- (c) It is the responsibility of students to provide themselves with a suitable bag or case for carrying books to and from school. Plastic carrier bags do not afford sufficient protection for materials being carried. Bags should be capable of holding an A4 file.
- (d) Students will be held responsible for replacing any school textbook or any item of school equipment or property which they have lost or damaged, or which they have defaced in any way.
- (e) Money and valuables are not to be left unattended in classrooms, changing rooms or elsewhere in the school. Students are expected to be responsible for the safe storage of their belongings and use lockers as appropriate.
- (f) Clothes, books and personal possessions must be clearly marked with the owner's name.

(g) Lost property handed in to the Welfare Officer is marked with the date and stored until called for. Please note that unclaimed property is disposed of at the end of each term.

(h) We cannot guarantee the safety of property or lockers.

9 **School Lunch**

Packed lunches must be eaten in the areas designated for eating. Food purchased at the cafeteria must be eaten in the hall. All litter must be deposited in the litterbins provided and the tables left in a state of cleanliness.

10 **Safety**

Nothing dangerous or offensive must be brought to school. Possession of such items may result in suspension or permanent exclusion.

11 **Smoking/Vaping/Drugs**

Students are not allowed to smoke/vape on the way to school, at school or on their way home, nor may cigarettes, matches, lighters or vapes be brought to school. Any student found to be in possession during the school day of alcohol or any illegal substance will face severe punishment, including permanent exclusion.

12 **Anti Bullying Policy – STOP (several times on purpose)**

All students are expected to accept our school's stand against bullying. Bullying means any behaviour which is intended to upset, hurt, threaten or frighten somebody and can take many forms, including use of the internet. Students should show respect, courtesy and friendship to others and oppose any kind of prejudice being shown to an individual or group. Persistent offenders are dealt with severely and violence towards others may result in a suspension or permanent exclusion.

13 **Transport**

(a) Students cycling to and from school must exercise due care and attention at all times. Bicycles must not be ridden on the school premises. Bicycles must be roadworthy, security coded and always made secure and placed in the cycle racks provided. **We strongly advise that safety helmets be worn.**

(b) *Due to limited car parking facilities, students are not permitted to park cars, motorbikes or mopeds on the school premises.*

14 **Public Transport**

Train and bus passengers must behave quietly and sensibly at all times. Behaviour on trains and buses remains subject to normal school expectations; smoking / vaping is forbidden, and rowdy or anti-social behaviour will be severely dealt with. Students on public transport must remember that they represent the school and must not do anything to bring it into disrepute.

**Parents and carers are warmly invited to attend the
Year 7 Welcome Mass
on Friday 22 September at 2pm**

This booklet can be found on the SPH website in the 'Parents' section.