



Student and Family Handbook

Vision and Values

We are honoured to be the first state-funded Greek Orthodox secondary school in Britain. Other Church schools are very much respected by parents; and we have been delighted to join them, making our contribution to the high academic standards and values-based education with which Church schools are associated nationally.

In common with most Church schools, a daily act of collective worship is fundamental to the organisation of St Andrew the Apostle. Assemblies are held for the whole school twice a week and in tutor or year groups on the remaining days. We actively encourage an understanding and respect for all faiths and our assemblies draw on the musical and choral traditions of many Christian churches; supporting our students as they develop into respectful and well-educated young people. Our school prayer is recited or observed in each of our collective worship sessions:

The St Andrew the Apostle School Prayer:

We bless you our most high God and Lord of mercy.

We pray that you would bless each one of us this day.

Give us inquiring minds and discerning hearts.

Give us courage to persevere in all we undertake.

Give us the gift of joy and wonder in all things.

Give us laughter and love to share with others.

Give us protection and safety in all that we do.

And give us sure and certain knowledge of your unfailing love.

Glory to the Father and to the Son and to the Holy Spirit,

Both now and forever and to the ages of ages.

Amen.

And students live by our school Bible verse, which is taken from *Ephesians 4:32*

"Be kind to one another, forgiving one another, as God forgave you."

Our school motto is 'Ever to Excel' which is the English translation of the Ancient Greek phrase 'αἰὲν ἀριστεύειν' (*aièn aristeúein*) derived from the sixth book of Homer's Iliad.

For our ethos this means the following: our students always give of their best and endeavour to be the best version of themselves, whatever the situation. We develop this through practice - retrieval practice in the classroom, repeated drills and practice sports, music and the arts and continual encouragement of the highest standards of behaviour, from the way that pupils wear their uniform to the way they talk to teachers and to one another.

"We are repeatedly what we do. Excellence is not a single action but a habit." Aristotle.

Safeguarding and Support

The strength of the St Andrew community is the quality of relationships between staff and students.

Our tutors are the first port of call if students or parents have any queries or need support. Year Leaders, supported by senior members of staff are also on hand to give advice – there is always someone to help.

We have several teams to support you in addition to this, including a Safeguarding Team, a PLUS team, and a SEND Team.

Meet the Safeguarding Team:



Mr Martin



Mrs Viala



Miss Walt

Meet the PLUS Team:



Ms Azad



Mr Sidhabattula



The School Day

8.30am - 8.55am	Tutor Time/Collective Worship
8.55am - 9.45am	Period 1
9.45am - 10.35am	Period 2
10.35am - 10.55am	Break
10.55am - 11.45am	Period 3
11.45am - 12.35pm	Period 4
12.35pm - 1.20pm	Lunch
1.20pm - 2.10pm	Period 5
2.10pm - 3.00pm	Period 6



Term Dates 2024 / 2025

Autumn Term

Term	Dates
<i>Inset Day</i>	<i>Monday 2 September</i>
<i>Inset Day</i>	<i>Tuesday 3 September</i>
First Half Term	Wednesday 4 September – Thursday 24 October
<i>Inset Day</i>	<i>Friday 25 October</i>
<i>Inset Day</i>	<i>Thursday 5 December</i>
<i>Half Term</i>	<i>Monday 28 October – Friday 1 November</i>
Second Half	Monday 4 November – Friday 20 December

CHRISTMAS HOLIDAY: Monday 23 December 2024 – Friday 3 January 2025

Spring Term

Term	Dates
<i>Inset Day</i>	<i>Monday 6 January</i>
First Half	Tuesday 7 January – Friday 14 February
<i>Half Term</i>	<i>Monday 17 February – Friday 21 February</i>
Second Half	Monday 24 February – Friday 4 April

EASTER HOLIDAY: Monday 7 April 2025 – Monday 21 April 2025

Summer Term

Term	Dates
First Half	Tuesday 22 April – Friday 23 May
<i>May Day Holiday</i>	<i>Monday 5 May</i>
<i>Half Term</i>	<i>Monday 26 May – Friday 30 May</i>
<i>Inset Day</i>	<i>Thursday 3 July</i>
Second Half	Monday 2 June – Thursday 17 July

Inset Days

2 September 2024

3 September 2024

25 October 2024

5 December 2024

6 January 2025

3 July 2025

Reporting

Expected Progress

We would expect students to make one stage of progress per academic year.

This means that students will be progressing well if they move from Stage 2 on entry to Stage 3 at the end of Year 7, Stage 4 in Year 8 and Stage 5 at the end of Year 9.

The attainment described in Stage 5 of the Ladder represents good progress for most students in Key Stage 3 and readiness to continue the subject to a good GCSE pass in Key Stage 4. Stages describe attainment at higher levels than this (up to Stage 7) and many of our students will make more than one stage of progress in some years and move into Key Stage 4 having reached Stage 6 or 7. These students will be well placed to achieve very high grades in their GCSEs.

Typical Stages that the majority of students will reach are summarised below:

Stage	Year 6	Year 7	Year 8	Year 9
7				
6				High
5			High	Typical
4		High	Typical	Support
3	High	Typical	Support	
2	Typical	Support		
1	Support			

Assessment and Reporting

How are students assessed?

Teachers assess students' work continuously, at the end of units of work, as well as at the end of each year. The continuous assessment is often referred to as formative assessment, whereas assessment that takes place at the end of a unit of work is usually referred to as summative assessment.

Continuous (formative) Assessment:

The purpose of formative assessment is to monitor students' learning and provide ongoing feedback to staff and students. It is sometimes called Assessment for Learning. It helps students to identify their strengths and weaknesses, enables them to improve their self-regulatory skills so that they manage their education well, and provides information to staff about the areas students are struggling with so that sufficient support can be put in place. Formative assessment can be teacher-led, peer or self-assessment. Feedback from formative assessment may be in the form of marks, comments or discussion, and these may be communicated in writing or verbally.

End of Unit and Year (Summative) Assessment:

In key stage 3, we use Stage Ladders for end of year, summative assessment. In all subjects, this will consider the students learning throughout the year. In subjects where there is an end of year examination, or equivalent, we also use Stage Ladders to feed back on this.

Subject Leaders across the Russell Education Trust have worked collaboratively to draw up these Stage Ladders which set out clear descriptors for what students know and can do as their attainment improves in each subject. Some subjects may use these descriptions of learning during the year and some will assess units of work using marks out of a total. There is one Stage Ladder per subject, although there are multiple strands within the Ladder for different skills, for example, in Modern Foreign Languages where students are assessed on their reading, writing, speaking and listening skills.

Reporting Progress:

Progress towards end of year Stages are reported during term 3 and at the end of the academic year where a final, holistic Stage is agreed by the teacher. Parents will also receive one full written report and be able to attend a subject evening to discuss their child's progress

Curriculum Map 2024 - 2025

	Year 7	Year 8	Year 9	Year 10	Year 11
English	4	4	4	5	5
Maths	4	4	4	4	4
Science	4	4	4	6	6
Rp	1	1	1	3	3
Options				9	9
Hi & Gg	4	4	4	3	
Spanish	2			3	
French		2	3	3	
PE	2	2	2	2	2
Art	2	2	2		
Music/Drama	2	2	2		
Computer Science	1	1	1		
Classics (Latin)	2	2	1		
Technology	1	1	1		
PSHE	1	1	1	1	1
Total	30	30	30	30	30

Attendance at St Andrew

It is proven by numerous studies that regular attendance at school will help your child get the most from their education and that pupils who attend regularly are likely to develop both academically and socially, leave school with more qualifications, improve their life chances and have greater access to employment opportunities. For these reasons staff members monitor punctuality and attendance at St Andrew and act when concerning attendance patterns emerge.

The link between high attendance and strong academic progress is clear, with students who have attendance of 96% or more achieving at least one grade higher in their GCSEs than students with attendance below this figure.

Although a figure of 90% may seem high, this represents 19 days of school missed in one academic year and can have a profound impact on learning – this means your child misses 114 lessons.

To support your son or daughter with their attendance we will:

- Encourage all students to meet or exceed the school's target of 96%. This target is displayed in every tutor room.
- Ensure form tutors rigorously monitor attendance each week and share this with their tutees.
- Recognise and reward pupils who consistently maintain excellent attendance or make improvements.
- Work with families and put positive support plans in place for students who are falling below the school's target.
- Contact parents and carers if your child's attendance becomes a concern.
- Refer students to the Educational Welfare Officer so they can receive specialist attendance support and advice.

New DfE Guidance on Lateness

The vast majority of students at St Andrew have excellent punctuality and arrive well before 8.30am each morning. Any student who arrives after 8.30am will be marked late on the register and will receive a 30-minute detention in line with our behaviour policy. Lateness is tracked by the Attendance Officer, Form Tutors and Heads of Year. This year the Department for Education has released new guidance which means that registers in schools may only remain open for a short period in the morning and afternoon, after which any lateness will result in an unauthorized absence or 'U' code (unless we have been notified in advance that your child is arriving late due to an evidenced medical appointment, in which case an authorised medical absence will be recorded).

At St Andrew the morning register will be open from 8.30am-8.55am and the afternoon register from 12.30pm-12.55pm. It is therefore essential that your son or daughter arrives on time and receives an attendance mark before the closure of registers. Further information on attendance can be found on the school's website or via your son or daughter's form tutor.

Responding to illness

We always encourage students to attend, regardless of minor illness and we will always send a student home who is not well enough to be in school. It is often the case that once a student has got in and settled in lessons, they are able to learn well and make it through the full school day. If your child is simply too unwell to attend school then please notify us by 8.30am, either by leaving a message on the school absence line (020 3195 5444); by emailing attendance@standrewtheapostle.org.uk, with your child's full name, form group & reason for absence or by using Studybugs. Please do not email your child's Tutor or Head of Year to report an absence.

One of the main benefits of Studybugs is that it will automatically update the electronic register so that we will know almost immediately if you have contacted us to let us know that your child is away with an illness or a medical appointment. This is a much quicker, easier, and more efficient way for you to notify the school of absences. Register online via the Studybugs website: <https://studybugs.com/about/parents> or download the free Studybugs App. Then all you have to do is send us a free text when your child is away.

Term Time Absence and Holiday Requests

Our policy states that absence during term time will only be authorised in exceptional circumstances. No holidays in term time will be authorised. To support and improve attendance, St Andrew the Apostle School will follow guidance in Barnet's Code of Conduct and issue fixed penalty notices (FPNs). These FPNs will be issued for unauthorised holidays where more than 2.5 days are taken in one case or cumulatively over the school year.

Medical Appointments

Where possible, please make medical / dental appointments outside of school time and during holidays. We do understand that these appointments can be hard to come by and sometimes it is unavoidable that they are scheduled during school time, particularly in the case of hospital appointments. In these instances, students should, wherever possible, come into school before and/or after their appointment in order to maximise their learning time in school. Please email attendance@standrewtheapostle.org.uk with a record of the appointment (letter, screenshot of text appointment etc) to record against the absence.

Uniform

We believe that good standards of dress promote a positive attitude to work and behaviour and identify our students to local residents and future employers. The co-operation of all parents/carers is expected to ensure that students are in correct uniform to and from school as well as during normal school hours. Please note, St Andrew the Apostle School makes the final decision as to what is acceptable in all aspects of a student's appearance in line with expectations below and our [school's uniform policy](#).

Boys Uniform

- Blazer:** Purchased from Stevensons.
- Trousers:** Dark Charcoal grey – not black. Straight leg. Plain black belt with plain buckle.
- Shirt:** Plain white with stiff collar for wearing with a tie (short or long sleeved) – top button done up and shirt always tucked in. No polo or open necked shirts.
- Socks:** Plain grey or black.
- Shoes:** Traditional flat, black sensible shoes – lace up shoes to have black laces. No trainers or boots, no white or coloured laces. Lace up shoes preferable to Velcro. No sandals.
- V neck Jumper (optional):** Navy with school badge - available from Stevensons.
- Tie:** From Stevensons, worn to top of trousers.

PE Kit

- Shorts:** Navy and green
- Short-sleeved top:** Navy and green with St Andrew the Apostle School badge from Stevensons.
- Long-sleeved top:** Reversible navy and green with St Andrew the Apostle School badge from Stevensons
- Socks:** navy football socks (indoors and outdoors)
- Shoes:** white or black trainers (non-marking soles) and football boots (boys and girls)
- Shin Pads:** shin pads must be worn for appropriate contact sports
- Jogging bottoms:** plain navy - no logos or stripes

Girls Uniform

- Blazer:** Purchased from Stevensons.
- Skirt:** Purchased from Stevensons. Skirts must be worn no higher than 5cm above the knee.
- Trousers:** Tailored charcoal grey - not black. Straight leg. Plain black belt with plain buckle.
- Blouse:** plain white, revere (open) collar – no polo shirts.
- Socks:** Plain white.
- Tights:** Plain/neutral or black tights, neutral trainer socks or no socks/tights at all.
- Shoes:** Traditional flat, black sensible shoes – lace up shoes to have black laces, no trainers or boots. Lace up shoes preferable to Velcro. No kitten heels, sandals, platform shoes, ballet pumps, white or coloured laces.
- V neck Jumper (optional):** Navy with school badge - available from Stevensons.

PE Kit

- Shorts or sports skirt/skort:** Navy and green
- Or Sports Leggings:** Navy (sports fit and appropriately modest)
- All**
- Short-sleeved top:** Navy and green with St Andrew the Apostle School badge from Stevensons.
- Long-sleeved top:** Reversible navy and green with St Andrew the Apostle School badge from Stevensons
- Socks:** navy football socks (indoors and outdoors)
- Shoes:** white or black trainers (non-marking soles) and football boots (boys and girls)
- Shin Pads:** shin pads must be worn for appropriate contact sports
- Jogging bottoms:** plain navy - no logos or stripes

A Guide to Student IT

Students use ICT applications in many lessons, and often for homework. Core school systems are managed internally, and several external systems are also used. Scroll down for information about each system, managing passwords and where to get help.

Your School Network Account

All students have a school Microsoft account. They use this to log in to computers on the school network with their username and password. Students' usernames follow a standard format. For example, Joe Bloggs who started Year 7 in September 2021 would have a username of **21bloggs.j**.

Network passwords are usually set in the first ICT lesson in Year 7. Students can reset them at any time from a school PC by pressing the Ctrl-Alt-Del keys all at the same time and following the instructions that appear. If you are at home, then you will need to email the school office to request a password reset.

Microsoft Office 365

MS Office 365 is a suite of applications which includes MS Teams, MS Word, MS Excel, MS PowerPoint, MS Outlook and many more.

All students can log into MS Office 365 using an email address in the format:

Username@standrewtheapostle.org.uk For example, Joe Bloggs who started Year 7 in September 2021 would use **21bloggs.j@standrewtheapostle.org.uk** to log into their MS 365 account.

The password is the same as the school network password. If you are having trouble logging in, check the sign-in options to make sure they are set appropriately to log you into an organisation/school account rather than defaulting to a personal account. Students should speak to a member of staff if they can no longer access their account.

Microsoft Teams

Once students have logged into MS 365 (as above) they will be able to access MS Teams. Teachers often use this to communicate with students. They will tell your child if they have set up a Team for their class. Student communications via MS Teams are monitored and moderated. Conversations should not be considered private and any inappropriate usage should be reported to school staff.

Microsoft Teams may sometimes be used for remote learning, including live streaming of lessons.

Student Email

Once students have logged into MS 365 (as above) they will also be able to access their school email account in MS Outlook. However, students use this infrequently because the preferred way for teachers and students to communicate is via MS Teams.

Again, student communications via MS Outlook are monitored and moderated. Conversations should not be considered private and any inappropriate usage should be reported to school staff. Emails from external addresses are blocked unless they have been added to the allowed list.

Students should not use their school email address for anything that they may need access to, or a record of, after they leave the school, for example their university applications.

A Guide to Student IT

Bromcom Student Portal and My Child at School (MCAS) Parent Portal

Bromcom is a Management Information System, used to manage many aspects of school administration. Our School ID for BromCom is **12448**.

Students use the [Bromcom Student Portal](#) to see what homework has been set and check their timetable. If students are already logged into their MS365 account (see above) they will be able to click the single-sign-on button at the bottom of the login screen as shown in the screenshot below.

Parents use Bromcom's parent portal, which is called [MyChildAtSchool \(MCAS\)](#). It includes information about students' attendance and behaviour, homework, reports, as well as most of the messages sent to parents by the school (though some messages may be sent directly to parents' email accounts instead). To log into MCAS for the first time, parents need to use the email address that they have registered with the school as their username and follow the instructions in the school's invitation email. They will then choose their own password. Subsequent logins will only need their email address and the chosen password. For more information, see the [MCAS Parent Guide](#). Note that homework attachments can only be opened on the Student portal, not the Parent portal, and homework can only be submitted via the Student portal too.

MCAS app / Bromcom Student app: As well as the web versions of these portals there are handy apps that you can install on your phone or tablet - available from the usual app stores. Parents can log into the MCAS app for the first time using the same credentials they use for the web version of MCAS. Students will need to log in to their Bromcom Student app for the first time using these [Magic Link instructions](#). In both cases, you may be prompted to set up a PIN or biometrics to use for future logins. If your app stops working at any point, try re-installing it.

External Systems:

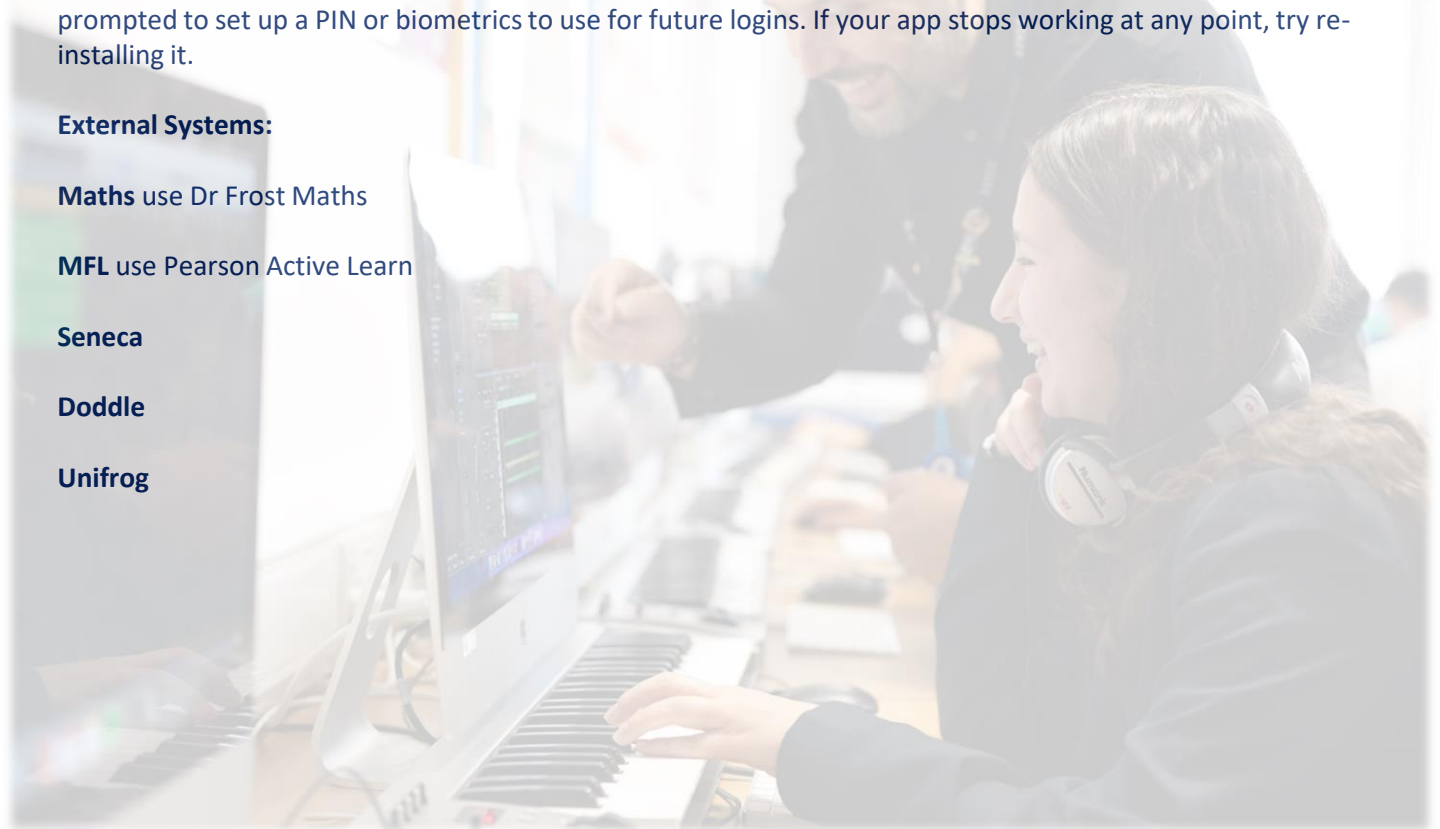
Maths use Dr Frost Maths

MFL use Pearson Active Learn

Seneca

Doddle

Unifrog



Parent Systems

ParentPay:

We use [ParentPay](#) for collecting payments from parents, including for school meals and trips. In order to set up an account for the first time parents will need to refer to the activation email sent to them by the school. If you have lost this, please contact the school office.

StudyBugs:

We encourage parents to use [StudyBugs](#) to report a student's absence from school, as it is more efficient than emailing or telephoning. You can set up and manage your own account for this, and there is a handy app available for your phone too (just search for Study Bugs in your usual app store).

SchoolCloud (Parents Evenings):

Parents use [SchoolCloud](#) to book and attend virtual Parents' Events. There will be information about how to do this in the parents' evening invitation but, in the meantime, you can follow [this link to a short video explaining how it works](#). In secondary school it is usual for children to attend the meetings with their parent, though this is optional. If another parent/guardian would like to join the meeting from another location, you can [send them an invitation](#) from within the system.

Managing Passwords:

You are likely to have many passwords for various applications, some of which are unique to you, and others unique to the school. Unless you have a very good memory, **you will need a secure way to manage your passwords**. Please do not write them down. You may want to use a password manager. If you have a personal Google account you may already use [Google Password Manager](#), but remember that this isn't secure if others can gain access to your account (for example if you leave your account logged in on a shared computer). If you store your password list in an electronic document, for example in MS Word or Excel, you should make sure the document itself is password protected or located in a secure folder. You may find these [Microsoft account security tips](#) useful.

Please choose *secure* passwords, never share them with each other, and do not re-use school network passwords when creating passwords for other systems. A good resource for choosing a password is [Dinopass](#) (select the strong password option).

Where to get help:

Our IT network support staff can help to resolve issues with core school systems. Your child can seek their help within school or else they can be contacted by email via the school office, putting "FAO IT Support" in the email subject line. It will help them to understand the problem if you describe exactly what steps you took before the issue occurred, and attach a screenshot of any error messages. For password re-sets, students will need to speak to their IT teacher or visit the IT support office in person.

For problems with external systems, please contact a relevant teacher, e.g. your child's math teacher will be able to help for DrFrostMaths, or their form teacher for Unifrog.

Key Contacts

Main office number: 020 3195 5444

Main office email: admin@standrewtheapostle.org.uk

Office is staffed 8.00am – 4.00pm.

Academic/Pastoral – Form Tutor

Your first port of call for academic matters is your child's form tutor. Please follow this link: <https://www.standrewtheapostle.org.uk/contact.php>. Please note that tutors have full teaching timetables so messages will be forwarded to them, and they will contact you within 48 hours.

Please see Pastoral Structure above for staff members, who can all be contacted via the [staff contact form](#).

Learning Support – SENDCO

The school's SENDCO is Ms Bamber, and he can be reached on the school office number or via email: a.bamber@standrewtheapostle.org.uk

Administrative matters

For general administrative matters please speak to our office staff – Mrs Stylianou, Mrs Christou and Mrs Michael – on the main school number:

020 3195 5444 or via email: admin@standrewtheapostle.org.uk

Admissions – Mrs Christoforou

For queries concerning admissions please contact Mrs Christoforou on the school office number or via email: admissions@standrewtheapostle.org.uk

Finance – Mrs Lecointe/Mrs Nicola

For any queries regarding free school meals please contact Mrs Lecointe/Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk

For any other queries regarding finances (e.g. cashless catering etc.) Please contact Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk

Please also see our website: www.standrewtheapostle.org.uk as this gives much more information about the school.

The links to our contact pages are below:

<https://www.standrewtheapostle.org.uk/contact>

<https://www.standrewtheapostle.org.uk/contact-staff>

Innovate

Dining

Our food service is provided by Innovate who are well established at the School. BFS works in partnership with the dedicated on-site Innovate team to ensure a high-quality dining experience for our students. There are varied menus, packed with healthy ingredients, and lots of interesting new things to try. Students can purchase food in the main Dining Hall and at the Outside Kiosk for 'Grab and Go' items.

What is on the menu?

All dishes are prepared fresh on-site every day using quality, seasonal ingredients that are responsibly sourced. As well as ensuring the food on the plate is healthy, we want students to understand the importance of eating the right foods and help them with their food and nutrition journey. Here is a taste of what is available:

- A huge selection of 'Grab and Go' items including baguettes, paninis, burritos and salads.
- A variety of healthy main meals prepared fresh every day from carefully selected ingredients. The menu will follow a similar rotating weekly pattern, so students know what to expect such as Curry Thursdays and traditional fish and chips on Fridays.
- Vegetarian and vegan dishes.
- Themed days and Chef's Specials.
- A Street Vibes range - global street food that tours the world. From Korean fried chicken to Chinese bao buns to Greek souvlaki.
- A salad bar featuring homemade healthy salads such as pomegranate quinoa, roasted sweet potato and rocket, or chilli, orange and beetroot. For more information and menus visit our website. MEAL DEALS All meal deals cost £2.80 (2024/25 rate, subject to change). Choices are: • Main meal and dessert or fruit. • Hot or cold sub, cake or fruit.
- Blue Dot Meal: any four items displaying a blue dot sticker. Items include rolls, sandwiches, drinks, cakes, bakes and fruit.

Free School Meal Allowance: £2.80 daily allowance (2024/25 rate, subject to change) covers the cost of all meal deals, can be used on any food items.

To find out if you are eligible for free school meals, please use the Barnet Council's free online checker. You will need your date of birth and National Insurance Number. You can apply for Free School Meals if you are in receipt of any of the following benefits:

Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Support under Part 6 of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit (if you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit) • Universal Credit: if you apply on or after 1 April 2018, your household income must be less than £7,400 a year after tax and not including any benefits you get.

Extra-Curricular and Enrichment

At St Andrew we have been working to enhance and extend our enrichment offer post-pandemic as we want every student to have the opportunity to gain valuable experiences within and beyond the classroom.

Our intention is that every student, as they move through the school, will have the opportunity to:

- Take part in an adventurous activity ;
- Visit an art gallery or museum;
- Watch or take part in a live production or a play, musical or dramatic performance;
- Visit a local place of worship;
- Visit a historic site;
- Visit a university or alternative higher/further education setting;
- Visit a place of employment;
- Gain an understanding of their future career options;
- Visit another country and/or a capital city;
- Attend a residential trip away from home;
- Undertake practical field work in an outdoor setting or location away from school.

We hope that by publishing the enrichment offer now, you will be able to plan for which trips you would like your child to attend, not only for the coming academic year, but as they move up the school.

If you have queries of how the school can support you, or you require financial support to make a trip viable, please use the 'Contact Us' form on our website and contact the finance team.

Please do get in touch if you have any further queries regarding our enrichment programme.



Extra-Curricular and Enrichment

Year	Term 1 + 2	Term 3 + 4	Term 5 + 6
7	Gilwell Park Charity Event – Christmas Fair	STEM Day	Newquay
8	Charity Event – Christmas Fair	Learning for Life	Science Museum
9	Charity Event – Christmas Fair Careers Event	Culture Day	Whipsnade Zoo
10	Jack Petchey Speak Out Challenge	Culture Day Globe Theatre	6 th Form event Thorpe Park
11	Study Skills	NEA and Exam Preparation	6 th Form event Prom
12	Induction Trip	Learning for Life	Work Experience Intertrust Trip?
13	Themed Enrichment Day	UCAS Study Skills	Prom

Extra-Curricular and Clubs

We will publish a half-termly calendar with our extra-curricular timetable, but these are a selection of the clubs we offer throughout the year.

Sports Clubs: Football, Netball, Dance, Athletics, Basketball, Dodgeball, Table Tennis.

Additional Clubs: Strategy, Drama, Choir, Guitar, Film, Homework, STEM, Art.

Most extra-curricular activities are free and take place at either lunchtime or straight afterschool.

Trips

Activity	Area	Year	Approx. Cost	Annual Date (approx.)
Gilwell Park	Teambuilding	7	£45	September
Stratford	Geography	11	Free (donations appreciated)	January
Epping Forest	Geography	11	Free (donations appreciated)	January
Theatre	Drama / Music	10 & 11	£10	February
Globe Theatre	English	10	£5	March
Oxford	Future Aspirations	10 (selected students)	Free	May / June
Prom	Celebration	11	£50	June
Prom	Celebration	13	£40	June
RAF Museum	Humanities	9	£17	Summer Term
Mountfitchet	Humanities	7	£25	Summer Term
Hampton Court	Humanities	12	£23	Summer Term
Newquay	Teambuilding / Outdoor adventure	7	£500	July
Science Museum	End of year enrichment	8	Free	July
Whipsnade Zoo	End of year enrichment	9	£25	July
Thorpe Park	End of year enrichment	10	£35	July

Student Behaviour Systems and Consequence Procedures

Key Information

Uniform dress code:

- We do not allow facial piercings - one small stud in each ear will be the only piercings permitted. Excess makeup, jewellery, and nail, false nails/excessively long nails are not permitted.
- No trainer style shoes, this includes Vans/Converse.
- Socks – no ankle socks. Girls' socks should sit just below the knee.
- Winter coats should be plain coloured black or navy. Please also bear in mind that there are no lockers in school. Coats are not permitted to be worn inside the school building and should be stored in bags or carried.
- No extremes in hair dye or style. Colour must be natural shade. There must be no shapes cut into hair. Long hair must be tied back when requested by teachers as a safety precaution. Typically, this will include certain lessons in PE, science and technology. Any hairbands and hair ties must be plain and discreet.
- No baseball caps/bandanas.
- No hoodies.
- No tattoos.

A full list of our uniform requirements including the new regulations is available on our [website](#). Please see images of acceptable shoes for boys and girls below.

Mobile Phones

- Mobile phones or any other portable electronic devices, are not permitted anywhere on the school site, either inside the building or the playground.
- Students seen with/using a mobile phone will have them confiscated.
- Any mobile phone seen inside the building will be confiscated by staff and given back to the student at the end of the day for a first offence.
- If you need to contact your child urgently, please phone the school reception and the message will be passed on to your child.
- Please monitor your child's use of their mobile phone, especially where use of social media is concerned. Staff cannot afford to sacrifice valuable learning/We are convinced that parents along with students will readily accept this restriction on the use of mobile phones and will reap the rewards of a much more focused culture away from the distractions and peer pressure that mobile phones can bring. teaching time investigating comments made on social media by students outside of school hours.

Equipment

Students need to be well equipped for learning throughout the school day. Essential and desirable items are detailed below.

It is essential for students to have these items and not to share these with other students.

1. Strong waterproof black bag of a suitable size to carry A4 books/folders (no handbag styles permitted)
2. A reading book
3. Pencil case
4. Blue/black pen (minimum of two) as well as a green biro for self-evaluation of work
5. 2 pencils (minimum)
6. Pencil sharpener
7. Rubber
8. Compass
9. 15cm ruler
10. Calculator (preferably Casio 83GTX or 85GTX)
11. Protractor
12. Reusable, named water bottle (drinking fountains provided in school for refills)
13. A5 notebook

Desirable

1. Set of coloured pencils.
2. Glue stick.

Student Behaviour Systems and Consequence Procedures

Character Education is fundamental to our vision and the Gospel values on which the school is based; this is explained in two words; *respect* and *responsibility*. The school will teach its students what respect means ‘do unto others as you would have them do unto you’ – in other words, the traditional Christian values of caring for the needs of others and being a trustworthy citizen. The third key word for behaviour at St. Andrew is *ready*, we want all students to be ready for learning at all times.

Success is recognised more regularly in the classroom with three achievement categories of *brilliant effort*, *character education* and *outstanding work*. We want the students who get it right every day to have their efforts acknowledged. We teach that every action has a reaction. Logical consequences are the reaction to inappropriate behaviour. These relate to the school values, relate to the inappropriate behaviour, are logical to all those concerned, and include an apology.

Students will be required to sign a home/school agreement on 1 September which outlines our expectations around conduct and the steps required to keep everyone safe. Please read through this with your child, electronically sign and return as instructed on the form.

After School Detentions – Behaviour

A detention is issued to any student who exhausts a caution and then a final warning given within a lesson/tutor time. Most detentions are 30 minutes, although if there are issues they will be extended to 60 minutes. The large majority of detentions will take place on the same day. Parents will be informed via a text when a detention is issued. Typically, if a detention is given from period 1-5 then this will be issued on the same day, if it is given during period 6 it will occur on the next day.

Should a student miss their 30-minute detention this will be escalated to a 60-minute detention the next day. Should a student miss their 60-minute detention students will be placed in our Referral room for a period of time. Parents will be informed of this via a text.

In line with our **ethos on Character Education**, a ‘Character Conversation’ takes place in detention time between the student and the member of staff who issued the detention. This is to restore relationships and prevent any recurrence.

After School Detentions – Lateness

Late detentions will be set for any student who is late on the same day of lateness. Lateness refers to arriving late to school in the morning or arriving late to lessons during the course of the school day.

Code of Conduct

Our Code of Conduct defines the minimum expectations of students at all times. It was developed with the support of our learners. All expectations come under the three broad headings. They are supported by Character Education and our values: respect, responsibility, caring, fairness, forgiveness, trustworthiness.

St Andrew the Apostle School Code of Conduct

Respectful

1. Do as you are asked by all members of staff, first time without question.
2. Listen to others, do not call out, and use appropriate language and tone.
3. Be kind to each other and take care of the building, displays and equipment.

Responsible

4. Follow rules for health and safety, including walking on the left.
5. Keep hands, feet, objects and personal comments to yourself.
6. Be in the right place at the right time, and not in unsupervised areas.
7. Leave valuables at home, the school is not responsible for them.

Ready

8. Be punctual.
9. Be in full school uniform, worn properly.
10. Be silent when entering a classroom.
11. All necessary equipment out on desk, and everything else away.
 - a. bags on the floor, coats on the chair.
 - b. all headphones, phones and other electronic equipment out of sight and off. They will be confiscated if seen.
12. No gum or food, or fluid other than water.

