

# Senior School Parents' A-Z



Courage.  
Courtesy.  
Compassion.



# Academic Year 2023–2024

## Michaelmas Term 2023

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### September

Friday 1st	Staff Inset
Monday 4th	Staff Inset
Tuesday 5th	Staff Inset
Wednesday 6th	New Senior School Students
Thursday 7th	Whole School in Session
Saturday 23rd	Open Morning

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### October

Monday 23rd – Friday 3rd Nov	Half Term
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### November

Monday 6th	Staff Inset
Tuesday 7th	Whole School in Session
Saturday 18th	Columban Fayre

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### December

Thursday 7th	Carols in the Abbey
Friday 15th	Last day of Term

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## Lent Term 2024

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### January

Monday 8 <sup>th</sup>	Staff Inset
Tuesday 9 <sup>th</sup>	Whole School in Session

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### February

Monday 19th – Friday 23 <sup>rd</sup>	Half Term
Monday 26 <sup>th</sup>	School Resumes

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### March

Wednesday 27th	Last day of Term
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## Trinity Term 2024

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### April

Wednesday 17 <sup>th</sup>	Staff Inset
Thursday 18 <sup>th</sup>	Whole School in Session

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### May

Monday 6 <sup>th</sup>	Bank Holiday
Monday 27th – Friday 31 <sup>st</sup>	Half Term

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### June

Monday 3rd	School Resumes Prizegiving
Friday 21st	(provisional)

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### July

Friday 11th	Last Day of Term Ends 2.00pm
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### August

Thursday 15th	A-Level Results (TBC)
Thursday 22nd	GCSE Results (TBC)

# Contacts

## College reception

Tel: 01727 855185

## Website

[www.stcolumbascollege.org](http://www.stcolumbascollege.org)

Please note that that the information presented below may change in its detail but this is likely to be communicated to you through updates and specific letters that might affect you.

Parents must understand that by having signed the Registration and Medical Consent Form, this effectively acts as a home school agreement in which parents are to understand their responsibilities in agreeing to their child being educated at the College. These responsibilities are provided in this document including those regarding behaviour and attendance.

It is hoped that this will provide clear information but parents must feel confident that they can contact the school. The advice offered below will provide the most direct route for queries to be answered.

Parents are also advised to read the Parent and Visitor Code of Conduct available on the website which outlines the manner in which relations with the school are to be conducted.

## Day to day issues

The **primary point of contact** for parents over general and welfare issues and to ask for guidance outside of this document is your child's tutor.

**Contact by telephone, email or letter** is encouraged. Email has the advantage of allowing the staff member to manage your request when not teaching and respond accordingly. Matters may then be either dealt with personally or referred to another member of staff, for instance the Deputy Head of House or the Head of House.

Where the matter related to **a single subject issue** or more information is needed about progress in a specific subject, your child's subject teacher should be contacted directly.

**General Issues – more complex:** if the concern is more general the tutor would provide advice on this. Messages for any staff member can be left via the College Reception.

<b>Reception</b>	Secretaries	<a href="mailto:collegeadmin@stcolumbascollege.org">collegeadmin@stcolumbascollege.org</a>
<b>Medical Issues</b>	Nurse	<a href="mailto:N@stcolumbascollege.org">N@stcolumbascollege.org</a>
<b>Fees and Finances</b>	Bursar	<a href="mailto:BursarPA@stcolumbascollege.org">BursarPA@stcolumbascollege.org</a>
<b>Catering</b>	Catering Manager	<a href="mailto:CateringAdmin@stcolumbascollege.org">CateringAdmin@stcolumbascollege.org</a>
<b>Coach Operation</b>	Bursar's PA	<a href="mailto:BursarPA@stcolumbascollege.org">BursarPA@stcolumbascollege.org</a>
<b>Music Lessons</b>	Director of Music	<a href="mailto:yeo.c@stcolumbascollege.org">yeo.c@stcolumbascollege.org</a>
<b>Sports</b>	Director of Sport	<a href="mailto:helm.o@stcolumbascollege.org">helm.o@stcolumbascollege.org</a>

All **email addresses** conform to the following pattern (apart from those listed) staff surname, full stop, initial and then [@stcolumbascollege.org](mailto:@stcolumbascollege.org) – e.g., the first named staff member would look like this: [brown.a@stcolumbascollege.org](mailto:brown.a@stcolumbascollege.org)

# Child Protection Concerns

Any parent who has a concern over a child protection issue is encouraged to contact the school and the Senior School Designated Safeguarding Lead who is Mrs K Marson.

**Email [marson.k@stcolumbascollege.org](mailto:marson.k@stcolumbascollege.org)**

### **Absence from School**

During term time, students are to be absent from school only with the formal knowledge of parents and agreement with the College. When students are unable to come to school owing to sickness, a parent/guardian must inform the College before 8.30am, by logging into EduLink (select ABSENCE on the menu)

### **Absence and Work**

If students know in advance that they will be missing a lesson, they should inform the teacher concerned. They will, in any event, be expected to take steps to catch up on missed work. Special consideration will be given in cases of ill health over sustained periods of time. However, for short term absence students are expected to catch up on missed work. The use of Microsoft Teams means students who are absent can still access homework details. Teachers will be sympathetic to genuine problems. Students must give advance notice to a teacher when work cannot be completed by the deadline set by providing adequate explanation. A supporting note from a parent will often be required where genuine difficulty is encountered.

### **Absence Record**

Absences are recorded on a per session basis: morning and afternoon. A full school day is therefore two absences. You will need to know this to understand the numbers which may appear on reports. Independent Schools have a legal duty to report attendance issues to the Local Education Authority. This is the case for prolonged absence from school, failure to attend regularly; and a student leaving for another school where the school is not notified to the College. These are welfare related issues.

### **Academic Mark**

This is given to students who fail to meet the required expectation in relation to the completion of work to a satisfactory standard or to time. The mark can be made for a single infringement or for persistent or repeated transgression (although this is likely to involve other corrective measures). The mark is issued by the Subject Leader as a result of consultation with a subject teacher. The Academic Mark is then processed: signed by the Subject Leader, and the Deputy Head. Emails are sent to the Subject Leader, the student's tutor, Head of House and the student's parents. Students will be reminded of the detention in Tutor time. A date on the mark indicates when the detention related to this matter is to be served. Saturday Detentions are given for work which is not completed over breaks and holidays and for non-completion of longer term or project work to deadline or the correct standard.

### **Acceptable Use of ICT and Mobile Devices**

St Columba's policy is to respect all users of the ICT and its related facilities, staff and students. To this end, the following must be read and agreed for the safe-guarding of all and for school use to be authorised. Contravention will result in withdrawal of facilities and is likely to prompt disciplinary action.

In accordance with the IT Acceptable Use Policy, parents and students understand that:

- a) All students' use of school computers or tablets, personal 1:1 devices or any item connected to the school Wi-Fi will be overseen by a monitoring system and any misuse will be logged;
- b) User Folders or Mailboxes and OneDrive can be opened and files read or removed without students' permission with the authority of the Head or the Deputy Head;
- c) User Folders or Mailboxes and OneDrive can only be opened and files read or removed without students' permission with the authority of the Head or the Deputy Head;
- d) the Head of IT Services, in carrying out his managerial role to facilitate backups, restores, testing, data transfers, etc. will access files on the network without prior notice; and also with justifiable reason e.g. believed unacceptable use may have taken place. This responsibility may be delegated to IT Services staff members, by the Head.

I accept and understand that:

- a. I will be given a username and password which is for my use. I will not communicate it to any other individual;
- b. I am to use the College intranet and the internet appropriately as defined by the AUP;
- c. All IT equipment, personally assigned, specifically in the IT Rooms, but all classrooms equipped with IT will be treated with respect and I shall leave any classroom equipped with IT resources in a suitable manner ready for other users;
- d. I will be provided with an E-Mail account which is to be used solely for College purposes and in an appropriate manner as laid down in the College AUP;
- e. I must support the school's approach to E-safety by agreeing to the practices for mobile phone use;
  - by not taking recordings, images still or moving of any school related events;
  - by not uploading or posting to the Internet on my private or school accounts, any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute – I understand that to do so will result in suspension from school as a minimum response.
- f. I must not leave any device logged on or unattended as good practice to ensure security of data and safe-guarding issues
- g. Any misuse may result in disciplinary action not limited to suspension e.g. permanent exclusion;
- h. As a user of the College's email and internet services I have no expectation of privacy in anything I create, store, send or receive using the schools' ICT systems.

### **Access**

Students are not to use the main entrance to the College in the morning unless accompanied by a teacher/ parent who wishes to contact the office.

### **Accidents / Illness See**

#### **Illness Activities**

A programme of SHAPE activities is scheduled each week and varies from half-term to half- term. A large number of these take place over lunch breaks and others are scheduled for after school. Students are able to access these and work them into the school day so that they will be able to have lunch. Some activities are open to all year groups whilst others are year- group specific depending upon their nature. For a complete list please access the website which will provide current details.

### **Alcohol**

Students are not permitted to bring or to consume alcoholic beverages on campus or at any College-related events, e.g. field trips and social events. This is the case even if they have reached the age of 18. (Exceptions to this may apply to members of the Sixth Form at specific social occasions where there is staff supervision and the Head agreement has been secured.) Should a student come to College or a College event with alcohol in his/her possession or apparently already under the influence of alcohol, he/she will not be allowed to take part in school or to attend that event. His/her parents or a guardian will be notified immediately and be required to take them home.

### **ALIS (A Level Information System)**

ALIS follows on from MidYIS and YELLIS forming the next stage of the aptitude testing and is undertaken at the beginning of Lower Sixth. It produces predicted A-Level outcome measured against each student's GCSE performance. It also provides an alternative baseline, curriculum free Test of Developed Aptitude (TDA), which provides a different measure of predicted A- Level outcome. This information is used for assessing progress and setting targets for students. Such information is shared with individual students and parents.

### **Appeal (Right of)**

unwarranted and unjust. He/She should tell the prefect that they intend to do this. The appeal must be lodged before the punishment is undertaken. Parents have the right to appeal against a punishment that may be given to their child. This must be done prior to the detention or sanction being served and not on the day of its arrangement. It is hoped that most matters can be resolved informally through the Heads of House and then by involvement of the Deputy Head, if needed. However, if parents remain unhappy, they are able to appeal to the Head. In cases of suspension and expulsion, parents have the right of appeal to the Board of Governors.

### **Arrival, Before and After School**

Students are asked not to arrive at College before 8.00am or to be on the premises after 4.50pm unless either (a) they are involved in an organised College activity or (b) the Deputy Head [or Head of Sixth in the case of Sixth Form] is notified of their presence on campus. Should circumstances dictate early arrival, students are to remain on the playground until the start of day buzzer.

All students arriving on campus in the morning are to remain on the playground unless (a) they wish to see a member of staff, (b) they wish to use the toilet, (c) they wish to go to the Dining Hall for a snack from 8.00am. Otherwise, students are to remain outside until registration at 8.25am.

Should a student remain on site after College, then he or she should sign in and attend one of the SHAPE activities on offer. Any student going home by school coach must remain on-site in the interim.

There will be no formal supervision of these students but in cases of emergency they should be able to refer to any member of staff in the College, or an adult at the Brothers' Community in Watling House. Students are to be on campus throughout the College day at the point of arrival.

### **Assemblies**

Assemblies take place regularly according to the school calendar and can be organized according to Year group, House affiliation or by whole school. They take place during the tutor lesson and attendance is compulsory.

### **Attainment Grades**

**Lower School (KS3)** Forms 1, 2 & 3

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**Grades awarded** A\* A B C D & U (Unclassified)

**GCSE/IGCSE** Forms 4 & 5

Grades awarded are consistent with those in use at GCSE/IGCSE level for each department

**Grades** 9 8 7 6 5 4 3 2 1 & U (Unclassified)

**A2 A-Level** U6

Grades awarded are consistent with those in use at A-Level

**Grades** A\* A B C D E & U (Unclassified)

### **Attendance**

Students are to attend all scheduled lessons which make up the curriculum for a specified year. They are not to absent themselves from lessons nor seek permission to do so from other staff members. All students are to attend tutor periods, religious assemblies, Masses and all other liturgies attached to their year group. They are also required to attend retreats and all events for which they are selected.

### **'Attitude to Learning' Points, Academic Merits & Columban Points**

Positive 'Attitude to Learning' points are awarded by staff in each lesson. Two such points are available for each lesson to award to separate individuals. These points can be awarded to a student who has contributed to the positive atmosphere of learning, moved the content or debate forward, driven ahead group work, led discussion or inquiry so as to benefit the whole class or most effectively responded to the learning objective of the lesson. The points are not a reward for effort or ability. Academic Merits are similarly awarded for very good classwork & homework. Columban points are given for everyday acts of



These awards are logged on a student's individual profile on SIMS. The number of points accumulated by each House is notified to the staff and students on a weekly basis. Each half term there is a House winner based on the totals and each position given a score. When all six half-termly competitions are completed an overall winner will be announced and the points scored from gaining these positions be added into the overall House totals to establish a winning House for the academic year.

At periodic times in the school year, students' other awards points allocation e.g. for Subject Leaders Awards are added into the competition total. Parents will be notified when their son or daughter has achieved 25 and multiples of twenty-five thereafter by message and the students will be presented with certificates at House Assemblies to mark this achievement.

### **Attitudes and Behavior**

Students should seek to exhibit courtesy, good manners, and good sense at all times.

Students are required to behave in class in an appropriate manner and contribute positively to promote learning.

Students should see themselves as hosts to all our visitors. Students should welcome visitors and be helpful and courteous at all times.

Students are expected to co-operate and make a positive response to reasonable requests from teachers, other adult members of the community, or prefects. They are expected to exhibit a positive spirit. This means support of the community, especially support of extended- curricular activities, sports, and wider College events. If a student is selected to represent the College, they are required to do so. At all College events, students are required to behave in a mature manner. Appreciation at events can be shown through appropriate applause or support. Students are required to attend religious services and, in their manner, and attitudes respect the beliefs and traditions of the College as a Roman Catholic institution.

Students are reminded that they must behave on the coaches in a way that does not undermine neither their own safety or that of fellow travellers, distract the driver, breach College rules, or disturb the other students.

### **Awards**

See 'Attitude for Learning' Points, Subject Awards, Head of House Awards, Subject Leader Awards, Headmaster Distinctions

### **Basketball**

Basketball is one of the core sports of the College. Students are able to play this game as members of school squads and if proficient enough to represent the College. They also play in Inter-House competitions, prior to school in the morning, from 8.00am-8.20am in Coindre Hall by way of recreation and also at lunch times.

### **Behaviour**

Students are expected to behave according to the expectations laid down in the Code of Conduct (most elements of specific interest being communicated in the student diary and planner issued each term).

Staff have a legal right to discipline students for breaches of its rules and regulations and to prevent crime. This power covers in-school activity and on school related activities.

Staff also have a right to respond to misbehaviour which might impact upon the school, its people and its reputation. Parents have a clear role in making sure their child is well behaved in school. They must also take responsibility for their child if excluded from school at any point. This includes ensuring that they are not in a public place without a good reason during school hours.

### **Belongings/Valuables**

See also Security and Lost Property, Students are responsible for all their belongings. Belongings are not to be left around the College. Games bags and musical instruments should be stored in areas designated for this purpose.

Students are expected to follow the protocols set in place for collection of valuables at all PE, Games and Sports related events.

### **Bicycles**

Students who ride bicycles to school are asked to secure them to the railings adjacent to the back of the Prep Music Room. Students must otherwise ensure that they wear protective clothing and safety gear to include a helmet. They must not cycle on the school premises or wear headphones whilst cycling.

### **Book Bags**

In Forms 1, 2 and 3 an optional system of free colour-coded book bags operates in which all the equipment required for a subject is contained. Students can use these bags for each lesson. Otherwise, all Students are to carry books and belongings they may need to and from lessons using a plain black rucksack.

### **Book Leasing**

The Senior school leases text books required for the curriculum to students on an annual basis. At the end of the academic year the books are collected and audited. Damaged or lost books will be billed as will any that do not conform to a "nearly new" quality.

### **Biometric System**

Meals are provided by a cashless system. Credit is placed on a student's account and payment for meals is made using a biometric system. The College cannot provide meals as a result of a failure to credit an account. The Catering Manager has sole responsibility for management of this aspect of College life.

### **Bounds**

Students are aware of the need to remain in bounds on the playground. Students are not permitted beyond the tunnel unless going to the Medical Room or the Prep Music Room for private instrumental lessons. The areas around the back of Xavier Centre, the Science Centre and The Lodge are out of bounds as is that by the Kitchen unless seeking access to the Administration area or the Chapel.

The front of the College is not to be used during the school day. Iona House is also out of bounds unless on specific business with a staff member. The area and facilities around the Westminster Lodge Car Park are out of bounds to all students travelling on Coaches. Senior students are not permitted to use the Prep playground.

The MUGA, AGP and grass fields are only to be used when supervised by sports staff.

### **Breakages**

Breakages resulting from inappropriate behaviour or clear infringements of regulations are the responsibility of the students involved and any remuneration to effect repair or replacement will be required of parents.

### **Breakfast**

A breakfast service operates for students from any year from 8.00am – 8.20am Students are not permitted in the dining room area until this time and then only for the consumption of food.

### **Break Time**

Students are required to use their morning break time sensibly in a combination of play, taking snacks if they so wish and in taking care of toilet needs in preparation for the mid- morning session of school. Playground rules apply regarding behaviour and all eating and drinking must take place in the dining room or playground. Students must dispose of all their rubbish in the bins provided.

### **British Values**

Students and Parents are to be aware that the College accords with and actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. These values will be upheld via both the pastoral and academic curriculum but also through the ethos and wider teaching and experience of the school, not least staff as role models.

### **Brothers of the Sacred Heart**

The Brothers of the Sacred Heart is an international Roman Catholic institute of religious Brothers which has been dedicated to the Christian education of youth for over 200 years. The Brothers were founded in Lyon, France, in 1821. Today, with its motherhouse in Rome, the institute has about 900 Brothers throughout the world: England, France, Italy, Spain; the United States, Canada; Central America, South America; Asia and the Pacific; Africa.

### **The Educational Charism of the Brothers of the Sacred Heart**

'The charism of the Brothers of the Sacred Heart is a gift from God to the Church. Our predecessors made us heirs of this charism through their devotion to the Sacred Heart of Jesus. As members of a College community striving to embody this charism, our primary mission is the evangelization of young people. Today we draw our inspiration from a spirituality of love expressed in the Gospel and lived through the compassion of Christ. This spirituality informs, shapes, and directs the educational ministry of the College community. Through our commitment as professional educators in the faith, we nurture and model love and compassion in Christian community. Each and every student is known, valued, treasured, and taught in partnership with the family. Hospitality, availability, personal interest, and concern for others are hallmarks of this charism (gift). We emphasise the formation of the whole person, traditional values, high expectations, self-discipline, fairness, professional competence and collaboration. The respect, kindness, and concern which flow from the charism are signs within the College of the compassion of Christ'.

### **Bullying**

The recognised definition of bullying is that of repetitive, intentional hurting of one person or group by another person/group, where there is an imbalance of power. It can be face-to-face or online. It is very different to friendship and relational issues.

Bullying i.e. the victimisation of others by physical or psychological means is not acceptable. Incidents of bullying must be reported so that they can be responded to in an appropriate manner and in as short a time scale as possible to bring about a conclusion to the matter. To ignore such incidents is to encourage them and allow the bully to continue to work, and even widen their sphere of bullying to take in others. Unless the information regarding these types of behaviours is reported, the College is powerless to respond. Bullying concerns and issues can be reported to any member of staff who will seek advice and support in making a response which may involve referring the matter for it to be addressed.

### **Calendar**

The College calendar is available on the website to parents and students. This is the most up- to-date reference point. See also Term Dates.

### **Careers**

The Careers Department at St Columba's College aims to provide students with a comfortable and

purposeful environment in which to explore their future. To this end, students are guided towards making informed choices about GCSE, A Levels and HE courses through talks, group sessions, individual interviews and computer questionnaires. At the same time, the promotion of careers experience courses and talks by visiting speakers, introduce students to the wider world of work. Whilst every student from Form 4 upwards has interviews with the Head of Careers, all students at the College are encouraged to arrange interviews to meet their own personal plans.

### **Carols**

Each year in December the College has a service of Lessons and Carols which takes place in the Abbey Cathedral and Church of St Alban. Form 1 contributes to this service by singing one of the carols as a year group and all the Form 1 Parents are invited. There is no parking available in the Abbey precincts but there are several car parks within easy reach.

### **Cars, Lifts and Parking**

Those offering lifts are to ensure the safety of passengers in accordance with the law of the land. Passengers may only be transported with prior written permission from parents. There are no parking facilities on site for students. Parking must be in the car park attached to the Westminster Lodge sports area for which a ticket is required, or a local street may be used as long as the residents' interests are taken account of. No one may drive across the playground.

### **Catering**

Chartwells Independent is the independent catering company which services the College's breakfast service, lunch time and break time catering.

### **CCTV**

The College uses CCTV to ensure the security and safeguarding of the students. In so doing it is deployed at Reception, overlooking the playground, locker areas and at other access points to the College and the College buildings. To this end, its scrutiny will only be deployed as a result of seeking to clarify an incident. As such, footage will be viewed with the express permission of the Head and will be done so by more than one staff member who has an interest in the situation.

### **Chewing Gum**

Chewing gum on College premises or in College uniform is not allowed.

### **Child Protection** See Safeguarding (below)

The **Designated Senior Leaders** (DSL) for Safeguarding (Child Protection) matters in the College are the Deputy Heads:

**Mrs K Marson** in the **Senior school** who can be contacted by:

**Telephone** 01727 855185 / 01727 892030

**Email** marson.k@stcolumbascollege.org

**Mr K Boland** in the **Preparatory School** (including lead responsibility for safeguarding children within the Early Years setting) who can be contacted in person, by: **Telephone** 01727 862616 /

01727 862008

**Email** at boland.k@stcolumbascollege.org

**Mr J Tatham (Deputy DSL)** in the **Senior school** who can be contacted by:

**Telephone** 01727 855185

**Email** tatham.j@stcolumbascollege.org

### **Classroom Behaviour**

Students are to approach all class work in a committed and positive manner, whether this is in standard classes or in those covered by staff due to absence, Likewise, they are to treat all staff with respect, courtesy and co-operation. Students are not to disrupt the teaching and learning of others by

misbehavior. Misbehavior includes for example, low-level, high frequency irritant behaviour as well as defiance of staff.

Students are required to comply with legitimate instructions given by staff regarding the management of the class as well as those directed on an individual basis. Students are to fulfil the directions given regarding classroom activities to include group and written work in particular. Students who fail to comply with expectations regarding classroom behaviour will be sanctioned including likely removal from class. The matter is then referred to the student's Head of House and the Deputy Head notified at the next convenient opportunity. Parents are expected to support staff in ensuring their children understand that such disruptive behaviours are unacceptable.

### **Classroom Discipline**

Any student who is removed to another classroom by a member of staff has effectively disrupted the teaching and learning of other students and prevented the staff member from carrying out his/her role. The response to such incidents will be a measured one, gauging whether this action was used as "time out" strategy or out of the need to curtail the disruption. In each instance, the nature of the disruption would be investigated. On the first occasion of such behaviour an after-school detention will be a minimum response.

However, if this is compounded by other unacceptable behaviours including rudeness or non-compliance then the disciplinary response will be escalated. Such decision will be made after consultation between Head of House and the Deputy Head. The outcome would also lead to a set of agreed targets for the student which would operate regarding classroom conduct. This may involve being placed on a Report Card

If a student were removed from class the Head of House would seek to contact home the same day (or within 24 hours of the incident if this is not possible) to inform parents of the matter and the response of the College. The outline of potential responses e.g., the process involving Formal Warning etc., would also be communicated to make parents aware of potential eventualities should the strategy in place not be effective. A discipline mark will be issued to formally record and inform the parents of the matter

### **Classroom Use**

Classrooms can only be used by students if they are supervised by staff members or in the event of a "wet lunch" when prefects are on duty for twenty minutes to allow staff to have lunch. Students are not permitted to use any classroom equipment unless directed and supervised by staff.

### **Coach Management End of Day**

Students travelling on the coaches are required to make their way to Westminster Lodge car park as promptly as possible after completing end of day routines. Staff supervise the playground and at Westminster Lodge. Coaches depart at 4.05pm, or in the case of late coaches, 5pm.

### **Coach Lateness**

It may be the case, because of circumstances beyond the control of the coach operators, that that coaches are delayed. It is very rare indeed that they do not arrive at all.

When a coach is 15 minutes late in arriving - this is the time frame that must be permitted - the most senior student at the coach stop should telephone the College to be given instructions to follow.

These will depend upon the information to hand at the time.

- It may be that parents could provide shared lifts, despite the obvious inconvenience;
- Students may be instructed to return home;
- Or they may be instructed to take a taxi (preferred). Taxis must be of maximum occupancy where possible.

However, no student is to travel alone in a taxi unless he/she is a singleton at the coach stop concerned.

Payment for the taxi will be organised on arrival at the College. The strategy adopted would be assessed to suit the circumstances.

### **Coach Travel**

The coaches are provided by independent transport operators and parents understand that the coach service for the transportation of their children is at their own risk. (See full Coach Policy). St Columba's does not provide adult supervision of these journeys and it is the coach driver and the coach company who have legal responsibility for the safety of passengers whilst travelling on the coaches. Parents are asked to appreciate that from time to time incidents breaching good order on the coaches may occur. Without prejudice to the above, St. Columba's will investigate such incidents and may take action where considered appropriate.

Everyone concerned will benefit from the assistance and support of parents in formulating responses, but also from their patience and understanding of the difficulties involved. Although it may prove impossible to form a totally clear picture of what has occurred if we have to rely solely on the hearsay evidence of students, disciplinary decisions may have to be made on the basis of the weight of evidence. Moreover, in the interests of the safety of each child, it may be necessary to suspend coach passes pending the completion of an investigation.

All students must travel according to the law of the land which demands that they wear seat- belts at all times when the coach is in transit. In the event of serious or persistent misbehavior on the coach, the College is likely to suspend or remove permanently the student's coach pass.

### **Coach Issues / Contact**

Parents may communicate operational concerns to the Bursar's PA at the College. They should not contact the coach company directly on any matters, unless relating to the non- arrival of a coach.

Issues related to behaviour on the coaches should be directed to the student's Head of House who will be able to respond personally or re-direct the concern appropriately.

### **Coach Monitors**

The College will appoint coach monitors on each coach who tend to be students in Lower and Upper 6th. The principal responsibility of these Coach Monitors will be to inform the Deputy Head or the Deputy Head of the Prep of any aspect of behaviour on the coach which is a breach of safety regulations, the rules of the College, or is in any other way a cause for concern.

The coach monitor does not take responsibility for the good order of the coach - each individual has responsibility for their own behaviour and will be held accountable should this fall short of the expected standards. On journeys, the monitors will be observant, remind students of College expectations where necessary and refer any serious disruption to the driver or other responsible adult.

### **Coach Pass (Temporary)**

You can purchase an ad hoc Coach pass, by logging onto School Gateway. The ticket should be purchased before 3.00pm on the day of travel. The email confirmation should be forwarded to your child's phone. This email will present as his or her ticket to travel.

### **Coach/ Late Coaches**

When running, the late coach system accommodates students in after-school activities.

Students should sign up on School Gateway. Early sign up is recommended, as spaces are limited. It must be noted that some after school practices and rehearsals for instance will continue beyond this time and parents are required to support the school in not truncating their child's involvement by an earlier departure. All students are required to have their mobile phones on, in case they need to contact home to report delays.

## **Code of Conduct**

The Code of Conduct sets out required behaviours and potential responses to infractions. Each situation will be judged on its complexity, intent and outcomes and will be managed situation by situation. The Code of Contact is on the College website. It is updated regularly. Much of the detail of the Code is included under separate headings in this document.

In keeping with the Equality Act 2010, the College will seek to ensure that students with disabilities, learning needs or emotional needs are protected from indirect discrimination. Response to behavioral situations by individuals in these categories which then contravene the Code of Conduct will be made after review and assessment. Decisions made will be formed by a number of competing needs: the individual student's, those of other students; and that of the school as a whole. All parents of children with identified needs and those parents whose children do not fall into these categories must be sympathetic to this position.

## **College Colours**

College Colours are awarded to students in the College for distinction in qualifying performance and sustained commitment to a recognised sphere of College life: Academic, Sporting, Cultural and Extra-Curricular, Service.

The nominations are to remain confidential until an assessment of suitability has been made. Nomination does not mean automatic award. Fitness for award will be made on the basis of the recommendation of the person in charge of the area e.g. Director of Sport, Director of Music and by the SLT (Senior Leadership Team) and will include an assessment made on the basis of how well the student conducts himself/herself in College by conforming to expectations both academic and behavioural. If a nomination is made and not progressed the student concerned may be interviewed at the discretion of SLT and the reasons for this explained. A nomination can be held over pending a positive response to targets set.

Full colours can be awarded to students in their senior years at the College. They are likely to be gained by students in their Lower 6th and Upper 6th.

## **College Nurse**

The College Nurse looks after the medical welfare of the students. Any student who feels unwell should make every effort to remain in class until a change-over period. Then he/she should report to the College Nurse. Obviously, if the student is unable to remain through the class, they should ask the teacher's permission to see the College Nurse immediately.

A student released from class must be accompanied to the medical room by a classmate. Every student who is unwell while at College must report to the College Nurse. It is the

College Nurse who will make the decision whether or not parents should be asked to collect their child, or to refer them to another medical agency. No student may take it upon themselves simply to call their parents to collect them from College without the knowledge and permission of their Head of House or the Deputy Head and in the case of illness, the permission of the College Nurse.

Sometimes a student may suffer from a simple headache, indigestion, or sore throat. The College Nurse is not allowed to give any medication to any child under 16 years of age without their parents' consent. However, prescribed medication to be taken during the College day should be by arrangement with parents. This must be lodged with the Nurse and taken under her supervision. Also, with consent, simple medications such as paracetamol can be given. An appropriate form indicating this permission is completed on joining the College.

## **Columban 3 Cs**

Students demonstrate their commitment to the Columban ethos by showing;

**Compassion.** Students should respect and care for other and their property, both personal and communal, including respect for the fabric of the College by avoiding litter

**Courage.** Students should stand up for what is right, particularly in terms of the Gospel values of generosity, hospitality and support for the oppressed.

**Courtesy.** Students should show consideration to all: they should take pride in the wearing of uniform and in all modes of dress should be smart. Punctuality and politeness are characteristics of the good Columban.

### **Combined Cadet Force CCF**

The College runs a CCF in which both army and air force contingents are catered for. Training takes place weekly after school on Fridays and is supported by teams of staff members. The group also attends annual Field Days and undergoes regular inspection.

### **Complaints**

All parents / guardians have the right to appeal on behalf of their child. Appeals can be made by phone or by letter to the particular member of staff concerned and if academic in nature to a Subject Leader or if pastoral/disciplinary to the Head of House. It is hoped that such appeals would resolve the issue with appropriate speed and satisfactorily. However, should the matter be serious and unresolved to mutual satisfaction then a further step of addressing the matter to the Deputy Head is to be taken. Any complaints that remain unresolved should be referred to the Head, and finally the Board of Trustees. The Complaints Policy is on the college website.

### **Computer Use**

The following regulations apply to the use of all Internet, Intranet and electronic mail facilities, multi-user computers, work stations, micro-computers, and any networks connecting them which are provided by the College. All the electronic resources and facilities must be used in a responsible manner. The facilities must primarily be used in direct connection with a student's learning and research at College or for other educational purposes permitted by the Headmaster. They may also be used for domestic communication with friends and family.

The use of all social network sites is forbidden.

A student may not interfere with the work of others or with the systems provided.

The facilities may not be used for commercial purposes. In particular, it is not permitted to:

- create, transmit or cause to be created or transmitted material which is designed or likely to be designed to cause annoyance, inconvenience, needless anxiety or offence;
- create, transmit or cause to be transmitted offensive, obscene or indecent material;
- create, transmit or cause to be transmitted defamatory material;
- create, transmit or cause to be transmitted material such that the copyright of another person is infringed;
- gain access to networked computing equipment for playing computer games;
- gain deliberate unauthorised access to facilities or services accessible via local or national networks;
- gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of others.

Breaches of these regulations are likely to result in a student having his/her access to the facilities withdrawn in the first instance.

### **Confidentiality**

The welfare of our students will always be our central concern, as informed by the College's Mission. Any concerns regarding members of staff or students should be shared in confidence in person or via the online form. It is important to note, however, that such discussions, whilst remaining confidential in nature, must take into account a full appreciation of our duty of care. This will mean that information may have to be shared with senior members of staff or parents on a need to know basis as an extension of a confidence given.



### **Confiscation of Property**

Members of staff may confiscate from a student any item regarded as inappropriate or which is being inappropriately used. Such items may either be retained by the staff member concerned or be passed to the student's Head of House, depending on the nature of the item. In either case, the student must be informed by the staff member to report to him/her or the Head of House at the end of the day either to have the item returned or to be given the conditions of its return.

However, in the case of mobile phones: if a student infringes the rules regarding mobile telephones the staff member is required to confiscate the phone and forward this to the Deputy Head from whom it may be collected 24 hours later.

Should the student infringe the rule for a third time the phone will be retained until the parents can collect the phone in person and the student will be banned permanently from bringing one into school.

### **Contacting Students during the school day**

Parents are advised that the best time to get a message to a student is to phone the Reception prior to morning break at 11.05am.

This will allow the Secretaries to notify a student there is a message to be collected. Otherwise the Secretarial staff will make every effort to contact your son/daughter at an appropriate time. Please direct your messages through the College switchboard and do not use mobile phones to contact students during the school day.

### **Contacting Home**

This may occur on an informal basis by telephone at an early stage of an issue. It is a common strategy employed by Tutors at the College, but other staff members may also do this in order to remedy a matter or to keep you informed. Email contact is encouraged to keep you informed of matters which do not require any specific form of intervention.

### **Counselling**

SCC offers confidential counselling for the students through the School Counsellor. Counselling provides a space for students to feel supported due to life circumstances. This space is private, confidential, reliable and free from intrusion. It gives the students a chance to talk about the situation they find themselves in and express their feelings about it. Where problems are more complex than can be addressed through such a strategy, then parents will be directed to seek specialist support via their GP. The Counsellor's room is in Iona, removed from the hustle and bustle of school life.

It provides an atmosphere which is deliberately different from a classroom environment. The duration of counselling depends on the student's needs and wishes. Absences from lessons for counselling are notified to the teacher concerned by the Counsellor. Students are made aware of the implications of missing lessons, such as needing to make up missed work.

Setting up counselling sessions may be done by the students themselves, either by dropping in to see the Counsellor or by referral via the House system.

When a student is working with the Counsellor for more than a few sessions, the Deputy Head, Head of House and Tutor are usually notified, with the student's consent. Staff will not be informed of the content of the sessions. Parents are also informed, when the student consents to this, and may occasionally wish to discuss this with the Counsellor. Serious child protection issues may lead to a disclosure to the Deputy Head and, if appropriate, the Head of House and Tutor. This exception to the rule of confidentiality is always explained to students presenting for counselling.

### **Cultures and Faiths Education**

Students will be educated to respect their own culture and will be educated into an understanding,

regard and respect for other cultures and traditions and faiths in order to promote tolerance and harmony, as part of our fundamental British Values education.

### **Cyber-Bullying**

Cyber-bullying is an aggressive intentional act carried out by an individual or group, using electronic media, repeatedly over time against a victim who cannot defend themselves. This form of bullying, regardless of whether or not it takes place within school time, has a direct impact on the health and happiness of the intended victim. In the event that such bullying emanates from an individual or group within the College, the perpetrators will be subject to disciplinary action.

The advantages of technology are obvious to everyone and, used correctly, are a valuable resource. Sadly, there are those with less well-adjusted attitudes who will seek to use these forms of communication to hurt people. The advice provided below is offered by Kidscape, a registered organisation whose single purpose is to counteract all forms of bullying.

The advice is sound indeed. You may wish to visit their website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further information. Another good source of advice is [www.childnet.com](http://www.childnet.com) and a good education site is [www.digizen.org](http://www.digizen.org).

Here are clear pointers regarding how to keep safe and how to respond to problems should they arise.

### **Messaging**

- Do not reply to abusive or obscene messaging.
- Text, picture or video messaging should contain nothing offensive.
- Report a problem. Your mobile service provider should have a number that you can ring to report abusive messaging. Try their websites for details.
- Be careful of your personal details. Do not give out your phone number and don't leave your mobile lying around when you are not about.

### **Social Media**

- Do not give out personal information
- Protect your identity. Give yourself an alias that doesn't give out anything about your age, gender or location.
- Think about what you write - it is very easy for people to get the wrong idea about what you write or how you write it because they cannot hear the tone of voice it may be delivered in.
- Never respond to abusive posting - ignore it or log off. If you do not take time off and calm down, you might end up writing something you will regret. This would only escalate the matter.

### **Email**

- Never reply if you receive a nasty or abusive email.
- Do not give the sender the satisfaction of a reaction. This may make them stop bothering you.
- Find out where the email is coming from if they do not stop. Using an email client like Outlook, clicking the right mouse button over an email will reveal lots of details about where and who the email came from.
- Get your parents involved as early as you can. They can contact the school or the service provider of the sender of the email. Make a hard copy of the material if you can and retain it as evidence.

### **Spamming**

The email can also come from people that you do not know as email addresses are fairly easy for companies to obtain on the internet. They are also surprisingly easy for specialist computer programs to guess. Under no circumstances reply to these types of email. Even if they have a "Click here" and "stop receiving this email" link - this will just confirm your email address as a real one. The individual sending it can then sell or pass it on to other people and you'll be flooded with even more junk and abusive emails. You can delete the emails, but if the situation becomes serious, you should save them or print them off so that, if you do need to act, you have some evidence. Learn more about your email program from the Help menu - you should be able to find details of how you can create folders, email filters and folder routing. This won't stop the emails but it can help to shield you from them.

## Web

If the cyber-bullying is on a school or community website, do as you would do if the bullying was face to face - tell someone like your parents or teachers. If it is on a site that you do not know about, you have to do a bit of research to find out who hosts the website. Use the College's online concern form if you are worried about your online safety or that of another student.

## Curriculum

### Forms 1, 2 and 3 (Key Stage 3)

As students enter the College from a variety of junior schools, the aims of the Form 1 curriculum are to consolidate previous work, develop and improve learning strategies, and expose the students to a broad range of new material. The core curriculum is made up of English, Mathematics, Religious Education, a modern language (French or Spanish), Science, Physical Education and Games. In addition, all students study Art, History, Geography, Music, Computer Science, Creative Curriculum (Big Questions and STEM), Drama and Design Technology. In Mathematics students are taught by ability groupings.

In Form 3, sciences are presented in the curriculum in their separate entities as Biology, Chemistry, and Physics. A structured programme of Careers Education begins so that students are supported as they move towards options for GCSE (Key Stage 4).

### In Forms 4 and 5 (Key Stage 4, GCSE)

All students study a compulsory core of English Language, English Literature, Mathematics, Religious Studies, and Science (Combined Science and individual Sciences are offered), students are also encouraged to continue with their chosen Modern Foreign Language. A course of Games is followed by all students although not examinable. Additional subjects are chosen from Latin, Art, Computer Science, Business, Drama, Geography, History, Music, Physical Education, Statistics and Design and Technology. Students in the top Mathematics sets also sit an extra qualification in Further Mathematics.

### Sixth Form A-Level

Students begin by following either a combination of three or four courses from a choice of: Art, Biology, Business Studies, Chemistry, Design Technology, Drama, Economics, English Literature, French, Further Mathematics, Geography, History, Latin, Mathematics, Music, Physical Education, Physics, Politics, Psychology, Religious Studies, Sociology and Spanish.

The A-level course is supplemented by supervised study time and all students take an enrichment programme (incorporating Religious Education) for which further qualifications are available such as the EPQ qualification, Certificate in Financial Services etc. Games, for which various options exist, remains a compulsory component of the curriculum. The number of courses to be undertaken is flexible and decided on an individual basis.

## Daily Equipment

Students must have with them in school each day, their Diary, pens and pencils, ruler, mathematical kit, calculator, rubber and the relevant text books and exercise books or specialist files and papers required for lessons. Students in Forms 1 and 4 must also take their fully charged Surface Pro Device to every lesson. Students are not permitted any form of liquid or applied eraser products, in particular, Tippex.

If using lockers, students are required to go and take all the books they need at 8.25am for the first three period of the day, at 11.25am for the next two and at 2.05pm for the last two. Return to lockers is not permitted unless PE has taken place and kit needs to be stowed away.

## Daily Timetable

8.25am – 8.35am	Registration
8.35am – 9.25am	Period 1
9.25am – 10.15am	Period 2
10.15am – 11.05am	Period 3
11.05am – 11.25am	Morning Break

11.25am – 12.15pm	Period 4
12.15pm – 1.05pm	Period 5
1.05pm – 2.05pm	Lunch Break
2.05pm – 2.55pm	Period 6
2.55pm - 3.45pm	Period 7

### **Report Cards**

Where a pattern of behavioural and/or academic concerns emerges in combination with detentions, a student may be placed on Report in order to address the overall concern. The nature of the report may vary dependent upon the nature of the difficulties being encountered. The report is likely to be imposed for a period of two weeks in the first instance. There are different levels of Report, ie Tutor, Head of House or a member of the SLT. The student is required to produce the daily report at the beginning of each lesson.

The teacher will sign this at the end of the lesson, and may be required to write a comment, provide effort and attainment grades for class work and homework as appropriate, and indicate whether or not homework has been set. The student will take the completed sheet to the member of staff responsible for monitoring the report at the end of each day whilst on report. Parents are required to read the comments made and the grades awarded, provide comment, and sign the report that evening. The card is to be returned the following day.

### **Damage**

Damage to personal and College property is unacceptable. Students responsible will be liable for replacement and/or costs incurred in rectifying the situation as a result of damage. Students causing damage must report this to their Head of House or Deputy Head immediately. Students otherwise encountering damage are also required to report it.

### **Departure during the Day**

When an appointment necessitates departure during the College day, an email to College Admin confirming the appointment should be sent to the College. It is preferred that appointments are made over a break or lunch time. Any student (below the Sixth Form) who leaves the premises during the College day is to meet his/her Parent/Guardian in Reception. The office is also to be informed on his/her return. Students are not to call parents to arrange departure citing illness. Only the College Nurse can arrange such a departure. Sixth Form students may leave school early by permission of the Head of Sixth, if they have a free lesson last period of the day. They must sign out on InVentry.

### **Designated Safeguarding Lead (DSL)**

Any school has a responsibility to exercise its duty in terms of child protection and the College has two such officers trained in managing matters which may be forwarded to them. They are the Deputy Heads for pastoral care in the Prep and the Senior School, namely, Mr Boland and Mrs Marson respectively with Mr Tatham as the Deputy DSL. These deputize for one another whenever necessary and called upon to do so. Their official training is updated every two years in accordance with government guidance; however, they also undertake other training and courses which support their roles.

The staff more widely are all trained in child protection matters and how these should be managed and referred to the DSL. This training is undertaken according to government stipulation and all staff new to the College undergo induction training in child protection and counter-bullying, for instance.

Parents do need to be aware that practices in place to protect children from any form of abuse mean that when these are brought to light they will be referred to agencies who are better able to address the needs of individual. The College will take guidance from Hertfordshire Safeguarding Children Partnership, in such instances.

### **Specific Guidance**

To guide staff in dealing with sensitive matters surrounding your son/daughter's care, there are a suite of policies which are under regular review in order to guide staff through their dealings, many of which

policies are available on the website (under key Policies) and these include Safeguarding, Safer Recruitment, Anti Bullying, and so on.

### **Detentions**

Detentions take precedence over any other activity in which a student may be involved. Other than absence from school, no other reason is acceptable for failure to attend detentions (except those indicated below). Failure to attend detentions is a serious matter and is likely to result in an escalation of the sanction. End of day detentions take place on Tuesdays between

3.45pm and 4.45pm. They are issued as a result of a continuing pattern of concern over behaviour or academic progress, for a significant single breach of College rules, as a result of the accumulation of lunch-time detentions, an accumulation of academic defaults, or failure to attend a subject teacher or school lunch-time detention.

### **Devices**

Students from Form 1 to Lower Sixth will now be provided with Surface Pro devices by the school for use in lessons as directed by the teacher. These devices are optimised for educational needs and compatible with the Office 365 suite. In order to ensure the highest standard of learning, a good processing speed and an integrated keyboard (or one as an attached cover) are built-in features of these devices. Students in Upper Sixth are part of the remaining 'Bring Your Own Device' (BYOD) scheme. It is required that the device they bring is compatible with the Office 365 suite, possesses a good processing speed, and has an integrated keyboard (or as an attached cover).

Whilst students in all years have access to devices, their use within the college must still be respectful and responsible. All students, regardless of year group, must comply with certain conditions to ensure the security and safe-guard of these items. Failure to look after the device and its accessories could result in charges being applied to their school bill to replace or repair these items.

With the new 1-to-1 device programme now covering students from Form 1 to Lower Sixth, those previously identified for additional support through the Academic Support will also be included, making digital resources readily accessible to all. Please note, however, that students in Upper Sixth identified for additional support will remain on the BYOD scheme. As always, the security and safe-guard of such items remains the responsibility of the individual student.

Where 1:1 devices are used in lessons, this is to be done strictly under the direction of the teacher. Devices should not be used for any purpose not directly linked to the learning objectives of the lesson. Browsing websites that are inappropriate or irrelevant to the content of the lesson is not allowed. The filming of any part of the lesson or of other students in school is strictly forbidden and will result in sanction. Any short-term exceptions to this rule, such as the filming of a short play in Drama for the purpose of analysis, will be explained fully by the teacher and will be done under limited and time-framed parameters. The devices are not to be used for social media purposes or to play games. They should be seen as a tool for learning and work completion.

They should not be used around school outside of lessons e.g. in the playground or dining room. Repeated misuse of the device will result in a ban. It is the responsibility of the student to bring their device to school fully charged each day. Failure to do so twice in one week will incur a detention. The devices should remain in their case when not in use.

### **Dining Hall**

The Dining Hall is not to be used before school or during the school day for the completion of homework. Prior to school only those who are actually eating may use the Dining Room. Lunch is served until 1.45pm daily after which the service is not available.

### **Disciplining Students**

Staff will discipline students for issues in the school day. However, legislation also allows schools to discipline students for misbehaviour outside of the school context, so not engaged in a school activity.

This applies whether or not the student is in uniform. This covers misbehaviour which may adversely affect staff, students, the public or the reputation of the school. So, for instance, misbehaviour seen on public transport or in public places can be reported back to the school and acted upon. Staff who see such behaviour do not need to address the behaviour there and then. It will be done so retrospectively. For this reason, relationships which might be damaged via internet or mobile phone use, or indeed bullying by the internet, can be responded to also.

### **Discipline Mark**

This is given for a single infringement of significance or for persistent and repeated transgression of the rules and regulations regarding behaviour or where behaviours are compounded. The mark is issued by a Head of House after consultation with the staff member recommending the award and the Tutor. This may be an automatic process in many cases. The receiving of a mark will automatically require an after College detention to be served. A copy of the form detailing the nature of the incident and the date on which the detention is to be completed is given to the student and a further copy is emailed home. Inability to serve the detention on the date indicated must be indicated in writing and a new date agreed with the Deputy Head.

### **Drinks / Water**

The school grounds have a number of drinking fountains around to respond to Students' need. Drinking is otherwise not allowed on the premises apart from in the Dining Hall or playground. However, water may be drunk during warm weather and only if this does not become a disruptive influence in class. Canned sugary drinks are not available in the College and are not permitted to be brought onto Campus.

### **Drugs**

St Columba's College seeks to promote the health and well-being of its students in relation to the use and abuse of drugs and alcohol. In particular, the College recognizes the challenges presented to the young by culture in which the recreational use of drugs is commonplace.

The College seeks to promote an understanding of the value and safe use of drugs to improve quality of individual lives: easing pain, eliminating disease, reducing the impact of health problems. However, it deplores the misuse of drugs, (including legal highs – so called) medications, vaping, alcohol, tobacco or other substances. The College will act decisively to infringements of the Code of Conduct in drug related matters and will balance pastoral

and disciplinary considerations. The decisions taken will take account of the College's legal responsibilities, the interests of, and duty of care to, the student/s involved and those of the wider College community. The College will offer support and counselling for students who seek its assistance as a result of the misuse of such substances. The College reserves the right to have students drug tested at the Head's discretion. See Exclusion Policy.

### **Duke of Edinburgh's Award Scheme (DofE)**

The Duke of Edinburgh's Award Scheme is offered as an extended learning opportunity and qualification for students from Form 3 and above to complete Bronze. The Gold Award is then undertaken in Lower 6th onwards. These can be achieved alongside involvement in the CCF or independent of this group.

### **Eating**

Students are allowed to bring a healthy snack to school, if it is eaten in the Dining Hall or playground, and if all rubbish is disposed of. Students are not allowed to eat elsewhere on campus. In the Dining Hall, good table manners are expected, e.g., eating with knife and fork, eating whilst seated only etc. Students are not allowed to buy from or sell to one another foodstuffs, drinks or confectionery unless they have permission from the Deputy Head. This includes ordering and buying take-away and delivered meals.

Students are not permitted to bring in foodstuffs, sweets or drinks which is not for personal consumption. There is no tuck shop at the college and items for consumption are not to be sold by any

member of the student body.

### **EECA Days**

EECA (Extra-Curricular and Extended Learning Activities) days punctuate the formal academic curriculum throughout the College year and provide opportunities for students to engage in activities, trips, training programmes and events which they would otherwise not be able to experience. Some are subject related, some to develop skills, and some to extend cultural and experiential boundaries. The programme differs from year to year to provide a variety and range of experiences. The College calendar on the website can be consulted for further information and dates.

### **Effort Grades**

Effort Grades are indicated at the times of formal reports to parents and their definition is designed to allow insight into the level of application committed to work. They are defined as follows:

**1** = Excellent **2** = Good **3** = Inconsistent **4** = Poor

#### **Standard 1** (Excellent):

- Exemplary commitment to written work and contribution to class work
- Few, if any, fluctuations from high standard
- Faultless or almost faultless in producing work to standard and deadline
- At the forefront of effort and attitude
- Fully co-operative in and out of class with the demands of the subject

#### **Standard 2** (Good) is that which is considered normal for the school:

- Working to expectation
- Consistent with perhaps exceptionally rare lapses in effort and production of work
- Attitude overall remains positive and co-operative in and out of class

#### **Standard 3** (Inconsistent) is used for those students who need to improve in particular areas. Below expectation:

- With greater commitment and effort, the quality of the work produced would be of a higher standard, more in accordance with ability
- Work and attitude marked by fluctuations in standard (both in and out of class)
- Sporadic but significantly concerning difficulties in meeting deadlines

#### **Standard 4** (Poor) would be used to communicate a serious level of dissatisfaction with a student in any given area. A student would receive this grade for a combination of the following:

- Persistent lack of concentration in class
- Frequent failure to meet deadlines for work
- Frequent levels of distraction / disruption to other students so slowing the pace of learning or preventing learning
- Regularly below expectation in terms of the quality of homework and classwork. The award of a "4" would follow contact with the parents (prior to any parents evening) by way of academic marks, discipline marks, or personal contact by a subject teacher, more than one teacher or by the House staff as a consequence of accumulation of recorded concerns.

### **Electrical Systems**

We recommend that parents download the Apps for EduLink and School Gateway. The former allows students and parents to monitor achievements, attendance access reports, report absence, complete forms and update medical information. School Gateway can be used to purchase catering credit, sign up for clubs, make other payments including trips and coaches.

### **Epipens**

Individual Epipens are securely stored in Prep Office and Front Office in the College, so as to be easily accessible if required in an emergency. Parents must complete a consent form giving permission to administer the Epipen in an emergency.

All medicines with the exception of Epipens must be collected at the end of the Academic Year in July. Any medicines not collected by the last day of the Trinity Term will be disposed of at a pharmacy. Epipens remain in the College at all times and must be replaced prior to expiry dates.

### **Examinations**

All examinations and study sessions are to be conducted in silence. Any form of communication between students (talking, passing notes, permitting students to read answer sheets etc.) is liable to be regarded as cheating with the result that a student can expect that they have their mark recorded as zero for that examination. If a student is found to be communicating, the teacher on duty will indicate this on their script. The time at which the incident took place and at what particular point in the examination will be noted.

Students must wear their full school uniform. Changes to this will be notified by the Deputy Head. Students will not be allowed to leave the examination room during a session. The invigilator is responsible for the dismissal of students at the end of the examination. Eating or drinking (apart from agreed practice related to consumption of water) of any description (unless medication is prescribed) is not permitted during examination or revision periods. Mascots, toys and good-luck charms are not permitted.

### **Expulsion / Permanent Exclusion**

Expulsion is likely to be the sanction of last resort - issued in the interests of an offending student themselves, or in the interest of the student body as a whole. The sanctions presented in the school provide for a range of responses which may be used. The nature of the misdemeanour will at times obviate the need to progress through a stepped or staged approach. Parents have the right of Appeal in the case of expulsion. This is effected by contacting the Bursar who is Clerk to the Governors.

### **Extracurricular**

See Student Formation

### **Family Holidays**

Absence in connection with family events or holidays should be avoided, but if it is regarded as essential, parents are required to make a written request to the Head to avoid such absences being recorded as "unauthorised". The Head may not grant any leave of absence during term time unless there are exceptional circumstances.

### **Fees**

All matters relating to fees should be addressed to the Bursar at the College. Parents are to understand that fees are levied for the year and payments can be managed according to the alternative plans available. No discounts or reduction of fees are applicable for Trinity terms in 5th Form or Upper 6th.

### **Final Warning**

A Final Warning will indicate that the student has not complied with the terms of the Formal Warning and that any further breach of school discipline, or a continuation of poor behaviour or academic default will result in the withdrawal of the student's place in the College. The procedure for issuing a Final Warning is the same as that for the Formal Warning. A Final Warning is applied for a full Key Stage before review. Please note that Disciplinary stages do not have to be progressed through in all situations and can be applied at the Head's discretion.

### **Fire / Fire Drills/ Safe Evacuation**

The school has a fire procedure which is reviewed periodically. The College has regular fire drills. There are copies of the procedures in each room as well as signs indicating which exits to use in case of fire. Students must exit quickly and in silence to the assembly point if the alarm sounds.



## Fixtures

A full and current fixture list can be accessed on the College Sports website. Students selected to represent the College which involves an incursion into a curricular lesson, must follow the courtesy of notifying any subject teacher whose lesson (or part of lesson) will be missed. Whilst permission will be granted as a matter of course, students must ensure that all necessary work requirements are met. If these are not met, then the subject teacher should raise the matter with the Director of Sport and Head of House and the privilege of representing the College may be withdrawn or suspended.

Students chosen to compete for the College must be present, unless they have informed the Director of Sport with an accompanying letter by way of confirmation from parents, as inter- school sport and our ability to honour fixtures is important to the College. Athletes must ensure they compete in full PE kit.

## Footwear (uniform)

Trainers style or canvas shoes are not permitted.

## Force (use of by staff)

Staff are allowed to use **reasonable force**. Potential situations in which this might occur is likely to be when restraining a student, for example when preventing individuals bringing harm to themselves or others; prejudicing good order or discipline at school or committing a crime. There is staff guidance regarding what force can be used. Clearly premeditation or force intended to harm is unacceptable. Guidance indicates that use must be appropriate to respond to the matter. If force is used and a parent regards this as unacceptable for whatever reason then legislation states that the onus is on the parent to prove that the staff member has acted unreasonably. Whilst staff can use force, there is no legal duty for them to do so as their first responsibility is to prevent harm to themselves.

## Formal Warning

A Formal Warning will be considered for a student whose behaviour or academic effort continues to be of serious concern over an extended period of time: there will have been little or no sustained pattern of improvement or response to the standard sanctions, a level of non- compliance which has exhausted most, if not all, of the main pastoral and disciplinary responses available to which may have included Report cards, detentions etc.

A Formal Warning is not intended to be a response to an isolated, albeit serious, breach of the College Code of Conduct. However, it is likely to be invoked as a result of any first occasion of a student being suspended. The Warning covers a period of time which is the Key Stage in which the student currently resides or Forms 1-3, Forms 4-5, Forms L6 to U6 (or it may extend to the school career of the student depending upon the nature of the presenting issue). This status is closely monitored with the express condition that there must be a sustained pattern of improvement over the period. There may also be specific terms indicated as part of this process.

## Founders' Hall

Founders' Hall is the 6th Form Centre. This comprises a study, cafe and lounge area and six teaching classrooms. It honours the four Brothers who re-founded St Columba's in 1956, Eugene, Clement, Peter and Victor.

## Hair Styles

Hair should be neat, tidy and clean. Hair longer than shoulder-length is to be tied back. Extreme hairstyles, for example, very short hair, undercuts or layered hair, even if temporarily fashionable, are not permitted, nor coloured or excessively styled hair. Lines and patterns are not to be cut into the hair. The College is sensitive to the dictates of religious culture and will consider written requests regarding exemptions. Short hair is to be no less than a No. 3 cut. Students are to be clean-shaven.

Where work, behaviour or participation within a sphere of the College's life is of such quality that it should gain greater acclaim than a Head's Distinction can be awarded. Any staff member can nominate a student for this award. Such an award will follow the Head's assessment of the work or contribution and an interview with the student concerned.

### **Homework**

Students are expected to work to achieve their own highest standards. Assignments are to be completed for the deadline set and to the best of the individual's ability. All individual assignments must be the student's own work. Consultation and collaboration may be allowed, but work presented must be a student's own. Teachers use Microsoft Teams to set homework and both parents and students are encouraged to use it.

Any problems relating to specific homework tasks are to be directed in the first instance to the subject teacher concerned. This is best done by an email, in which the whole problem can be communicated. Should the problem not be resolved at this level then the Subject Leader should be contacted. If the concern is more general and covers a number of subject areas, then the matter is best directed towards the tutor.

### **Homework Defaulting F1, 2 and 3**

Staff will record the homework default on SIMS which will enable tutors and other pastoral staff to monitor. The student must present the work to the staff member the following morning at registration. Failure to do so would result in an academic mark being awarded which would require attendance at an after-school detention. (see Academic Mark).

Tutors will respond to students who develop a picture of defaulting more quickly by different strategies. For instance, regular defaulting in individual subjects would lead to Subject Leaders imposing Subject Report cards for a two-week period in the first instance. (HofH and tutor being informed of progress).

More general defaulting of a wider scale or academic performance becoming an issue would be more centrally managed by the imposition of a Report card by the House. Students who miss longer-term project deadlines for instance in Art or Design Technology are to be given an automatic Saturday.

### **Homework Defaulting F4, 5 and 6**

A student failing to meet the deadline set for work will be issued with a Saturday detention, once given the opportunity to provide the work the following day on arrival at College.

The Subject Leader will be consulted.

However, staff have the discretion where students are not regular defaulters or where there is genuine error rather than deliberate avoidance not to issue a detention but allow the student to present the work the following morning.

Subject teachers are, however, required to record such instances using the School Information Management System (SIMS).

Students who miss coursework deadlines or crucial planning for deadlines for instance Common Assessment Preparation in Science, longer term projects for instance in Art, Design Technology, preparation for Orals, are to be given an automatic Saturday Detention. Students who fail to hand in holiday homework to deadline will also be subject to Saturday detention.

### **Homework timetable**

These are set for each year group from Forms 1 to 5. Time spent on homework will vary according to the load and the nature of the work set but the time not directly used in formal work should be used for revision or note taking or private reading and research. Parents are reminded that homework tasks will vary in form and will move to require greater independent work and research so will not always follow what could be regarded as the conventional tasks of previous experience – although many will.

## **House Colours**

Colours are to be awarded as a result of nomination by staff members (to include Heads of House) who have made a significant contribution to the life of the House. The nominations are to remain confidential until an assessment of suitability has been made. Nomination does not mean automatic award. The Head of House and the Deputy Head make an assessment regarding whether or not the award is valid. This judgment is made on the basis of how well the student conducts him/herself in College by conforming to expectations both academic and behavioural. If a nomination is made and not progressed the student concerned may be interviewed by the Head of House and the reasons for this explained. A nomination can

be held over pending a positive response to targets set.

In the case of Sixth Form nominations, the Head of Sixth Form is consulted before the award is progressed.

Students may feel that they have been over-looked in relation to the award of Half or Full Colours. They can bring this to the attention of their Head of House. Colours will not be awarded for involvement in single, or self-contained events or activities. They are awards for commitment to the House over a period of time in a variety of areas.

### **Half House Colours**

Half House Colours are awarded to students who make a significant contribution to the House. Half House colours are awarded for the first time at the end of Form 3 and the end of each year in Form 4, 5, L6 and Upper 6th.

### **Full House Colours**

Full House Colours are awarded to those students who exhibit continued excellence, example and commitment to the House. This award will generally be recognised to build upon the promise shown in the lower years and can be awarded for the first time in Lower 6th and then in Upper 6th.

Head, Deputy Head Boy/ Girl and House Captains automatically achieve Full Colour status on their appointment to these roles if they have not been awarded previously.

## **House System**

Each student in the College is under the pastoral care of a Head of House and their team of Tutors. In this way the care we offer is enhanced by providing continuity and a sharper focus for College life and activities.

Each student remains a member of the House assigned to him/her on transfer to the Senior School until the end of his/her time at the College. The House tutor group is likely to be no more than 20 in number and more normally 14-16. Students in the Sixth Form continue to belong to their Houses, though they will also enjoy an independent identity under the care of their own Head of Sixth Form and mixed tutor groups. The College has a New Student Co-ordinator who has oversight of the transition of students during their first year to help them in the process of settling in. The House Team (Head of House, Deputy Head of House and Tutors) are the people who best get to know each individual. When parents require information or advice about anything to do with their son/ daughter, they are advised to make contact with the House staff in the first instance, particularly the Tutor. An approach by telephone/email can be made to ask the Tutor or Head of House to get in touch.

In the case of a complex or more extended enquiry, parents are advised to set out in a letter the details of a question or problem.

Parents are also welcome to come to school to discuss any questions or concerns they have but are asked to seek a mutually convenient appointment before doing so. A response to an enquiry may be passed on to the Deputy Head particularly where there is no immediately straightforward solution or where the problem involves students from other Houses.

Whilst originally the House System was a tool for all manner of competitions, it now provides the basis for the whole pastoral structure. Students will come to identify with a House, a Head of House and a team of House Tutors over a period of years. They will develop a sense of belonging and pride in their affiliation to what is, in effect, a community within a community. Thus, students will have a greater spirit of commitment and loyalty than can ever be generated by a larger, more impersonal 'whole College'. But it will also complement and strengthen the wider ethos already prevalent in the College.

Heads of House and their team of Tutors will get to know the students and their parents very well indeed, and this will allow them to respond better to their individual needs, academic and pastoral, and to deal with all disciplinary matters. These factors, among others, are fully consonant with the ethos of the Brothers of the Sacred Heart and their emphasis on education as a partnership with parents.

A genuine sense of competition is generated within the school. This allows more students to be recognised and rewarded for their successes. This competition has spread more widely than its initial stronghold in sport to incorporate inter-House music, plays, chess, public speaking etc. allowing each student to practise and extend his/her ability in a range of activities. It will also provide the context for the extended learning programme.

Sixth Form students assume even greater responsibilities for leadership, examples are House Captains, House Prefects and organisers of their House activities, as well as by encouraging those who participate for their House and being themselves active members of House Teams.

### **Illness / Injury**

Students are not to be sent to school if they are infectious, or have been suffering from diarrhea, or have been vomiting in the previous 48 hours. Illness will be attended to by the College nurse if this develops during the school day. However, parents are asked not to send children to school if they are ill. This is particularly the case on days when Games take place. Students who are in school will be required to participate in Games and only doctor's certification will be accepted as a reason for non-involvement. A decision about students who present themselves as being ill regarding participation in Games will be made by the Games Department and the College Nurse. If a child falls ill or sustains injury whilst at school and is either unable to return to formal lessons or treatment is beyond the remit of the Nursing staff, parents will be informed and required to take them home or onward to further treatment. The obvious exceptions will be in the case of emergency requiring hospitalisation and ambulance transportation.

### **Incident Investigation**

The school will do all in its power to investigate incidents which have a disciplinary aspect to them in order to ascertain who is culpable. However, experience indicates that it may prove impossible to form a totally clear picture of what has occurred when relying solely upon the hearsay evidence of pupils. As a result, disciplinary decisions may have to be made on the basis of the weight of evidence.

### **Immunisation**

Diphtheria, Tetanus and Polio and Meningitis immunisations take place in the Lent Term for 3rd Form.

### **Informal / Verbal Warning**

A Head of House will issue an Informal warning to a student who has over the short term failed to respond to the expectation of College life. The warning will be issued as a consequence of the student's failure to conform to the expectation of the College. This may follow failure to respond to support already put in place or may be issued as a result of an accumulation of concerns. The Deputy Head will notify officially of any warning status.

### **Inhalers**

Any student who needs to use an inhaler for Asthma must carry this with them at all times, and will be permitted to use it when necessary. It must be clearly marked with the student's name and form. A spare,

named, inhaler must be left in the Medical Room as a back-up and for emergencies.

### **In-House Suspension**

A student may be removed from class for part or whole of the day with immediate effect if it is deemed appropriate in order to prevent a situation from escalation or to remedy a particular problem regarding outstanding work for instance. In such instances parents will be notified formally of the need to withdraw the standard provision of lessons. Such a sanction will form part of the student's record.

### **Insurance**

Students are insured under a College-based scheme, the details of which are available from the Finance Office. The College insurance does not cover the loss or damage of personal belongings whilst in College. The College accepts no liability for such. Damage to College property occasioned by students where accidental or deliberate will be billed to parents. The following items must be insured by parents/guardians via a separate insurance policy or as an extension to home contents insurance policies on an All Risks extension:

Mobile phones, Tablets/other devices, Audio devices, Watches/jewellery, Cash/debit cards

### **Jewellery**

One stud earring in each earlobe is permitted (FI-5 girls only). Face-piercings, rings, medals, chains, bracelets, badges, spacers are not permitted. We advise against wearing expensive wrist watches to College, and Smart watches are not permitted.

### **Journeys to and from College**

All journeys to and from College are subject to the College rules regarding behaviour and uniform. Students are required to comply with this and must understand that they represent the school on such journeys.

### **Lateness**

Lateness is to be avoided. Students who are late for school must follow the rules set out under "Registration" and sign in at Reception on arrival. Lateness to class will be closely monitored and students who are habitual in this regard will be sanctioned.

### **Leadership**

The development of students' characters and skills is regarded as of equal importance as achieving academically at the forefront of their ability. This takes many forms across all years, from being a tutor group captain, school council representative, member of one of the multitude of service programme activities, parent tour guide, duty monitor, working with disabled children, outreach work in Zambia, involved in financial services projects, becoming a prefect, a school leader. Students are given support, direction and encouragement in all these activities but they are essentially required to take the initiative and develop their own self-confidence and resilience so they are more independent and resourceful.

### **Learning Needs/Academic Support**

The Admissions procedures aim to select students who will proceed to a base-line hurdle at GCSE level or above and then to a three- or four A-Level Sixth Form. Almost all students reach this hurdle. It is nevertheless the case that a number of students are admitted each year who, while having adequate academic potential, experience difficulties in learning. In most cases, the problem is some form of dyslexia or dyspraxia. In all cases, it is our aim that, with appropriate help, the problems whether physical, sensory, emotional, behavioural, specific or general learning needs, can be overcome and that students can integrate into the College and function successfully in response to our full curriculum. Staff may alert the Academic Support Department of concerns regarding the

performance of any individual student. This then allows the Head of Academic Support to ensure that all parties who have an interest, both academic and pastoral, in the child are kept informed of the stages which the child is undergoing. The Academic Support Department has a specialist suite of rooms where students, identified as needing support, are met on an individual or small group basis. Teachers will act on guidance agreed to support a student who has learning needs and adjust practice accordingly. Parents likewise have been advised to direct any concerns in this area in the first instance to the Tutor, who will liaise with the Head of House and Director of Studies coming to a decision as to the most appropriate course of action. Students currently registered as requiring some form of support, special attention or monitoring regarding health-related issues are all highlighted to the staff at the beginning of the year and as new students become known.

### **Library**

The Library is an open resource for students to use during lunch times. However, to ensure equal access, year groups are assigned particular times when they have priority access. A number of discretionary places are available each day. Students are not to take an early lunch to use the Library and must manage their time to accommodate their lunch. The 1st and 2nd Form all undertake a course which introduces them to the range of resources and applications available to use the Library to its best advantage. The Library may be used to complete homework due in for following days at lunch time. Books and other loans must be returned by the date due or renewed in good time to ensure the resource can be accessed appropriately by all users. 6th Form may use the Library, with permission, during free lessons and many classes from a variety of subjects are taught in the Library.

### **Litter**

Students know that the cleanliness of the site is a whole College responsibility and that they can be asked and required by a member of staff or a prefect to pick up litter and dispose of it correctly.

### **Lost Property**

To ensure swift return all belongings must be clearly marked. Property which is mislaid will be returned to a number of places and it is the responsibility of a student to check these. Games kit, boots, trainers, PE kit and bags related to sports are generally returned to the changing room area and can be accessed through contact with any member of the PE Department.

Homework diaries, book bags, books, files, pencil cases and any items related to academic work are generally returned to Reception. Unnamed items of clothing are retained for one week only before being forwarded to the Second-Hand Uniform Shop.

### **Lunch**

Lunches are served by an independent catering company called Chartwells Independent. Students are able to purchase lunch through the use of a biometric payment system on which credit must be stored to provide payment. No cash is taken. Money for such purchases is to be added to the online payment system.

### **Lunch Rota**

Each day, students are called into the Dining Hall according to a lunch Rota so that no one year group is always the last into dinner. Student are called from the playground by a supervising staff member and their access into the hall managed.

### **Lunchtime activities**

A number of SHAPE activities take place over the lunch sessions which are divided into two blocks: 1.05pm – 1.35pm and 1.35pm - 2.00pm. Some activities are exclusively for particular year groups, others mixed in their nature. Sports squad sessions and larger music groups generally take place at this time. The range and availability of activities is managed by the Assistant Head in charge of Student Formation. Detentions take precedence over any lunch time activity. Permission to alter a lunch time detention must be sought by consultation with the activity leader and the teacher giving the lunch detention.

## **Mass**

Mass is celebrated on occasion throughout the College year, whether as a full school gathering or in groups as Houses for instance. There are other times when Mass is offered for those interested in attending at lunchtimes. Attendance at full school and House Mass is compulsory. (see Religious Custom, Religious Observance, and Liturgies).

### **Mass & Holy Days of Obligation: Trips**

When a trip takes place, the staff responsible for the group must make every reasonable effort to ensure that the group attends Mass on Sundays and Holy Days of Obligation. The responsibility of the staff in this regard begins in the initial planning phases and continues through the trip itself. Travel in countries and regions where Catholic parishes have not been established is understood to preclude a group's attendance at Mass; the Catholic Church holds that the obligation to attend Mass ceases when Mass is not available. When attendance at Mass on Sundays and Holy Days of Obligation cannot be assured, then parents must be informed prior to the trip of the difficulties to be encountered.

## **Medicines**

Parents/students are required to hand medication to be taken during the course of the school day to the College Nurses on arrival. This must be accompanied with a signed consent form (available from the web site), or letter signed by the parent. The communication must state the name of the medicine, why the student is taking it, the dose required, the method of administration, the time it should be taken and any possible side effects. The medicine must be provided in its original container. Students must not carry medicine on their person. Medication will be stored in a locked cupboard or the fridge as necessary.

## **MidYIS**

MidYIS is widely used by schools as a baseline assessment of academic potential. Taken in Form 1, 2 or 3 depending upon entry, it allows individual teachers to help students fulfil their potential as well as identifying where additional support maybe required. MidYIS enables teachers to monitor students' progress and predict likely GCSE examination performance. Having completed MidYIS, students can be encouraged to think about what they need to do in order to achieve or exceed their target grade. The design of the test is such that test assesses, as far as possible, their aptitude rather than achievement, interpretation rather than knowledge, so it is not dependent on previously learnt curriculum. Students are assessed

in four areas: Vocabulary, Maths, Non-Verbal and Skills.

## **Mission Statement**

St Columba's College is committed to promoting and realising Gospel values in an environment of academic endeavour and personal discipline. We work in partnership with students and parents and in accordance with the traditions of the Catholic Church and the charism of the Brothers of the Sacred Heart.

We seek to provide a Christian education in which each student is personally valued and challenged to pursue the highest standards in spiritual, moral, cultural, intellectual, and physical development. We aim to share an experience of Christian community in which all may grow in faith through worship, mutual support and by responding to the needs of the community at large.

We expect each student to develop their own particular talents in pursuit of his/her God-given vocation. Academic success, confidence, good relationships, loyalty, sporting prowess, aesthetic interest, and readiness to be of service to society will all be qualities of the Columban.

(Approved, 24 May 1994, Provincial Council, Brothers of the Sacred Heart)

## **Mobile phones**

The College does not permit the use of mobile phones during the College day. Parents are not to contact their children during school hours via mobile phones, and contact with parents via mobile phone is to be conducted only following permission from the College Secretary. A mobile phone brought into College is

considered to be entirely a personal responsibility. It must be secured during the College day either in the locker or retained on the person. It must not be left unattended even for the shortest of times. If taken to Physical Education or Games, it is the individual's responsibility to hand in the phone at the beginning of the lesson for safe-keeping. (Local rules in the Sixth Form.)

Mobile phones must not cause interference to the operation of classes at any level in the College either by design or accident. Instances of such will result in automatic after school detention.

The taking of photographs or videos of other students and staff in College or any College related activity is not permitted. Any student found to be doing so will have their phone confiscated, only to be returned to their parents. All images captured in relation to the College context must be deleted as a condition of return. The student(s) involved will be subject to a sanction under the College rules which may include suspension and expulsion when the Head deems this appropriate.

Students who capture any form of image and then use this in a public manner will be suspended from school as a baseline response. Students who use an electronic device while travelling to and from College are to silence them and put them and any ear phones away on arrival on school grounds. They are then to be safeguarded by placing them in locker or carried upon their person. The College can accept no responsibility for the loss or damage of such personal property.

### **Motorcycles**

The travel to school by motorcycle is not encouraged by the College. However, in the unlikely event it is permitted then use is restricted to Sixth Form students only. When it is indicated as a desired option this must be agreed with the Head of Sixth Form. There is no parking or use onsite. Students below sixth Form must apply to the Deputy Head before such a concession is granted. Any form of hazardous driving or discourteousness in relation to driving will result in a ban.

### **Movement Time**

Students are required to transfer as speedily as possible to their next lesson. Students who are unduly tardy following this time will be served with a lunch time detention and the matter recorded on their SIMS profile for reference. Any instance of lateness is monitored by the tutor, and those who evidence a habit of lateness will be subject to further sanction.

### **Mufti Days** (non-uniform)

Mufti Days (non-uniform days). Students are to attend college in appropriate, smart but casual, clothing and wear nothing which can cause offence for instance, nothing to promote anti-social behaviour or support unacceptable codes of behaviour to include drug culture, anti-social slogans or offence to the religious ethos of the college. Ripped jeans are not permitted.

### **Music Lessons** (private)

The learning of musical instruments (individual or in groups) is co-ordinated by the Director of Music. Students involved in tuition are taught on a rota basis so as not to disadvantage any particular subject. Students do not receive tuition during Games lessons because of the particular difficulties inherent in this, nor do they attend during religious services or whole College gatherings.

### **Music Rehearsals**

If a student has signed up to a music group, then he/she has an obligation to attend all rehearsals, given his/her absence may affect the performance of the group. Such rehearsal may be those scheduled in the school day or periodically nearer the time of performance arranged for times after school. Inability to attend must be notified to the lead member of staff in good time before absence.

### **Parents' Association**

The St Columba's Parents' Association has its own constitution and officers; the make-up of the committee is intended to reflect the involvement of the Houses in the life of students and the College at large. Its aims may be summarised:



**Social:** The association aims to provide events where parents, teachers, and friends get to know one another better.

**Fundraising:** The association aims to organise social and other events that would realise a profit and thus provide funds for particular projects of facilities the College could not otherwise afford.

**Service:** The association aims to help the College by providing a pool of resources of both people and materials that the College might call upon.

There is an annual general meeting of the Association in the Michaelmas Term, which elects a committee. There are committee meetings on a regular basis according to the College calendar. The Committee's officers are: Chairperson, Vice-Chairman, Secretary, Treasurer, and College Representative.

### **Parent Evenings**

Parent Evenings are calendared for each year group and afford opportunities to meet parents personally to discuss academic and social progress. They may be in person or online. The dates are detailed in the online calendar on the College website.

### **Parking**

Parking is at a premium on site. All parking spaces which are numbered are reserved for staff and are not to be occupied during the working day. A number of spaces are allocated for parent visitors.

### **Pastoral Programme (SMSC)**

Tutors meet with their tutor groups each morning at registration and then more formally twice weekly devoted to the Pastoral Curriculum. This is now often referred to as the SMSC of a school, the Social, Moral, Spiritual and Cultural programme. RSHE (Relationships, Sex and Health Education) is also delivered in this time, as well as through R.E, Science and Computing. During the course of these fifty-minute periods a structured programme is undertaken in which tutors will address all manner of social, personal and general issues including aspects of citizenship. This will also require that students remain abreast of current news and affairs in order to broaden their understanding of the world and widen their general knowledge. The programme for each year group is specifically tailored to suit its educational needs, address social issues pertinent to their ages, and prepare for specific elements in the daily operation of the College: for instance, how to organise oneself, how to approach study at examination times. Different stages in the students' education as they progress through the College will also be catered for, choice of GCSE subjects in Form 3, careers research in Form 5, university application in Form 6, to name but a few. The programme is reviewed annually to respond to the particular and changing needs of the year groups as issues arise.

Work within each of the year groups is directed to age specific developmental themes as listed below:

#### **Year Group Age Specific Developmental Theme**

1st Form	Something for Everyone
2nd Form	Finding Out More
3rd Form	Making the Right Choices
4th Form	In Greater Depth
5th Form	Looking to the Future
Lower 6th	Leading the Way
Upper 6th	Legacy for All

### **PE and Games Kit**

Students must wear appropriate College PE kit and Games kit. Failure to bring kit to lessons, , will carry an Academic Mark as a response. Continued failure will result in a Saturday detention as a response. Kit must be clearly labelled with the standard tapes indicated by the College which will consist of the student's surname and initial strategically placed as directed. Students are not to borrow one another's kit. Doing so will result in sanction.

## **Playground Games**

Playground games are reserved to basketball and football. All other types of chase games or ones which involve individuals as targets are not permitted, nor is running within the school or out of bound of the playground. Regulation basketballs are used for basketball games. Tennis balls are not permitted as they present a Health and Safety hazard. However, "sponge balls", foam type balls of tennis ball size are used as standard. Non-regulation balls will be confiscated.

## **Playground Rules**

Students are not to play in ways which will cause injury to others, not be over-physical, engage in mock-fight or be physical with one another in any ways other than as a result of the regulations related to basketball and football games themselves. Students are to remain in bounds and those areas designated as "quiet areas" are reserved to be such. Tennis racquets, cricket bats and any other implement used for sport is not permitted on the playground other than in PE and Games sessions.

## **Playing Fields/ MUGA**

The College playing fields are used exclusively for supervised Sports, Games and PE and at no other time.

## **Political Indoctrination**

The College will actively seek to prevent students being exposed to political indoctrination through the curriculum. This is not to say that political matters will not be discussed and debated, nor students exposed to political viewpoints but they will not be encouraged

by staff or others (for instance external speakers) to support particular partisan political viewpoints. This accords with the Government's Prevent Strategy designed to prevent radicalisation of individuals.

## **Prayer/ Reflection**

A moment of reflection or a prayer (some are available in the Student Diary) starts each day and completes registration in the morning. Prayer also ends the day and all significant and major gatherings of students e.g., tutor time, assemblies. Some staff may also begin their lessons in this manner.

## **Prefects**

Prefects share with teachers in exercising the authority of the College and that of the Head in assisting with the discipline, good order and pastoral care of the College. As such they are to be obeyed. The work of prefects is supervised jointly by the Deputy Head and the Head of Sixth Form (who monitors the balance of prefects' commitments to the College and to their own academic work). The Prefect Committee is made up of the Senior Group and the Six House Captains. Several other deserving candidates are also appointed to the Prefect team which in total will number in the region of 15. The aim is to appoint those students who will become leaders of the College.

## **Progress Reports**

Progress reports are sent to parents at staged points in the calendar year to provide formal feedback on performance. Reporting is designed to give parents regular formal feedback on their child's level of attainment and effort. It is a process which not only provides measurement of progress, but should also be used to refine the quality of their learning. Targets raised by teachers, tutors, parents or students themselves are instrumental for development and sense of responsibility. Since different year groups have varying demands, there exist different patterns of reporting but each student receives at least one formal written report (subject and tutor) each year. They will also receive grade point reports (an instant measurement of attainment and effort) and examination reports each year.

## **Property**

Students should safeguard their property travelling to and from College and at College. All items should be clearly labelled. The use of personal lockers where applicable, other storage and bags in a wise manner will

avert the loss, damage or theft of property as will ensuring possessions are handed in for safekeeping during games and PE. Students must take responsibility not to leave possessions unattended at any time. Students must be especially careful to safeguard calculators, money, devices, mobile telephones etc. Expensive electronic devices, whilst not allowed to be used during the College day, if brought to College for use on the coach journeys must likewise be safeguarded. Valuable items should not be brought to school at all. Students must not bring to College items which could be viewed as offensive weapons, including knives, water pistols, laser pens, facsimile weapons etc. Games and PE kit must be taken home and washed as directed.

### **Project / Extended Work**

Students in the lower school may be set project work, and to assist in the management of the work load, the dates for the start, interim deadlines and the end date for submission of project work is set. This is particularly the case where project work might be set over holiday periods. A guide as to the length of any given project should also be provided.

### **Prizegiving**

Subject performance prizes, top of the form awards, special certificates, special awards for competition, inter-House prizes and special sporting and leavers' awards are presented at the College Prizegiving. These awards cover the spectrum of the College community and celebrate a breadth of achievement.

### **Reception**

The reception at the Senior School is manned each day from 7.30am until 5.30pm. Calls can be made to the Secretaries between these times. An answer phone service is in operation at all other times or when the desk is temporarily unattended. Messages left with reception will be relayed to students where this is possible.

### **Recycling Group**

A recycling group operates in the College and it collects paper from all the classrooms and offices every week. There are also recycling receptacles for plastic bottles and cans.

### **Registration**

Registration takes place formally at 8.25am. Arrival after this time is noted as a late. Students are however expected to be in their tutor period at 8.22am, fully prepared for the lessons of the day.

### **Religious Custom**

The College is sensitive to the fact that it has a variety of denominations represented in its student and staff bodies and will seek to honour any requests which relate to religious observance in respect of these traditions where this is at all possible, for instance over rules relating to hair. Such requests will be considered by the Head and must be made in writing so that the full extent and range of the request is understood. This does not compromise the College's requirement for the school community to be an inclusive body where respectful appreciation of its Catholic traditions and respectful attendance at religious practices is consistent with this philosophy.

### **Religious Studies**

The study of Religion is compulsory at all stages of the College as a core subject in Forms 1-3, as is GCSE in Forms 4 and 5 and as a tailored general course in 6th Form as well as being offered at A2. Religious Studies is taken by all students to GCSE level.

### **Religious observance**

Parents are entitled to give instructions on the religious observances of their children and they should be given a reasonable opportunity to observe their religious practices and days of obligation. The itinerary for trips should be provided prior to departure to allow for such instructions to be forthcoming and for arrangements to be made. Should this not be possible then parents must be

informed prior to the trip of the difficulties to be encountered.

### **Representing the College**

All who are selected to represent the College and House in team games, in music and in drama and other events are required to participate and attend notified fixtures, practices, rehearsals unless deterred by ill health or by some other cause notified to the Headmaster in advance and agreed.

### **Responsibility**

Central to the Code of Conduct and the day to day working of the College is that each student must remember that they will be held responsible for the effects or results of their actions and not just for their intentions. [see also Rules]

### **Retreats**

Retreats are regarded as an essential aspect of the spiritual and character formation of the students in the College and as such are to be attended.

### **Rewards and Sanctions**

See separate topic headings of Rules, Merits, Awards, Colours and Sanctions, Detentions, Saturday Detention, Marks, Informal, Formal and Final Warnings, Suspension etc.

### **Rights of Privacy**

A student's rights of privacy are waived if staff believe there is a pressing need to prevent disruption, misbehavior or criminal action or breaking school rules (see search, screening and confiscation).

### **Rules**

Students should know the rules and regulations of the College, the sanctions which can apply and the provisions for appeal. Beyond these rules and regulations, the law of the land must always be observed.

In particular areas of College life, the Columban commitment means:

1. Students are required to attend all scheduled classes and associated activities, including fixtures, practices, cultural events and religious occasions.
2. Students are required to complete all written assignments by the deadlines set and to the best of their ability.
3. Students must respect bounds and rules of access to the College.
4. All absences must conform to agreed practice.
5. There are no circumstances when bullying in any form is acceptable behaviour.
6. Students may not smoke or possess tobacco, vape, consume or possess alcoholic drinks or illegal substances

### **Safeguarding**

St Columba's College strives to educate all its students within an environment where the Catholic traditions of learning, truth, justice, respect and community are promoted. Consequently, the overall aim of this policy is to safeguard and promote the welfare of the children in our care. In situations where child abuse is suspected, our paramount responsibility is to the child.

In this the policy and guidance are consistent with the aims of the Government in safeguarding of children to:

- a. protect children from maltreatment
- b. prevent impairment of children's health or development
- c. ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- d. take action to enable children in need have optimum life chances

### **Saturday Detention**

Saturday Detention is issued for an escalation of a previous problem or more serious matters. It is given after consultation between the Head of House and Deputy Head. A Saturday detention will involve written work set by the appropriate teacher or some other disciplinary imposition. Saturday Detentions take place between 9.00am and 11.00am. At least 24 hours' notice of a detention is given in writing.

### **Security**

Students are fundamentally responsible for their own security. However, the school rules and regulations as expressed in the Code of Conduct provide guidance regarding how the College seeks to promote a student's health and safety. Students should mark all their belongings so they can be returned. Any students using lockers should not communicate their locker code to any other individuals to ensure security is not compromised.

All belongings which are retained by a student on his/her person must be looked after and blazers and bags not be left unattended. For PE and Games, a system operates for the collection and safe-keeping of personal belongings including devices, wallets and mobile phones. No belongings other than clothing and items related to Games are to be left in the changing rooms. Staff can take no responsibility for their loss or theft if this is the case.

### **Scholar Award**

Following the end of year reports and examinations, students in the 1st to 4th year will be assessed to establish which have achieved a significant majority of 1s for effort (with one or two exceptions and with no 3s or 4s recorded). They must then also achieve as near as possible a full set of A grades (with some A\*s) in their report. The same applies in the examinations (although the criteria in examinations may be adjusted when necessary). There can be no grades lower than a B grade achieved in the overall picture. For students in 5th Form moving in to the Lower 6th, each student achieving a grade point average of 7.5 or above will be credited with the award.

Those transferring from Lower 6th to Upper 6th will receive the award where they have achieved three or more A grades.

The badge can only be worn for the academic year for which is it awarded.

To secure a scholar badge for the following year, the same criterion must be achieved.

### **School Council**

A School Council made up of representatives from each of the year groups meets on a regular basis to review policy, develop ideas and provide a channel of communication of student matters to the management groups of the College. The group is chaired by the Senior Group and staff representatives in liaison with the SLT.

### **Searching & Screening**

Staff have the power to search property, lockers and access data and images on mobile phones and internet enabled devices (should students bring these items into school) if it is suspected that what is stored may cause harm – for instance damage relationships or be used in bullying situations, disrupt teaching or break school rules (or the law). Should a student protest his/her rights of privacy, these are waived as these reasons for search or screening take precedence. He/she certainly has a right to a private life but interference is permitted to prevent disorder or crime. Should a student protest against having his/her device scrutinised by a teacher then he/she would have to have a police officer carry out the search instead. The severity of the outcomes would therefore change.

### **Second Hand Uniform / Shop**

The second-hand uniform shop operates once per half term, coinciding with a SCPA coffee morning and is run by the Parents' Association. These dates are notified in the College calendar on the website and often alerted to parents through flyers in the Headmaster's letter.

### **S.H.A.P.E**

St Columba's has implemented a bespoke SHAPE framework, and the timetable informs students of all student activities taking place in school and on a weekly basis. The SHAPE framework includes activities such as:

**S**ervice activities, such as Student Ministry, Recycling groups and charity work

**H**ouse activities, such as competitions and events

**A**cademic clubs, such as regular subject clinics and specialist exam group workshops

**P**ractical activities, such as Sport, Drama and Music practice

**E**xtra-curricular, which includes all the clubs in the school, for example...cooking and scrabble

We update the SHAPE timetable which can be found on the school website, and copies are displayed around school. By including all activities in one place, parents can see the variety of activities available to their children, at lunchtimes and after school, many of which offer the opportunity to develop new skills, be creative, and explore new ways of thinking about the world.

Students' involvement in the SHAPE programme is tracked, as part of their progress through the school. It is integrated into the school awards such as the SHAPE award and reporting systems.

### **Shoes**

Shoes must be black, of a polishable material, generally leather uppers and worn to and from school. Black trainers, canvas style or any other variation of footwear is not permitted. Students who for whatever reason come to school in non-regulation footwear must report to the Deputy Head following registration and they will be issued with black plimsolls to wear until the matter is rectified. If injury or medical reason demands that non-regulation footwear must be worn, then a letter must be provided to the Head of House/Deputy Head.

### **SIMS** (School Information Management System)

Information is shared via SIMS to record all information about a student's school life to include all personal contact details, record absence, generate reports, track SHAPE participation, achievements, involvement in activities and behavioural matters. The system is used to disseminate student information to House staff.

### **Sixth Form**

The 6th Form comprises students who have progressed from 5th Form, plus up to 30 external candidates who join from other schools. Students progress to 6th Form on the basis of achieving 6 GCSEs, six level 6's with level 5 in English and Maths. As significant is the fact that they have demonstrated through their first five years that their behaviour and attitude is such that they will be productive members of the 6th Form. The majority take 3 subjects at A-Level, however those who are able can take 4. They are based in Founders' Hall where they have a common room and café, and much of their teaching and tutoring takes place.

### **Smart Watches**

Smart watches are banned from use in the College.

Currently, such devices make them more of a liability than a benefit to education. They could be used to access the internet to supplement knowledge during tests or examinations and participation in social media/email/messaging during lesson time. This is a particular concern for those students taking any form of public examination or involved in any form of controlled coursework or assessment as reference to such a device, by accident or design, will be

regarded as cheating and has to be reported, the outcome invariably being the cancellation of the paper being sat.

Other risks might include misbehaviour being filmed and posted online.

A digital or analogue watch plus the mobile phone policy we operate is more than sufficient to cater for needs. Smart watches worn will be confiscated, and held until parents are able to collect the items in person.

### **Smoking** (including Vaping)

No smoking is permitted on the College premises. Students are not to smoke in College uniform or have cigarettes (e-cigarettes or other derivatives) or other tobacco products in their possession which will be regarded as evidence of the intention to smoke. Smoking is not permitted at College-related events, on field trips, or while travelling to and from College, whether or not in College uniform, nor by Sixth Formers off campus. Students will be regarded as having been smoking or intending to smoke if smoke can be detected on their breath and or clothing, or if they are equipped to smoke (e.g., carrying cigarette lighters, vapes, tobacco papers etc). Students who associate with others in the act of smoking, even if not smoking themselves, will by their presence be regarded as condoning it and as such will be regarded as accomplices. Such students may be subject to the same sanctions as those who smoke.

### **Social Media**

Our recommendation is that you do not allow your child to use any social media before the end of Form 3. This falls in line with Government advice and it is sound. Students are not sophisticated enough to manage them effectively – not just their own messaging but that of others. The material can be upsetting and time consuming to respond to. Our principle of operation is to suggest that if you allow access to social sites you should encourage your child not to write anything down and send it which is in any way negative about anyone.

The College is not obliged to investigate the abuse of Social Media communications but it sees there is a value in doing so in order to ensure good relationships, it will seek to do so and may well impose sanctions on those who are its perpetrators. Parents may, however, be recommended to take the matter to the police if the abuse warrants it. (See E-Safety policy)

### **Sports Day**

Sports Day takes place in the Trinity Term. All students in Forms 1-4 are expected to take part and attendance is compulsory. Parents are invited to attend and the proceedings take place at Westminster Lodge Athletics Track. Parking is available at Westminster Lodge Car Park.

### **Stairs**

The flow of the stairs in the Tower block are illustrated by the SCC Doves motif on the walls, from the Ground Floor to the Second Floor.

### **Stretch and Challenge**

Stretch and Challenge Strategies are in place to provide for all students. While each subject employs tactics and strategies in the lesson, there are also a number of S&C activities available in the SHAPE timetable, both subject specific and provided by the S&C Department. EECA days offer enrichment through educational visits and activities as well as other planned visits to museums, the theatre, galleries, lectures etc. The S&C Department monitor the Scholars, providing specific S&C opportunities for them, which are also offered to the wider school community and pupils with a passion and motivation for learning. The "In Search Of and The Significance Programme" are S&C Department provisions specifically designed to stretch and challenge pupils, broadening their academic and cultural horizons, where a number of in school sessions are followed by an external trip. For F4 and F5 there are Reading Groups and Philosophy Club, as well as a range of trips. More information is available via the College website.

### **Student Formation**

The concept of Student Formation should be considered in its broadest sense to mean a student's 'vocation' or call towards, family, society and personal fulfillment. It lies at the heart of everything we do at SCC, and has a personal, moral, social and spiritual dimension that embeds our core values. It is intended to engage all students with voluntary and additional activities to studies, and that this is considered the norm for Columban students. Over the course of the year we promote the SHAPE

**St Columba's College** | Senior School Parents' A-Z  
programme in different ways to parents and students to ensure our community is aware how it develops across all year groups, how the students engage with it, how it infuses their learning experience, and how it is embedded in their own profile. The Assistant Head for Student Formation promotes the SHAPE framework. Also - see SHAPE activities.

### **Student Welfare – Key Persons**

There are a number of key staff in the school, all of whom seek to support your child and it is useful to appreciate all of their roles from day one.

### **Tutor and Head of House**

Essentially the tutor and your child's Head of House are key in managing away most of the situations which occur on a daily basis. The tutor will have contact every morning at registration – so it is imperative to be on time. There are also two other weekly meetings of an extended time.

The Head of House coordinates the responses of the different year groups and such is their role that he or she is likely to be a constant influence even when tutors move on.

### **New Student Co-ordinator**

To specifically attend to the needs of Form 1 and other new students, the College aids the transition through the New Student Co-ordinator. They work directly with the tutors and attend to matters and organisational aspects of their school lives as a particular concern. They will also address any cross House issues which may arise by coordinating a response. Their responsibility extends to managing aspects of the Pastoral Programme relevant to the students such as the Buddying Programme, organisational matters, rewards and target setting, examination revision, etc. They also coordinate and manage all matters related to the activities weekend away usually at Skern Lodge in Devon towards the end of the academic year.

### **Nursing Staff**

The Nursing staff are here to help whenever they are called upon to provide the necessary care and guidance to you as well as the students and there is a programme of immunisation as well as Health Care seminars which they provide as the students move through the school.

### **Study leave**

Study leave is granted to examination classes (Form 5 and U6) just prior to their public examinations, currently mid to late May. Study leave is granted on the understanding that if students wish to study in school they do so according to the full College rules regarding behaviour and uniform and that they are on site for full sessions of study.

### **Subject Leader Awards**

Students whose attainment or effort over a sustained period of time is of such a standard that it is deserving of note can be given a Subject Leader Award. This award is made by the Subject Leader after consultation with department members. The award can be made at any level of the College, Lower School, GCSE or A-Level. The awards are forwarded to the Head to be distributed at the next full school assembly.

### **Subject Awards**

Students whose work or effort is of such a standard that it is deserving of note can be given a Subject Award. This award is made by subject staff members who forward their nomination to the Subject Leader for agreement. The award can be made at any level of the College, Lower School, GCSE or A-Level. The awards are to be forwarded to the relevant Head of House for award at the next available House Assembly.

### **Subject Choices** (Forms 3, 5, L6)

Subject choices for GCSE (Form 3 into Form 4) and then for A-level (Form 5 into Lower 6th) is



coordinated by the Director of Studies. The process is supported by a Careers programme and tutorial input so that the choices made by the students are informed ones. The individual detail relating to each stage will be communicated to parents well in advance of such choices having to be agreed and the compulsory core of study will also be communicated. [See Curriculum]. Every attempt is made to accommodate the combination of choices desired by the students but this may not always be possible given trends, staffing and accommodation. Where this is the case parents will be communicated with over the issues and the alternatives.

### **Suspension**

A student may be suspended from College as a response to a particularly serious offence, or repeated offences, or persistent failure to meet deadlines set, for example in regard to academic assignments or non-compliance with the Dress Code. Suspension means that the student's place is temporarily withdrawn. The period of suspension will be determined by the Head. After a review meeting with parents and student, and following clear and written assurances by the student, the Head may re-admit the student. The restoration of the student's place will be conditional upon good conduct and may be subject to Formal Warning or Final Warning. A student is unlikely to be suspended more than once for the same offence; expulsion (permanent exclusion) is likely to be the result of further serious offences.

### **Target Grades**

Target grades are those agreed by teachers and shared with students, which need to be aspired towards. This forms part of the monitoring, tracking and target setting strategy of the College for all students. Such target grades may be interim, provided as staging posts attached to meeting agreed strategies.

### **Tattoos**

Body painting, tattoos and body piercing are forbidden as is the wearing of any associated jewelry with such practices.

### **Teaching Groups**

In Forms 1, 2 and 3 students are mixed in terms of ability to provide teaching groups of Andre, Benedict, Francis and Ignatius. The groups are mixed in terms of House composition and can change each year in order to allow for a different social mix of students. Students are set by ability in Maths throughout the school to allow students to develop at the forefront of their ability and in English, Science and MFL from Form 3 onwards. All other teaching sets are mixed ability as are GCSE and A-Level classes.

### **Term Dates**

Term Dates are published in the student's diary and are on the calendar on the College website. The dates for subsequent academic years are generally available by October each year and then published to parents.

### **Theft**

Stealing or damaging property belonging to any other member of the College community is a serious offence against College rules. Persons responsible for such infringements will be required to compensate for the damage, loss or theft and will place their future at the College in jeopardy. Clearly the regulation against stealing applies in spheres outside the College, especially to the case of shoplifting when on trips. Whilst the College will endeavour to investigate thefts the onus is on student to take every precaution against this eventuality. Theft should be reported to the student's teacher at the time of this occurring but also to the Head of House immediately after it becomes apparent.

### **Ties/ badges**

Each student must wear their House tie/ badge as a minimum requirement. He/she may also wear any other tie or badge, for which they had gained the honour, to include half and full House colours.

Sixth Formers have their own tie or lanyard to wear as a minimum requirement. Ties are to be tied so that they are conventional in style, not too thin, fat, short, long or wide and in length they are to reach the bottom button of the shirt.

### **Tiered Papers (Public Examinations)**

Where the College feels that it is in the best interests of a student, it reserves the right to enter a student for an appropriate tier of entry for a public examination or not to enter them for a public examination.

### **Toilets**

Students are expected to use the toilet facilities responsibly during breaks. The toilets in the changing room areas are not to be used at break or lunch time under any circumstances.

### **Touch Policy**

Child protection sensibilities in the past have led to schools adopting what has been called a "no touch policy". However, there is no such thing as a no touch policy operating in schools. Staff should always be judicious where physical contact occurs recognising its appropriateness in responding to classroom needs. This might be, for instance, in Physical Education lessons, as well as in terms of comforting students in distress. It is recognised and understood that most adults and young people use touch in a thoughtful and appropriate manner and that physical touch is a form of normal human communication.

Where parents have an issue related to this, they are invited to follow official channels through the complaint's procedure.

### **Trips**

Students are to follow carefully all instructions concerning out-of-class activities; these include games fixtures and practices, official outings and trips, and other formal College activities. Behaviour should be beyond reproach. Electronic devices may only be used with permission. No singing or unruly behaviour is allowed. Dress shall be as directed by the organiser of the outing: College uniform or smart casuals. Those inappropriately dressed may be turned away. Special instructions, e.g., concerning bounds, timings or curfews, on field trips are to be observed scrupulously. Rules and regulations stipulated in the Code of Conduct apply to all trips and excursions. Trip inclusion is not an automatic right for students but will be assessed against their disciplinary profile and how cooperative they are likely to be in an out of school context.

### **Tutor – Role of, Contact with**

The tutor is central to the relationship students and parents have with the College. Outside of individual subject concerns where the issue is to be directed to the teacher, virtually all other matters will be communicated to and from the tutor. The Head of House may take a particular interest in some matters and will retain an overall brief regarding each student in their House as he/she progresses through the College. Parents must not feel that any matter is too trivial over which to make contact. Formal meetings with tutors can be arranged at Parents Evening but the majority of contact is on a need basis and at mutually agreed times. Email is advised and this can then be followed by telephone contact.

Tutor teams may vary from year to year depending on staff movement. Staff may also prefer to tutor specific year groups becoming "specialist" in a particular age group, for instance Form 1 as induction work is significant, whereas others prefer to move through with a tutor group form year to year. There is no set policy either whole school or within Houses but rather a more flexible approach which serves to use staff expertise to its best advantage.

### **Tutor Reports**

Tutors provide an overall assessment of the general picture provided by the subject report and a comment praising the student where this is due and offering advice where this is appropriate. A further aspect of the comment deals with the student's contributions to the group and their House, noting achievements and involvement in the SHAPE programme. Heads of House offer their own

comment on each student.

### **Uniform**

Students are to be dressed according to College rules: this comprises the College blazer, supplied by Stevensons of St Albans, a white shirt, short or full-length sleeve, House tie or badge (or other ties/badges awarded by the College or gained as representative honours), dark grey, full length, straight leg school trousers or pleated knee-length regulation College skirt and black polishable shoes. Six stripes are to be visible when wearing a standard House ties. All other ties must conform to the length that this establishes as the norm for wearing ties. Ties are to be tied so that they are conventional in style, not too thin, fat, short, long or wide and in length they are to reach the bottom button of the shirt just above the trouser belt.

When a jumper is worn this must be regulation black and v-necked. Jumpers that cover the tie, including hoodies, are not acceptable. Overcoats must be black or navy blue without logos. A college scarf is also available from Stephensons outfitters. In summer months special instructions regarding uniform will be announced by the Deputy Head.

Shoes must be black, polishable, sturdy and low-heeled. Leather jackets are not considered suitable as overcoats, nor are fleeces or hoody style garments. Scarves may be plain black or navy blue. Gloves and beanie style headgear of similar colour may be worn in the winter. Baseball caps are not permitted. Grey ankle socks to be worn with trousers. No white socks, canvas shoes, trainers or boots. Tights to be opaque and plain black or dark grey. No make-up, false nails or nail varnish to be worn.

PE and Games: Sportswear for Games is supplied by the retailer, Tylers. Trainers are to be worn for PE lessons and must have a non-markable sole, for games lessons pupils will need football/rugby boots to include safety studs and shin pads. Pupils will not be allowed on to the 4G pitch without boots. We recommend astro turf trainers for the MUGS however trainers will suffice. Games kit is compulsory in winter months and students will be advised of the change to PE kit for Games as weather becomes appropriate. If a student persists in contravention of these rules, they will be subject to disciplinary responses including being sent home.

### **Username and Password**

Students must keep this securely and not communicate it to others. Abuse of such will lead to withdrawal of computer access.

### **Valuables & Money**

Students are advised strongly not to bring large sums of money to College. However, should they do so, they are advised to lodge this until it is required with the College Secretary or their Head of House, if available, for safe-keeping. The College does not keep a supply of change for student use.

During break-times and lunch times students are not to carry valuables or money around with them but to retain these in their lockers until these are required. Valuables and money should not be unattended whilst playing games at break or lunch times.

### **Vandalism**

Students must not destroy or deface property or deface or interfere with the work of other students. Students must not drop or throw litter. Students must not throw any object which could result in damage or injury.

### **Visitors**

All visitors must report to Reception to register and wear a visitor badge.

### **Weapons and dangerous items**

It is a criminal offence to carry an offensive weapon or knife on to school premises, including playing

fields and other school related events or activities. Offensive weapons are defined as 'any article made or adapted which may cause injury to a person by accident, or intent as a result of the person having it with him or it being used by or in the possession of some other person'. This includes replica items and laser pens. The weapon will be confiscated and parents will be invited to collect it or it will be disposed of or handed on to the police depending on the nature of the incident. The student will be subject to College sanction: detention, fixed term exclusion or permanent exclusion as appropriate. This will depend on the degree to which the item was used to cause alarm or harm to others. The extent of this will be determined by the College upon investigation.

As a general rule, the police will be called to deal with any serious incident believed to involve a weapon.

### **Website**

The College website provides most of the up to date information regarding College life, practices and information. It is accessible by any member of the public to a limited degree and to all members of the Board of Governors, staff, parents and students by individual user name and password.

### **Westminster Lodge Coach Park**

Westminster Lodge Car Park serves as the drop-off and pick up points for parents travelling to the College using their own vehicles. Similarly, it is also used by the several coaches which service the College. Students arriving by coach are to make their way immediately to College from Westminster Lodge Car Park. Students are not to loiter in the car park or to use any of the local amenities, but immediately walk to the playground along the tarmac path. They are to return to coaches by the same route in the evening and the same rules apply.

### **Wet Lunch**

In the event of inclement weather, the whole College will follow Wet Lunch Procedure, which involves everyone in the College community. Normal activities including lunchtime detentions are cancelled on such a day.

### **Withdrawal from College**

Where a student's profile and pattern of behaviour or failure to respond to the academic expectations of the College due to lack of compliance become unacceptable to the College, parents may decide, after consultation and review with the Head, that withdrawal from the College is the best course of action. Such agreed withdrawal is not usually subject to the contractual notice requirements.

### **YELLIS**

YELLIS (Year 11 Information System) is a further aptitude test taken at the beginning of Form 4. The skills measured are in Mathematics, Vocabulary and Non-verbal. The test produces standardized scores and bands, measured along the same principles as for MiDYis. It also produces predicted GCSE scores/ grades which staff use to track progress. Subject Leaders produce value-added data from the production of residuals by comparing actual GCSE outcome with predicted GCSE grades from YELLIS.

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