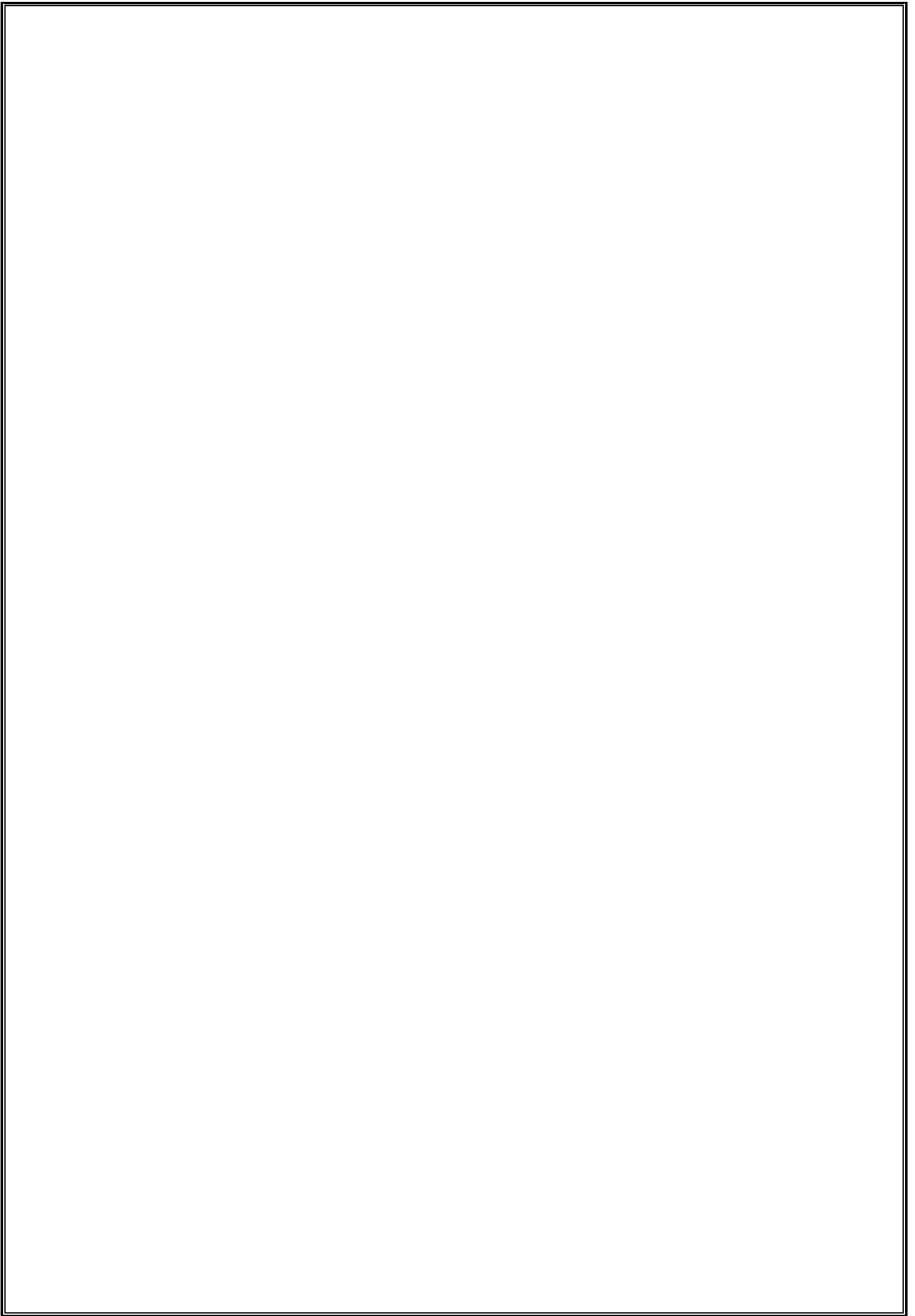
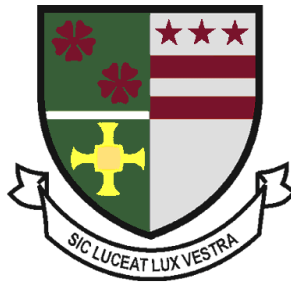


**St Robert of  
Newminster Catholic  
School & Sixth Form  
College**

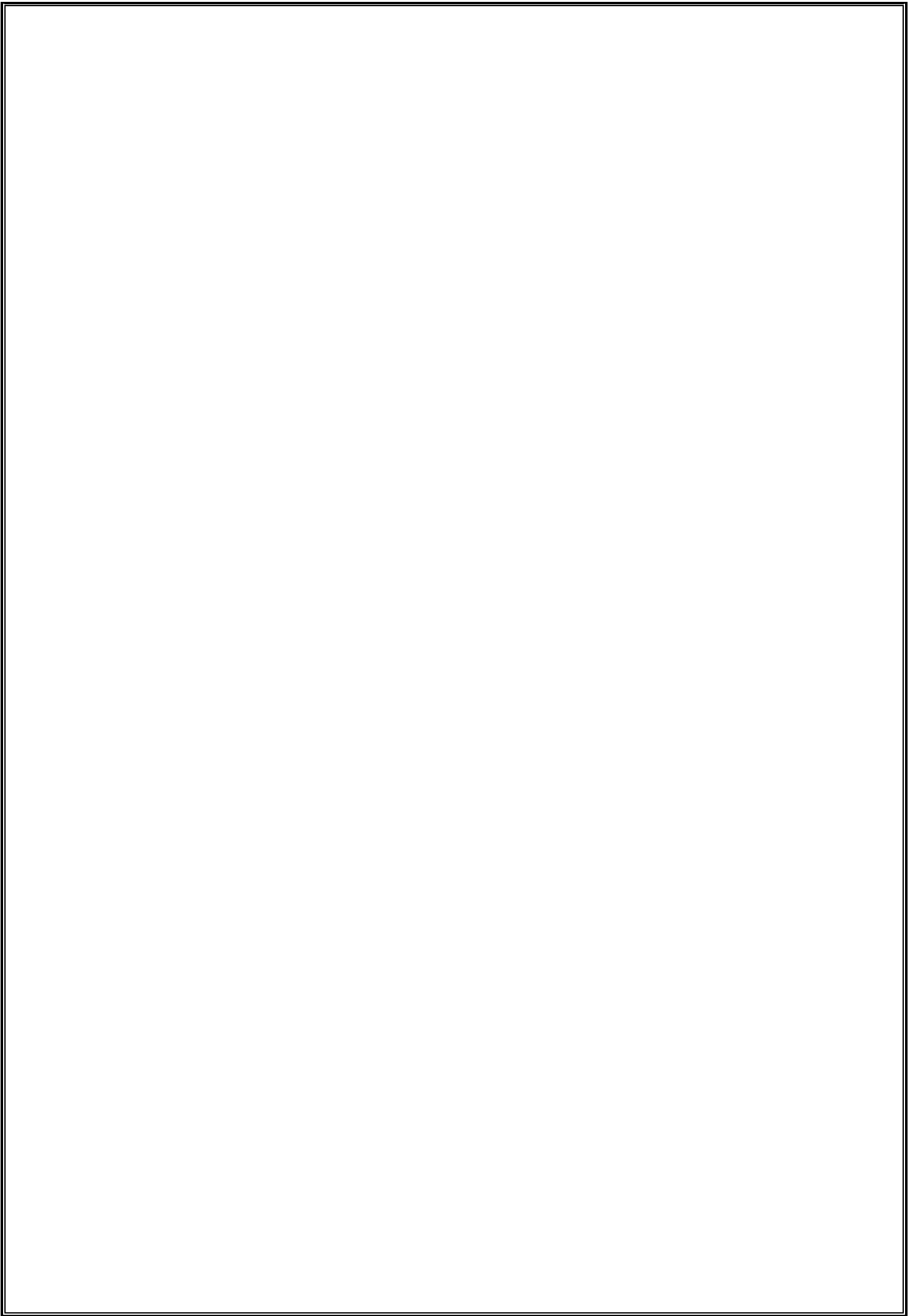
**Information Booklet**



St Robert of Newminster  
Catholic School  
and  
Sixth Form College



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# St Robert of Newminster Catholic School and Sixth Form College



*Biddick Lane, Washington, Tyne & Wear. NE38 8AF*

**Tel:** (0191) 716 1700 **Fax:** (0191) 415 3801 **Email:** [school@strobortofnewminster.co.uk](mailto:school@strobortofnewminster.co.uk)

**Head Teacher:** Mr D. Juric

## **BEGINNING OF TERM**

Your child should report to the school at 8.40am on Wednesday 2nd September 2020. Special bus services will be available in certain areas and details of these will be available on the school website once we are notified by the Local Authority. In order to minimise congestion around the school site, if your child is brought to school by car, we request that they arrive at school by 8.30am.

## **ABSENCES**

If your child is absent from school for any reason, a telephone call or message before 8.40am on the first morning of the absence and every day of absence that follows. Your child should then bring a note to his/her Tutor on their return to school to explain their absence. Dental appointments, as far as possible should not be arranged during school hours. Family holidays should not be taken during school term time and will not be authorised due to Government regulations.

Nobody will be allowed to leave the school premises during school time without permission from their parent/carer. If you wish your child to do this e.g. to keep a hospital or medical appointment, a note must be sent to the school in your child's planner. Your child must give this to their Head of House and they will be issued with a "pink slip" on the day you have requested authorised leave. Your child will only be released at the time you have specified and can be collected from Visitor Reception.

## **ATTENDANCE & PUNCTUALITY**

In our drive to continue to raise standards at St Robert's we have identified a link between attendance and attainment. It seems very obvious to say that students who are good attenders succeed far better than those whose attendance is poor. Every day your child is absent impacts on their education and opportunities in adult life. Being punctual for school and for lessons is important. If your child arrives late for school he/she must report to the Student Office, where they will be asked to sign the late book, giving the time and the reason for their late arrival.

Mrs Moran and Mrs Devlin are our School Attendance and Home Liaison Team and are available to assist with any attendance advice or issues. They monitor Punctuality and Attendance and can be contacted by telephone on 0191 716 1700.

## LUNCHTIME

Students will remain on school premises over the lunch period and are able to bring a packed lunch or alternatively a school meal can be purchased from the cafeteria for approximately £2.00. The school will have been notified of the names of the children who are to receive free school meals.

## EXPECTATIONS, EQUIPMENT AND UNIFORM

### ALL STUDENTS

Sensible hairstyles at the discretion of the Senior Assistant Head teacher/Assistant Head teacher (no fashion accessories, no tramlines, steps, Mohicans, or outlandish colour). Hair must not be shaved to an extreme shortness. The school will be the arbiter of whether hair is too short, but as a starting point hair shaved shorter than a **number 2 guard** will be deemed too short.

- No zero guard skin fades (any fades should be no shorter than a number 2 guard).
- No hair extensions including clip in, braids or semi-permanent extensions.
- No visible tattoos, semi –permanent and henna are not allowed.
- No earrings or body piercings. This includes clear studs or ‘spacers’.
- No acrylic or artificial nails, nail varnish, gel nails, make-up or false eyelashes, painted or dyed eyebrow. Do NOT bring make-up into school, it will be confiscated.
- No False tan.
- Finger nails should be kept at a sensible length so you can take part in all in and out of school activities.

All students must have a school bag to carry school books and equipment (see equipment list)

No smartphone watches allowed.

Mobile phones may be brought to school, but must be switched off, and in bags throughout the school day.

Uniform will be provided on a temporary basis for those pupils who are not suitably dressed for school, this should be returned washed and dried the following day.

Students who refuse to wear the correct school uniform will be placed in Inclusion.

### EQUIPMENT

**Textbooks, exercise books, student planner and folders are supplied and should be looked after with care. They are each child’s RESPONSIBILITY and any loss or wilful damage will mean that they will have to pay for a replacement.**

#### ***What your child will need:***

A bag (large enough to hold your books and equipment)

Pens (Black or blue) Green pen for improvement tasks (provided)

Pencils Ruler Rubber Protractor, compass and other mathematical equipment

Scientific calculator

PE kit

2 Reading books

**All students will be given a planner at the start of the academic year.** Planners must be signed weekly by a Parent or carer. Students **MUST** have a planner at all times – replacement planners will be charged to parents at a cost of £5. It is important that you keep everything clean and free of graffiti, especially your planner.

The Food Technology Department are able to provide some aprons although children are welcome to provide their own.

### **SCHOOL UNIFORM**

The uniform items listed below are required to be worn by all students. This can be ordered online at [www.theschooloutfit.co.uk](http://www.theschooloutfit.co.uk). Follow the link for secondary schools, select St Robert of Newminster. The School Outfit Company also has shops in the Washington Galleries 0191 419 2319 and Sunderland 0191 510 8186 where you can visit and purchase uniform. The School Outfit Company is willing to take orders online for Year 7 uniform items now and is happy to exchange any item does not fit properly if ordered online.

#### **BOYS**

- Green blazer with badge (colour of year)  
Year 7 2020 badge colour is Green
- White school shirt
- School tie
- Black school trousers – traditional NOT fashion (e.g. no canvas or jean material, skin tight trousers)
- Plain black leather belt (if required)
- Years 7-9 green jumper or tank top with school name embroidered (Uniform Shop)
- Years 10-11 black jumper or tank top with school name embroidered (Uniform Shop)
- **Plain** formal black flat leather school shoes - no trainers, trainer designs, sports brands, canvas shoes, plimsoles and no suede or pump-style footwear. No suede desert boots or shoes or Dr. Marten style boots.
- Plain black formal leather boots worn under trousers (winter only)
- Plain dark coloured socks.

#### **GIRLS**

- Green blazer with badge (colour of year)  
Year 7 2020 badge colour is Green
- White school blouse with short sleeve or three-quarter sleeve (No tie)
- Black school trousers – traditional NOT fashion (e.g. no leggings, canvas or jean material, skin tight trousers or hipster-style trousers)
- Plain black leather belt (if required)
- Tartan knee length school skirt
- Years 7-9 green jumper or tank top or cardigan with school name embroidered (Uniform Shop)
- Years 10-11 black jumper or tank top or cardigan with school name embroidered (Uniform Shop)
- Plain black or natural tights or white or black ankle socks
- **Plain** formal black flat leather school shoes – no trainers, trainer designs, sports brands, canvas shoes, plimsoles and no suede or pump-style footwear or Dr. Marten style boots
- Plain black flat leather boots worn under trousers (winter only)

**As a school St. Roberts is extremely proud of our uniform and we expect all pupils to adhere to our uniform standards at all times. Those pupils that do not do this will face sanctions in school.**

## **PE KIT**

The PE Kit at St. Robert's is a Black and Red T-Shirt and A Black Hoody. These items are compulsory and can only be purchased through Price and Buckland. For any items ordered through Price & Buckland, you must order online at the following web address [www.pbuniform-online.co.uk/strobertofnewminster](http://www.pbuniform-online.co.uk/strobertofnewminster). If there are any questions in relation to sourcing the PE kit then please contact the PE Department, however any orders/delivery of goods queries should be directed to Price & Buckland. Price and Buckland Online are happy to help with any sizing enquiries before parents purchase any items for their child.

All the other PE Kit items listed below can be purchased at Price and Buckland Online or parents and carers can purchase these items from any other retailer.

### **PE Kit BOYS**

- Black & Red T-shirt (with initials)
- Black Shorts
- Either Long Black Football Socks OR short White ankle socks
- Black tracksuit bottoms
- Black Hoody (with initials)  
Optional
- Black and Red **Multi Sports Top** (with initials)
- Base Layer Top
- Base Layer Shorts

### **PE Kit GIRLS**

- Black & Red T-shirt (with initials)
- Black Shorts/Skort
- Either Long Black Football Socks OR short White ankle socks
- Black Hoody (with initials)
- Black tracksuit bottoms  
Optional
- **All Black** Sports leggings
- Base Layer Top
- Black and Red **Training Top** (with initials)
- Base Layer Shorts



## **PE KIT POLICY**

### **RATIONALE**

The National Curriculum for PE describes five key processes that students need to learn in order to progress:

1. Develop skills in physical activity;
2. Make and apply decisions - select skills, use tactics, adapt ideas, plan for effective performance and recognize risks;
3. Develop physical and mental capacity;
4. Evaluate and improve – observe and analyse performances and decide what can be done to improve;
5. Make informed choices about healthy lifestyles.

Obviously most of these processes involve students being physically active, participating in meaningful activity. Wearing correct PE kit is vital to achieve this, with everyone being correctly dressed and **safely** prepared for all physical challenges.

However, some of these processes can be practised and learned even if students are unable to participate practically due to illness or injury. Acting as coach, referee, time keeper or acting as an evaluator, making decisions to help students improve, can all be practised, however students must still be correctly dressed to participate in these learning activities safely. The PE department will implement an all kit policy this year based on the rationale described. The details of the procedures are listed below.

Please feel free to contact the PE Department if you require any clarification on any of the procedures.

### **1. PE KIT EXPECTATIONS**

Students are required to bring PE kit to all lessons

Students can still benefit from participating in non-active roles in PE if they are ill or have minor injuries e.g. referee, coach, leader.

Staff will encourage all students to bring kit to every lesson even if ill or injured unless it is unreasonable to do so (e.g. broken leg)

Staff will endeavour to provide clean kit for students who do not bring their own and are physically able to change (see no kit procedure)

If students forget kit or have incorrect kit, see procedures below.

### **2. PROCEDURES FOR PUPILS WHO ARE GENUINELY INJURED OR UNABLE TO TAKE PART**

Students are required to bring a note explaining the reason for non-participation (to be kept on file)

Students will be asked to get changed into their PE kit

If students do not have their kit they will be asked to wear school kit and their own shoes (they will not be participating so footwear is not an issue)

Students will be instructed to act in non-physical role – e.g. time keeper, referee, coach (as appropriate to activity and pupil needs)

If students are unable to get changed they will be asked to sit in the gym and complete written tasks supplied by Head of Department (all students should be experiencing learning in some form if not practical participation).

If students refuse to change or have note from parents informing staff they do not wish their child to change then procedure above should be followed and reported to Head of Department.

### **3. PROCEDURES FOR PUPILS WHO HAVE FORGOTTEN THEIR KIT**

Students who arrive at PE without the correct PE kit or none at all are expected to wear a school PE kit that has been laundered.

### **VALUABLES**

Students are responsible for their own possessions and should bring to school only what is essential. A bag with sufficient capacity to house A4 exercise books, where necessary, is compulsory and should be taken to all lessons.

Mobile phones are not permitted in school, in instances where they are brought into school they must be placed in students' bags and switched off when students are in school and on the school premises. This also applies if students are staying for an after-school activity. Students found using their mobile in school will have it taken from them and they will get it back at 3.20pm, however, persistent offenders will have the phone removed and the parent must collect it.

Digital equipment such as iPads, iPods, game consoles and music players are **NOT** allowed in school. Students are **NOT** permitted to take any photos, videos or any other digital images or play music through a phone.

It is not permitted to bring expensive items (including IT equipment) or large sums of money to school.

## **PASTORAL CARE**

Your child will be placed in a tutorial group on arrival and will remain under the guidance of their Head of House and his/her tutorial staff until the end of Year 11.

Mrs Duncan	St. Aidan Lindisfarne
Mrs Mulhatton	St. Cuthbert Durham
Mrs McHale	St. Godric Finchale
Mr Thompson	St. Hilda Whitby

Please contact your child's Head of House if you have any concerns or require any information about your child or any aspect of school life.

## **COUNSELLING SERVICE**

The school has its own school-based Social Worker, Mrs Elizabeth Hughes.

Mrs Hughes offers a confidential counselling and advice service to students, families and staff. She is a qualified social worker and has many years' experience of working with children

## **WHY HAVE A SCHOOL-BASED SOCIAL WORKER /COUNSELLING SERVICE?**

Our staff and Governors are committed to providing a caring/supportive environment with high academic standards and learning opportunities, which will enable students to flourish personally and socially as well as academically. It is within this context that the school has taken the opportunity to extend the pastoral care for students and, where appropriate, families. It is recognised that students are growing up in a complex/challenging society and that sometimes they may need additional support to enable them to meet these challenges, make sense of their own world and to make informed decisions and choices.

Many families are faced with issues of separation and loss as a result of bereavement, marital separation, divorce and changing family membership. Some young people and their families may experience a particular crisis or sudden, unexpected change that can threaten their sense of security and make them feel vulnerable.

The School-Based Social Worker/Counselling Service is available to offer support, information/advice or counselling to students and their families who feel that they may benefit from this service.

## **WOULD I BE INFORMED IF MY CHILD CONTACTS THE SCHOOL COUNSELLING SERVICE?**

In most cases, parental consent will be requested before students are referred to the School-Based Social Worker/Counselling Service.

In secondary schools there is the opportunity for older students to self-refer, if they feel they would benefit from this service. In such circumstances and, only if appropriate, confidentiality will be respected. In most instances, students will be encouraged to share issues of concern with parents/carers, teachers or adult they trust.

In all cases, students are advised that information cannot be treated in confidence if there are any concerns about their own or anyone else's personal safety, which may mean that they are at risk. Parents can be reassured that St Robert of Newminster Catholic School &

Sixth Form College will always follow the local Safeguarding Procedures to ensure students' safety and well-being, if this is necessary.

### **SAFEGUARDING - KEEPING CHILDREN SAFE**

We have a dedicated Safeguarding team of staff within St. Robert's which consists of:

Mrs Bowen (Deputy Head Teacher): Designated Safeguarding Lead

Mr McHale (Senior Assistant Head Teacher): Designated Safeguarding Lead

Mr Bayne: Deputy Designated Safeguarding Lead

Mrs Hurst: Deputy Designated Safeguarding Lead (SENCO)

Mrs McHale: Deputy Designated Safeguarding Lead

Mrs Gittins: Deputy Designated Safeguarding Lead

Dr Bramley: School Safeguarding Governor

Mrs Hughes: School Based Social Worker

Our focus is to help keep children safe, both within and outside of school as well as through e-safety. Students are informed of how best to conduct themselves on-line according to our school policies. Should you have any queries or concerns please do not hesitate to contact Mrs Bowen in the first instance or any of the Designated Persons.

All visitors to the school should report to the Visitors' Reception at the front of the school.

### **OPERATION ENCOMPASS**

St. Robert's is a participant of Operation Encompass, a project in which schools in Sunderland are participating, and which is run in partnership with Sunderland City Council and Northumbria Police.

Please use the following link for further information about this project:

[https://www.strobertofnewminster.co.uk/wp-content/uploads/2019/09/OEtNS-School-to-Parent-letter-Northumbria-Barnardos-003v4\\_SEPTEMBER-2019.pdf](https://www.strobertofnewminster.co.uk/wp-content/uploads/2019/09/OEtNS-School-to-Parent-letter-Northumbria-Barnardos-003v4_SEPTEMBER-2019.pdf)

## **THE CURRICULUM IN YEAR 7 – GUIDANCE FOR PARENTS/CARERS**

St Robert's offers a broad and balanced curriculum for all pupils. In Year 7 of Key Stage Three, pupils will study the following subjects:

- English (4hrs)
- Maths (4hrs)
- Science (3hrs)
- RE (2hrs)
- French (2hrs)
- PE (2hrs)
- History (1hr)
- Geography (1hr)
- Art (1hr)
- DT (2hr)
- IT (1hr)
- Music (1hr)
- Tutorial (1hr)
- Reading (30mins)

For example, pupils will have four hours of English lessons each week. It is our expectation that pupils will read at school and at home. To support this, we timetable our Accelerated Reading programme into one, half hour lesson, over one lunchtime within a week. This programme is continued into Year 8 (in English lessons) and tracks progress with reading whilst providing an intervention lists of books appropriate to a child's reading level at that time to help them develop in this skill.

We assess and track pupil progress across all subject areas once per term and communicate this to parents via a grade report or a full written report. The grade report provides a snapshot of progress across all lessons together with a grade for engagement within lessons and quality of homework completion. The full written report provides the same information together with a subject specific commentary of skills developed, progress and suggestions to further develop to maximise potential.

Within the Autumn term of 2020, there will be a 'meet the tutor evening' which provides parents/carers with an opportunity for a brief meeting with your child's tutor to discuss the settling in period and general progress across subjects. Later in the year, there will be a parents'/carers' evening whereby you will have the opportunity to discuss your child's subject progress in a little more detail with the subject teacher.

On our school website, there are links to subject pages which provide an overview of skills, topics and assessment for each subject area. Click [here](#) for the link.

Pupils will be set homework in accordance with our whole school policy. For pupils in Key Stage Three, homework is set once a week if they are taught two or more lessons in that subject per week. Homework is set fortnightly if the pupil is taught one lesson per week in that subject. Homework can be one of the following types:

- **Prepare** - tasks required to prepare, successfully, for the next lesson or beyond
- **Consolidate** - tasks which help to reinforce the challenging nature of the work done in class
- **Extend** - tasks designed to challenge pupils to find out more and gather new information to deepen their knowledge, understanding and skills

Since the GCSE assessment reform brought in a numbered system of assessment at Key Stage Four (9-1), we have adapted this system to track progress across both Key Stage Three and Key Stage Four at St Robert's. Pupils are given a nominal grade at each data collection point and progress is tracked across the year. For example, a pupil may achieve a 2- in English during Autumn of Year 7 and may then progress one sub-level to a 2 in Spring of Year 7. By the summative assessment in Summer of Year 7, they may have progressed to a 2+. By providing a grade of a 2+, we are not suggesting that your child would be able to achieve a GCSE grade 2, should they sit the GCSE exam in English. We are however, using the numbered system to nominally track progress across the key stage. This helps us to identify potential opportunities for intervention for a pupil to ensure they continue to maximise their progress.

It is worth remembering at this point, that progress is not linear and some pupils may appear to remain at the same level between assessments. There could be many reasons for this, not least that the Autumn and Spring assessments are snapshots of progress at that time rather than a summative assessment in the Summer term. A pupil may therefore achieve better at one assessment point compared to another, due to finding the particular topic studied at that time, more or less challenging than the next topic.

Within Year 7, whilst the majority of our intake is high ability, we arrange pupils in mixed ability groups across all lessons. Within this structure, we do have a smaller group of students for whom they would benefit from further support. Once students begin Year 8, they will then be grouped by ability.

## **WHO HAS PARENTAL RESPONSIBILITY? (Information from [www.gov.uk](http://www.gov.uk))**

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you don't automatically have it.

## **BIRTHS REGISTERED IN ENGLAND AND WALES**

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

## **UNMARRIED PARENTS**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

## **BIRTHS REGISTERED IN SCOTLAND**

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

## **BIRTHS REGISTERED IN NORTHERN IRELAND**

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

## **BIRTHS REGISTERED OUTSIDE THE UK**

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

## **SAME-SEX PARENTS**

### **Civil partners**

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, eg donor insemination or fertility treatment.

### **Non-civil partners**

For same-sex partners who aren't civil partners, the 2nd parent can get parental responsibility by either:

- [applying for parental responsibility](#) if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

### **CHANGES OF INFORMATION**

Any changes of circumstances for your child must be made in writing or by using the forms enclosed with this booklet or via the school email address, we must stress how important it is to provide **up-to-date emergency contact telephone numbers (a mobile, work or relative's number)** where you can be contacted quickly in the event of your child feeling ill or having an accident



## **BIOMETRIC CASHLESS CATERING**

We have used a biometric system in our library and for our catering system very successfully for over five years. The system has run very smoothly and without any cause for concern. The system uses a digital string of numbers that represents the pupil's fingerprints used as the unique identifier. No image of the pupil's fingerprint is stored on any system. This digital image is decipherable by the biometric readers in school, but cannot be converted back into a finger print image.

When a student wishes to access their account, they place their finger onto one of the biometric readers. The unique points are identified, the data is matched and the unique pupil account is accessed.

Following new legislation, the Department for Education requested that all schools using these systems write to each parent of a child explaining their use and requesting written consent of at least one parent to enable your child to use them.

The information from your child that we wish to use is referred to as 'biometric information' (see below) and is covered under the Protection of Freedoms Act 2012 (sections 26 to 28).

The benefits of using automated (i.e. electronically-operated) recognition systems in our schools, are that they provide a quick and effective means for providing services to young people, allowing us to get students into lunch for example as quickly as possible and also minimise administration time required.

Please read all the information below carefully, you will be asked to provide the necessary consent for us to offer this effective provision in enclosed Medical Information & Consent Form booklet (page 6).

## **BIOMETRIC INFORMATION AND HOW IT WILL BE USED – GUIDANCE FOR PARENTS/CARERS**

*Biometric information* is information based a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school takes and uses information from your child's fingerprint for the purpose of providing your child with access to the school's catering and library systems.

The information used as part of an automated biometric recognition system takes measurements of your child's fingerprint and converts these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

**For example:**

1. The school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
2. The school must ensure that the information is stored securely;
3. The school must tell you what it intends to do with the information;
4. Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only persons/bodies that the school wishes to share the information with is **Easytrace** who are the suppliers of our biometric systems at St Robert of Newminster Catholic School & Sixth Form College; this is necessary in order to administer and maintain the systems.

**Providing/Withdrawing your consent:**

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form. We would really appreciate your support with this matter and we apologise for having to make this request at this point, but we hope you will understand the need for us to do this. Please let us know if you have any further questions.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

We intend to carry out finger print scanning during the Year 6 transition week in school. There will be a small number of students whose biometric print cannot be taken, for those individuals we supply cards so that all students are included.

## **MEDICAL HISTORY**

If your child has any history of serious illness, long absence or physical disabilities, we would be grateful if you could notify the school personally or in writing.

## **SCHOOL HEALTH**

If your child feels unwell or is injured in school, he/she should tell a teacher or their Head of House and he/she will be taken or sent to the Medical Room where there will be a First Aider in attendance. If necessary, a parent/carer will be contacted by a member of staff **only** and so it is essential that contact numbers are kept up-to-date. Your child **must not** contact you directly when ill and must not leave the school premises without permission; otherwise this will be treated as truancy. Should your child need to leave the premises with authorisation, they must be collected and escorted from Visitor Reception by their parent/carer in order to satisfy safeguarding regulations.

## **MEDICATION IN SCHOOL**

In order to comply with the guidelines from the DfE our School Medication Policy is as follows:

**All medication is the responsibility of parents/carers and whenever possible should be administered at home.**

## **PRESCRIBED MEDICATION**

- Only essential, prescribed medication is to be sent to school.
- All medication is to be supplied in original pharmacy packaging with name and instructions clearly labelled – school cannot accept unlabelled medication for Safeguarding reasons. Antibiotics: supply only the amount required for school e.g. 1 per day. Send these in the original labelled packaging and leave the rest at home.
- Only medication which has to be taken 4 times a day should be brought into school and only enough for one dose to be taken each day for the duration of the course.
- A letter of parental permission **MUST** be supplied – **NO** medication can be administered without this. Spoken permission by telephone cannot be accepted.
- In addition to a parental letter, a school medication consent form will need to be completed.
- If possible, medication should be brought to school via a parent/carer and a consent form signed then.
- All medication is to be handed over to Mrs Hendry so that it can be stored safely in the medical room.
- Any medication brought into school should be collected at the end of school term. We have been instructed to destroy any medication that is not collected.

### **NON-PRESCRIBED MEDICATION E.G. PARACETAMOL**

- School staff are not permitted to administer medication which has not been prescribed by a doctor. However, an arrangement can be made for this if a parent/carer contacts Mrs Hendry.

### **INHALERS**

- It is important that students with asthma carry inhalers with them. Please ensure that all inhalers are labelled with the student's name and tutor group.
- In cases of more severe asthma, it is strongly advised that a spare inhaler is kept in the medical room in case of an emergency.
- As we need to be aware of who is carrying inhalers, parents/carers are required to send a letter of explanation to Mrs Hendry.

### **EPI-PENS**

- Parents/carers of students who have an allergy and require an Epi-Pen are required to send a letter of explanation to Mrs Hendry.
- It is important that students carry two Epi-Pens with them at all times.
- It is also required that spare Epi-Pens are provided by the parent/carer to be held in the Medical Room in school. These should be kept in a plastic box containing the care plan and contact numbers.
- A number of staff are trained in the use of an Epi-Pen to ensure we are prepared in the event of an emergency. Training sessions are held in school with Sunderland Schools Nursing Team. Parents/carers or someone in close contact with the student should contact Mrs Hendry should they wish to receive the training.
- It is the responsibility of the parent/carer to ensure that their child's medication is kept in date and renewed accordingly.

## **GOVERNORS POLICY STATEMENT AND POLICY ON BEHAVIOURAL STANDARDS**

The Governors of St Robert of Newminster School and Sixth Form College wish to maintain the highest standards of civilized behaviour in the school. In achieving this end, the Governors seek the support of parents and carers for the Head Teacher and staff.

The Governors wish all parents and carers to know that they expect the Head Teacher and staff to maintain a professional and caring atmosphere in the school where the pupils can feel happy and secure and work to the best of their ability. The Governors believe that this atmosphere presently exists in the school, which is free from the misbehaviour mentioned below.

The Governors believe that the school is blessed with caring parents and carers, and well-behaved, well-mannered pupils. The school policy is to encourage this positively by encouragement, praise and example.

The Governors believe that, in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. The school seeks to create a caring and learning environment by:

- Promoting excellent behaviour and discipline;
- Promoting self-esteem, self-discipline, respect for authority with relationships based on mutual respect
- Encouraging consistency of response to both positive and negative behaviour;
- Providing a safe environment free from disruption, violence and bullying (physical, verbal and cyber) which protects the well-being of the whole school community;
- Encouraging a positive relationship with parents and carers to ensure that they play their part in the implementation of the school's policy and procedures;
- Supporting the Head Teacher and Staff when faced with challenging behaviour.

However, the Governors wish to emphasise to all parents and pupils that failure to conform to the high standards expected by all, may result in exclusion, including permanent exclusion, in certain cases.

For example, if any pupil:

1. Makes false accusations against a member of staff, which could precipitate action by the Police or Safeguarding Children's Board;
2. Assaults a member of staff;
3. Threatens, harasses or is involved in sexual misconduct towards any member of the school community;
4. Swears at, or is personally insolent to a member of staff;
5. Makes an unprovoked and/or serious physical assault on another pupil;

6. Makes an unprovoked verbal assault on another pupil;
7. Takes up an inordinate amount of staff time dealing with his or her continued misbehaviour over a period of time through persistent failure to engage in behaviour improvement strategies;
8. Misbehaves in any way while on the Head Teacher's report or while on a Behaviour Contract;
9. Is involved in the bullying (physical, verbal or cyber) of another pupil;
10. Is involved in activities which are prejudicial to the health and safety of member(s) of the school community;
11. Uses ICT, digital devices or social media in a way which could be construed as harassment and/or bullying of other members of the school community, or an invasion of their privacy;
12. Uses audio or visual recordings of members of the school community in a way which could be construed as harassment, bullying or an invasion of their privacy;
13. Is involved with illegal drugs during the school day;
14. Is involved with any drug which creates a 'legal high' during the school day;
15. Brings a weapon or an object, which could be used as a weapon, into school.

The Head Teacher may proceed to exclusion and will have the full support of the Governors if he does so. It is our wish that parents understand the importance we place on high behavioural standards and support us in our determination to maintain them.

## St Robert of Newminster Catholic School & Sixth Form College

### PRIVACY NOTICE

We, St. Robert of Newminster Catholic School & Sixth Form College are a Data Controller for the purposes of the Data Protection Act. We collect, process and store data relating to all Data Subjects that are members of our school community such as students, parents, carers, staff and governors. A Data Subject is a living individual with whom we as a Data Controller collect, process and share personal information regarding. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning.
- Monitor and report on your progress.
- Provide appropriate pastoral care.
- Assess how well the school is doing.

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

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

For a full breakdown of what data we share with third parties please click or browse to the following link: <https://bit.ly/2KkkG2j>

#### **Local Authority & DfE**

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information that we hold and/or share about yourself, please write a letter to the school addressed for the attention of the Data Protection Officer.

If you require more information about how the Local Authority and/or DfE store and use your information, please go to the following websites:

Local Authority Privacy Notice -

<http://www.sunderland.gov.uk/CHttpHandler.ashx?id=9524&p=0>

DfE Privacy Notice – [www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows: Data Protection Officer, Sunderland City Council, PO Box 100 Civic Centre, Burdon Road, Sunderland, SR2 7DN Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT Website: [www.education.gov.uk](http://www.education.gov.uk) email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk) Telephone: 0870 000 2288

## **CONNEXIONS SERVICE**

For pupils of 13 years and over, the school is legally required under the Education & Skills Act 2008 to pass on certain information to Connexions services providers on request. Connexions is the government's information and advice service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions service's role in maximising young people's opportunities to secure employment, education or training. However, parents, or the pupils themselves if aged 16 or over, can request that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name, address and date of birth then please contact the Tyne and Wear Connexions Hub's Data Controller as below: The Data Controller Connexions Hub Services in Tyne & Wear The Clervaux Exchange Jarrow NE32 5U

## **IMAGES**

We routinely record and celebrate students' achievement during school visits, sporting events, school events etc with photographs and video footage. These images will often appear in the school newsletter, website, school MIS and promotional materials. ***If you object to your child's photograph appearing in this context, then please contact the school as soon as possible.***

## **RETENTION PERIODS**

The vast majority of pupil data is stored on file by the school until the pupil turns 25 years old. The data is then securely destroyed. ***Details of specific retention periods can be obtained by contacting the school.***

Of paramount importance to our school is the safety of the students and effective communication with parents/carers.



## **RS CONNECTED**

This system securely sends text messages, automated voice broadcasts and emails direct to parents and carers.

If your child is absent you may receive a text or voice message informing you of the absence and requesting that you either text or call the school to explain this. You may also receive text messages or voice messages from time to time, informing you of events, such as review days, notification of parents evening, school closure etc.

By sending messages directly to you we can all ensure that if your child is absent you can reply quickly and easily to inform us of any reason for an absence thus ensuring their safety.

Any message that is sent from the school will show on your phone from St. Robert's. For absence messages (and some general messages) you can reply by simply replying to the message as you would any other text message.

If you have any questions about this method of school communication, or if you do not wish to be communicated with in this manner, please call the school on 0191 7161700

## **MyEd App**

We have the MyEd app for parents and carers of pupils St. Robert's to enhance the communication streams we already use to keep parents and carers informed about what is happening in school in general, but also to keep parents and carers better informed about those events and activities that affect their child/children in particular. This is our preferred method of contact and all parents/carers should download this app.

## **PLEASE DOWNLOAD THE APP**

The MyEd app is for parents and carers **only** and allows them to see certain things about their child and about school at the touch of a button. The app also allows us to send information out to parent and carers in the form of notifications about any events or activities that are happening in school and send letters about school trips and other extra-curricular activities straight to the app. There is also a Parent Pay tile on the MyEd app which will allow payment for things like school meals and trips remotely which should also make this part of school life more efficient.

The instructions showing how to download the MyEd app onto a mobile or tablet are shown on the following page. (Note until your child is on roll in September you will only have access to school information). **We would encourage all parents and carers of our pupils to download the app as soon as possible.**

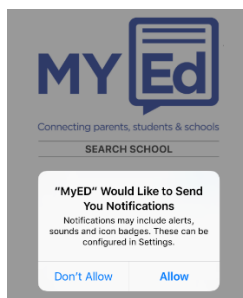
**Please note:** Pupil details (aka My Students) in the MyEd app and RS ConnectED messages will only be activated for the **first** named contact with parental responsibility as you indicate on page 1 of the Medical Information and Consent Form. **If you wish for activation of the MyEd App and RS ConnectEd for both persons with parental responsibility, please indicate this on the medical and consent form.**

The MyEd app is available in both the Apple App Store and Google Play Store as a free download.

Go to either of the stores and search for **MyEd**. You should find an app with the following logo from a provider called Results Squared Ltd.



Once downloaded, open the MyEd app.  
You may see the following screen:



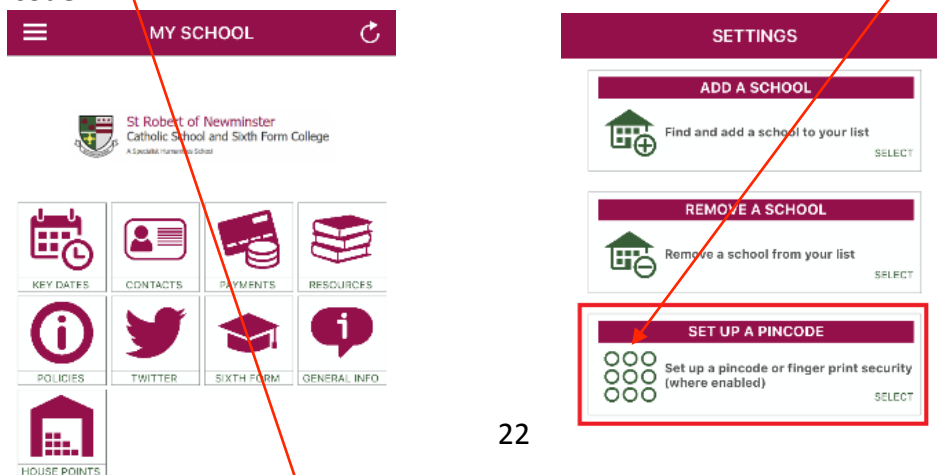
By selecting Allow, it will allow the school to contact you via the app and vice versa. To get the full functionality of the app we recommend that you allow notifications however this is a personal choice for yourself.

You are then prompted to enter the school's post code. This is **NE38 8AF**. Select **"St Robert of Newminster Roman Catholic..."**

Enter your full name, mobile number and email address. Select **"Link Account"**. You will receive a security code via SMS. Enter this into the **"Security Code"** box. Select **"Create Account"**.

The MyEd app is now ready to use.

One further step that we would recommend is to add a pin code to this app. To do this go to the **"Settings"** option in the bottom right of the screen. Then select **"Set Up A Pincode"**.



## **ParentPay**

In an attempt to make payment for school meals, trips, clubs, etc. more convenient, we have introduced an online system, using a secure service called ParentPay.

ParentPay provides you with a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure for future logins.

If you already have a ParentPay account with another ParentPay school, you can simply log in to that account and add your other children via the *Add a child* tab on your home page.

You will need an activation username and password to do this which will be sent to prior to your child starting in September. If you have two or more children at the school, you only need to activate one account to create your 'main account' and then add your other children via the *Add a child* tab on your home page.

Once you are in receipt of the activation username and password, please visit [www.parentpay.com](http://www.parentpay.com) and activate your account via the *Account login* area on the home page of the site.

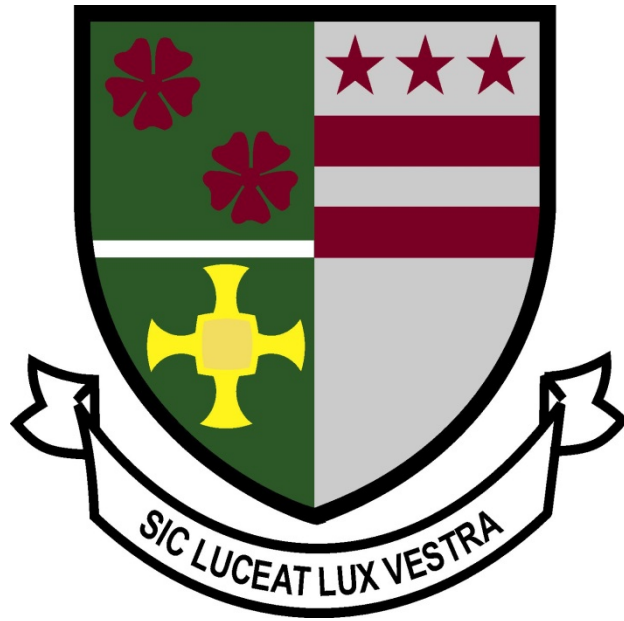
ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

**It is important to note that card details are not stored or retained on the system, nor or they accessible by the school or ParentPay**









St Robert of  
Newminster  
Catholic School  
&  
Sixth Form  
College