



Saint GREGORY'S
Bath

Information for Parents and Carers

of students starting in September 2020
and new students starting in-year

In Christ we flourish



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Useful Contacts

Headmistress

Ms A Cusack

Director of Pastoral Care

Mr K McDermott

Director of Studies

Mrs J Tidball

Director of Finance and Premises

Mrs K Howard

Assistant Headteacher - Director of Sixth Form

Miss L Butler

Assistant Headteacher - Pastoral

Mrs S Tuke

Assistant Headteacher - Teaching & Learning

Mrs J Cleveland

Assistant Headteacher - Inclusion (SENCo)

Mrs A Morriss

Head of Year & Transition

Appointment pending

SEND & Support

SENCo

Mr K McDermott (to 31 August 2020)

Mrs A Morriss (from 1 September 2020)

SEND Manager

Mrs K Stack

Family Support & Attendance Manager

Miss E Miller

Damascus Room Supervisor &

Behaviour Support Officer

Dr S Brooks

Behavioural Support Manager

Mrs R West

Year 7 Tutor Teams

7G Miss E Savory

7R Miss Z Auburn

7E Mrs C McHale

7O Mr C Quirk

7Y Mr D Cooper

7S Mrs C Quibell

Heads of Faculty/Department

Religious Education and Chaplaincy

Ms R Spindler

Art and Technology

Mrs J Bowden

Science & Psychology

Mr S Burn

Mathematics and Computing

Ms M Davies

English

Mr J Davis

Humanities

Mrs H Hillier-Brown

Modern Languages

Mrs J Lemée-Wright

Physical Education and Enrichment

Mrs C McHale

Performing Arts

Mr A Psirides

Useful Dates

First day of term for Year 7 students

Wednesday 2 September 2020
(Years 7 and 12 only)

Term 1

Tuesday 1 September 2020
Wednesday 2 September 2020
Thursday 3 September 2020
Friday 2 October 2020
Friday 23 October 2020

INSET Day (school CLOSED to students)
Term 1 Begins for students in Year 7 & 12 **only**
All students Years 7-13
INSET Day (school CLOSED to students)
Term 1 Ends

Term 2

Monday 2 November 2020
Friday 27 November 2020
Friday 18 December 2020

Term 2 Begins
INSET Day (school CLOSED to students)
Term 2 Ends (13:30 finish)

Term 3

Monday 4 January 2021
Tuesday 5 January 2021
Friday 12 February 2021

INSET Day (school CLOSED to students)
Term 3 Begins (all students)
Term 3 Ends

Term 4

Monday 22 February 2021
Thursday 1 April 2021
Friday 2 April 2021

Term 4 Begins
End of Term 4 (13:30 finish)
Good Friday (school CLOSED to students)

Term 5

Monday 19 April 2021
Friday 30 April 2021
Monday 3 May 2021
Friday 28 May 2021

Term 5 Begins
INSET Day (school CLOSED to students)
Bank Holiday (school CLOSED to students)
Term 5 Ends

Term 6

Monday 7 June 2021
Wednesday 21 July 2021

Term 6 Begins
Term 6 Ends (13:30 finish)

Due to the current COVID-19 situation INSET days are subject to change with the potential of additional days.



Welcome to the family of Saint Gregory's

Dear Parents and Carers

I would like to take this opportunity to welcome you to Saint Gregory's and I look forward to getting to know you and your children well. Saint Gregory's is an outstanding Catholic school where children flourish; our excellent pastoral support will ensure that your child is well-supported as they make this important transition from primary to secondary school.

At a time when normal school life is fractured beyond recognition, it is vital that we all work together to maintain some semblance of normality and for your family this includes the anticipation and excitement that comes with starting a new school. We realise that this is an unsettling time for all students but especially our Year 6 pupils who will have been working towards this significant milestone for some time.



At this stage, it is difficult to provide an exact science of what a revised transition programme will look like for your child but I want to assure you that our Year 6 children are very much at the forefront of our minds and we are looking forward to meeting and welcoming them personally when the time comes.

In this guide you will find helpful information and resources to support you and your child over the coming weeks as they prepare for their first day at Saint Gregory's. You will shortly meet your child's new tutor at our upcoming transition events (to be held either online or in person) and they will be an important point of contact for your family over the coming weeks, offering more personalised support as we move towards September.

As a member of the Saint Gregory's family we come together to ensure the educational experience our young people receive is the best it can be. Over the years Saint Gregory's Parents Teachers and Friends Association (PTFA) has supported the school in numerous ways and I would strongly urge you to support this group. They play a vital role in financing projects that directly benefit our school community but more than this, they are a warm and welcoming community of parents and carers who have been on the journey that you now embark on and are a valuable resource of knowledge and support. As a Saint Gregory's parent/carer you are automatically a member of the PTFA and with your time, energy and support, we can work together to provide an exceptional educational experience for all.

I look forward to working with you to support and inspire your child, to ensure that they have the necessary skills and educational experience to fulfil their potential and flourish in the safe, happy and enriching environment of Saint Gregory's school. We place Christ and the teaching of the Catholic Church at the centre of their lives so your children can grow in faith, develop the skills and attitudes necessary to ensure that they lead fulfilling lives as responsible adults committed to the common good.

Ms Ann Cusack, Headmistress

Our Mission & the Lasallian Principals

Our Mission Statement sums up what we stand for as a school, inspired by our commitment to the values of Jesus Christ.

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment. We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Lasallian Core Principals

The Lasallian Core Principles help our community to live a Christian life to the full.

As a Catholic School our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish in a safe, happy and enriching environment. We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We aim to help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Our commitment to our students and their parents/carers is that we will promote and develop an understanding of the Lasallian values which will bear fruit in rounded young people who are inspired by Gospel values, committed to the promotion of British values and have achieved the best possible educational outcomes in order to help them prepare for life in modern Britain.

Underpinning our PSHE and assembly programme are the Lasallian Core Principals:

<i>Lasallian Core Principals</i>	
Faith in the presence of God	We believe in and are animated by the living presence of God in our students, our community and our world.
Concern for the poor and social justice	We live and act in solidarity with the poor and advocate for all who suffer injustice.
Quality Education	We instruct and guide our students to strive for scholastic excellence, to value life-long learning, and to be servant leaders.
Inclusive Community	We welcome and celebrate diversity, fostering mutual acceptance, appreciation, and solidarity among all persons.
Respect for all persons	We honour the dignity of all people, building and sustaining with others relationships of care, compassion and love.

Home-School Agreement

The Lasallian principals form the basis of the Home-School Agreement which we will ask all parents and carers to sign once their child starts in the school. The agreement is set out below.

Responsibilities of the School

- To provide an education inspired by Gospel values, which promotes British values
- To provide an educational experience for the students which is characterised by the Lasallian principals
- To prepare students for life in modern Britain with the best possible set of qualifications and a set of values based on the Gospel which will guide them through life

Responsibilities of Parents and Carers

- To support the Mission and the Lasallian principals of an education at Saint Gregory's
- To support the authority and discipline of the school thereby helping their child to achieve maturity, self-discipline and self-control
- To make sure that their children come to school regularly, on time, refreshed, alert, correctly dressed and properly equipped for the day's activities and to encourage them to behave in a responsible manner on the way to and from school
- To engage with staff respectfully at all times according to the principles of the Mission Statement
- To ensure as much as possible that their child's behaviour outside of school, including online, does not impact negatively on their behaviour in school
- To support all school policies as approved by the governing body

Responsibilities of Students

- To support the values of the school as expressed in the Mission Statement, the Student Creed and the Lasallian principals
- To aim for the highest standards in all aspects of school life, to come to school ready to learn
- To co-operate willingly with the staff, to accept their authority and to follow the school code of behaviour
- To be polite and to consider and respect the feelings and property of others both in school and in the wider community
- To complete homework punctually and to the best of their ability
- To care for the grounds, buildings, furniture, equipment and books provided for them by the school
- To follow the principles of good behaviour as set out in Behaviour for Excellence
- To follow the Acceptable Use Policy

As partners, when signing this document in September, each person commits him/herself to ensuring that together we will:

- Support the foundational values of the school as expressed in the Mission Statement and Lasallian principals
- Ensure that when there are tensions between the partners that we all work together to reconcile differences, to mend relationships and to re-establish trust
- Maintain a focus on the well-being and formation of our students in best traditions of Catholic education as the primary purpose of the school

Working together

What follows is some more of the key information about the ways in which you can help us to educate and support your child. Above all we depend on your trust and co-operation in maintaining high standards in relation to school life, especially attitude to learning and to school. Your child needs the security of knowing that school and family are working together to help them flourish and grow into rounded young people. If concerns or problems arise, it is advisable to discuss the matter with us as soon as possible so that we can understand what the issues are and what we can do to resolve any concerns.

It is also important that you make contact with the most appropriate member of staff:

Form Tutors should be the first contact for any concerns relating to school life. Your child's tutor sees them every day at morning registration. Your child's tutor will generally stay with them throughout their time at the school. Each student belongs to one of our four Houses - Romero, Bakhita, Stein and Francis - and we invite all our students from the beginning to become involved in House events and activities.

Heads of Year should be contacted with any concerns which have not been resolved by the form tutor. Our Heads of Year are a very experienced and committed team and will work with parents and carers to resolve any issues which prevent students from being happy and settled in school.

Teachers should be contacted with any issues concerning progress in a particular subject or specific issues about pieces of work or homework.

Heads of Faculty should be contacted when the dialogue with the teacher has not been able to resolve any subject specific concerns. The Head of Faculty may then put in place an action plan to remedy the issue.

Headteacher and Senior Staff should generally be contacted when dialogue with the staff mentioned above has not been able to resolve any issues or concerns.

There will be times of course when any of the above staff may wish to contact you if any concerns arise.

Rewards and Sanctions

A key policy which we would encourage all parents and carers to make themselves familiar with is our behaviour policy, Behaviour for Excellence (see: www.st-gregorys.org.uk under Useful Information > Key Documents & Policies).

This policy sets out the positive ethos we wish to establish at Saint Gregory's, with praise and encouragement a key feature of our engagement with the students. However, we know that young people need boundaries and need to know the consequences for stepping over those boundaries. Our expectations for very high standards of behaviour, including high standards of uniform, and the consequences for falling short of those standards, are very clearly set out in the policy. By signing the Home-School Agreement, you are committing yourself to supporting this policy and all our other policies.

Working together

Complaints

It is very rare that we have complaints from parents but in the unlikely event that an issue or concern has not been resolved to your satisfaction you will find our Complaints Procedure, based on the Department for Education model document, on our website home page under Useful Information > Key Documents & Policies.

We would respectfully ask that parents and carers contact the school directly through the appropriate channels with any questions or concerns they may have rather than use social media as their chosen communication tool. We aim to keep these platforms as a positive forum to celebrate the success and achievements of our students as well as provide important or urgent information to our families.

Contact by email

All staff may be contacted by email. Our intention is to acknowledge all emails within 24 hours and to respond in full within five working days. At certain times of the year, this aspiration is more challenging given the demands of the curriculum but the staff will make every effort to keep to this.

Newsletter & Social Media

An important means of communication are the whole school and sixth form newsletter. These are posted on the website every Friday (fortnightly for the sixth form newsletter) and a link is emailed home. Please take time to read the newsletter which contains all the information you need about events of interest in school.

We also operate a school Twitter and Facebook account and these are used to share important or urgent messages with parents and carers as well as provide a forum for positive praise and celebration of our students' achievements.

Please note that these platforms are primarily for communicating with parents and carers. Children under the age of 13 are not permitted to have accounts on either platform.

Accounts operate during school hours and, whilst checked throughout the day, are not monitored 24/7.

Facebook: @SaintGregorysBath

Twitter: @StGregorysBATH

The PTFA also operate a closed group for parents and carers, providing a warm and welcoming support network for families. You can access this group by sending a request to their administrators from September.

Facebook Group www.facebook.com/saintgregorysptfa

Curriculum Arrangements

Students in Year 7 are taught in mixed ability tutor groups for all lessons, except for Maths where the Faculty has the autonomy to arrange groups.

Working together

Homework

Homework is an important extension of work undertaken in lessons. The homework which is set encourages self-discipline and initiative in students and helps consolidate their grasp of the specific subject matter. It also helps to keep parents in touch with work done at school.

Each student will receive a homework timetable early on in the term. This timetable has been compiled to enable the student to get into a routine and to protect them from homework 'overload'.

The school does not consider it appropriate to indicate a fixed amount of time for each subject in each year group as this is overly mechanistic and does not take into account the complex dynamics of each lesson. It is up to the teacher to decide what and how much needs to be set in the light of the learning objectives. As a guide, each subject's homework assignment in Years 7, 8 and 9 should take no more than 20 to 30 minutes.

All homework set is recorded on the 'Show My Homework' system. This is available for PCs and smart phones as an app. Parents and students have access to see all homework set, when it is due and details on how to complete it. Google Classroom is also used to support students' learning. Please complete the enclosed permission form to allow your child to access this learning platform.

Please encourage your child to complete homework by ensuring as much as you can quiet working conditions at home. For Year 7 there will be a maximum of three subjects per night. The homework timetables can be found on the website under Useful Information > Key Documents and Policies.

Calculators and Geometry Equipment

Scientific calculators are essential in order to access the math course. Basic calculators do not perform the calculations required for the current curriculum so it is essential for all students to have a scientific calculator. Casio FX 83 is the calculator we recommend but other calculators are available. Solar powered on/automatic off is a useful feature. They can be purchased for around £10-£15. Please remember to put your name on your calculator so that it cannot be removed. It is also vital that all students have their own geometry set comprising of a ruler, protractor and a pair of compasses.

Feedback on Progress

Students will be issued with two progress reports in the course of the year which will provide you with a 'snapshot' of their academic progress. In addition each child receives one written report each year with more information on how they are getting on and what they need to work on in each subject to improve. These points can be discussed more fully at the annual parents' evening when a 'learning conversation' between the teacher, student and their parents/carers enables the students to understand in detail how to make even better progress towards their challenging targets.

Parents should also check the comments and marking in their child's books as a way of getting up to date with their progress. We ask all parents to support their child's Attitude to Learning by covering their class books, preferably with sticky-backed plastic, as soon as possible in the new academic year. We expect a high standard of presentation in class books and any form of graffiti is not accepted. If there is graffiti in the planner or in class books we will ask you to replace them at once.

Working together

Students with Special Needs

If your child has special educational needs your main point of contact until 31 August 2020 is Mr McDermott, our Director of Pastoral Care and School SENCo. From 1 September 2020 the SENCo will be Mrs Morriss. The SENCo is supported by Mrs Stack our SEND Manager. A member of the Student Support Team will contact the primary schools in the summer term to meet students and staff (online or in person) to ensure that there is continuity for those students with specific educational requirements. The needs of the students are passed on to the teachers in detailed but sensitive briefings in September.

Safeguarding

The safety and well being of your child is our top priority. During school hours we are 'in loco parentis', we undertake to look after your children on your behalf. Students at Saint Gregory's consistently say they feel safe in school and we are committed to maintaining that very high standard of care.

If there are any concerns or suspicions that any of our students may be in harm's way, either in or outside of school, then we will take the appropriate action. Our **Designated Safeguarding Lead**, in charge of child protection, is **Mr McDermott**.

Online Safety

An increasing area of concern for parents is their child's activity online. The internet is a wonderful resource in many ways but there is also risk and in our experience, students can sometimes say things online which they would never dream of saying face-to-face. Disputes between young people can all too easily develop on the many social networking sites now available.

We will certainly remind students of the key messages of Online Safety as part of our curriculum, but it is important to remember that what your child does online is first and foremost your responsibility. When behaviour online leads to negative consequences in school then we will intervene but the most effective sanctions need to be issued at home. If you have any queries regarding Online Safety, please contact the Head of Computing, Mr Foley.

Data Protection

To help us care for your child and support their learning, we hold data about them and about their parents/carers. Please see the Privacy Notices for students and for parents/carers which are included with this booklet. If you have any queries regarding Data Protection, please contact our Data Manager, Mrs Tyler.

School Fixtures

The school arranges a wide range of sporting fixtures for students. Transport to 'away' fixtures is paid for by the school. We do ask parents, however, to ensure that students are able to get home afterwards. It is an honour to be selected for the school for any event and we ask you to reinforce this with your child(ren). Failing to turn up for a fixture when selected lets down other members of the team and can be demoralising for them.

Fixtures are notified in the weekly school newsletter, on the school website, and on the PE notice boards.

We may ask for a voluntary contribution towards the cost of transport where fixtures are away from school.



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College

School Uniform

Uniform and PE Kit

Please insist that your child wears the correct uniform every day and for all school occasions.

Uniform should be clean and tidy and **clearly labelled**. Uniform can be purchased from our recommended suppliers, Trutex or Scholars of Bath. They have been carefully chosen because they combine 'best value' and quality.

Please note that girls' skorts, rugby shirts, polo shirt, hoodies, sports socks can only be purchased from Scholars. Students may wear sports leggings or tracksuit bottoms but they must be plain black.

The school will not accept any deviation from the agreed school uniform in order to maintain high standards amongst our students. In particular, skirts must be at a modest length on the knee or just above.

Students may not wear trainers or canvas shoes in school as an alternative to school shoes. The school bag should be waterproof to protect books from rain damage. In order to ensure good posture 'ruck-sack' type bags are strongly encouraged. Handbags are not acceptable as a school bag.

Uniform

A high standard of personal appearance is expected of all students and anyone arriving at school in non-uniform clothing may expect to be sent home to get changed. Wear your uniform with pride, remembering that:

- All uniform items must be clearly labelled.
- Top buttons must be done up and ties knotted correctly.
- Boys' shirts must be tucked in and girls' blouses must not show below the blazer.
- Skirts must be worn at the correct length.
- Jewellery is not permitted in school with the exception of one stud in each ear.
- Trainers must not be worn in school at any time.
- Coats must not be worn in the classroom.
- Hair must not be dyed an unnatural colour.
- Extreme hair cuts are not allowed (shaved patches) and should be no shorter than a number three.
- Hair to be tied back at all times during the school day.

Uniform is available from Trutex Direct or Scholars of Bath. Please note the tartan skirt and PE kit are only available from Scholars of Bath. At the time of going to print, the Trutex catalogue is in the process of being updated online and we will issue this information to parents and carers as soon as it becomes available.

School uniform

Uniform	PE Kit and Dance Kit
Boys and Girls	
Bottle-green blazer with Saint Gregory's emblem A suitable outdoor coat Grey v-neck jumper with Saint Gregory's emblem	Trainers (NOT plimsoles) Gum shields are required for hockey and rugby Shin pads are required for hockey, rugby and football
Boys	
Plain grey smart trousers Plain formal black shoes (NOT canvas shoes or trainers) Plain grey or black socks White shirt and school tie	Reversible school rugby shirt Black shorts School sports socks (black and gold) Football boots (rounded studded footwear no blades) Black and gold polo shirt with Saint Gregory's emblem Black and gold sport hoody with Saint Gregory's emblem Plain black tracksuit bottoms
Girls	
School tartan skirt Black shoes with low heel (NOT canvas shoes or trainers) Plain black short socks or tights White reverse collar fitted blouse Tailored dark grey trousers Tie is optional for girls but must be worn with a white shirt NOT a blouse	Black shorts/black skirt School sports socks (black and gold) Black and gold polo shirt with Saint Gregory's emblem Black and gold sport hoody with Saint Gregory's emblem PE - Plain black tracksuit bottoms or sports leggings (all other leggings are unacceptable) Dance - Sports leggings (all other leggings are unacceptable)

Music Tuition

Instrumental Tuition and Extra-Musical Activities

Instrumental tuition is available to all students. At present, the school offers lessons in lower and upper strings, brass, woodwind, percussion / drums, acoustic and electric guitar, piano and voice. Students will be given detailed information in their first music lesson.

Tuition is given by peripatetic specialist teachers and lessons take place in school time. Wherever possible students leave their class lesson or free time on a rota basis to attend their instrumental lesson, so that they do not miss the same part of the same lesson two weeks running. Tuition costs per student, per term, are shown below:

- Individual lessons 15 minutes £82.50
- Individual lessons 20 minutes £110
- Individual lessons 30 minutes £165
- Shared lessons between 2 children 20 minutes £61
- Shared lessons between 2 children 30 minutes £82.50
- Shared lessons between 3 or more pupils 30 minutes £61

There are a small number of B&NES instruments available for hire but most students will need to provide their own instrument either by buying or hiring from a music shop. Details are sent to interested students with a letter explaining the system of tuition.

There are several activities which extend the music curriculum. All instrumentalists are welcome whether they learn in or outside school. At present the following groups rehearse on a weekly basis during lunchtime and breaktime:

- Senior Consort (mixed vocal group);
- Year 7 and 8 Choir;
- String Ensemble;
- Funk Band;
- Brass Group;
- Flute Ensemble
- Wind Band
- Orchestra

There are a variety of performance opportunities throughout the year including a Summer concert, whole school productions and recitals.

The department provides music for concerts, school Masses throughout the year, the annual Prize-giving, and a variety of outside events. All ensembles are actively encouraged to take part in the Mid-Somerset Festival.

Please note that any musical instrument brought into school is not covered by the school insurance. Please ensure that you have adequate musical instrument insurance if your child is travelling with an instrument to school. Cases must be clearly labelled with name, address and school details in case of loss on buses etc. Please keep a separate note of serial numbers at home. All instruments must be kept in the music store room.

Speech & Drama

Curtain Up Theatre School

Speech & Drama lessons are provided at Saint Gregory's by Tristan Carter, Head of Acting of the resident theatre school, Curtain Up.

LAMDA (The London Academy of Music and Dramatic Art) Exams can be taken in many subjects. Students at Saint Gregory's take regular exams in Acting, Speaking Verse & Prose and Public Speaking. Each exam is graded pass, merit or distinction and provides students with a written report and a certificate for their portfolio.

Speech and Drama

Each student will commit to a 30 minute lesson every week, during school hours with approximately five lessons per term. They will be expected to prepare and learn, under the guidance of the tutor, a minimum of two performance pieces per exam.

What are some of the benefits of these lessons?

- To gain qualifications in performance and communication.
- To improve the strength and clarity of the voice.
- To begin preparation for a performing arts career.
- To improve Acting and public speaking skills.
- To gain extra UCAS points for entrance to university.
- To unlock imagination and creative thinking.

Duo lessons cost £82.50 for ten lessons, Individual lessons cost £165 for two terms. The cost of these lessons may from time to time need to be increased, but this will only take place with written notification given to the parent/carers.

The cost of examinations is in addition to lesson fees and will be invoiced separately. At all times parents/carers will be kept informed.

Please contact Curtain Up Theatre School to register your interest in speech & drama lessons. They will be happy to send you a booking form and answer any questions that you may have.

Tristan and Sarah Carter
48 Spitalfields, Wingfield, Wilts, BA14 9LR

Telephone 01225 307939 or 07974 014490

Email admin@curtainup.org.uk

www.curtainup.org.uk

Extra Curricular Enrichment

Saint Gregory's believe that academic achievement should go hand-in-hand with encouraging young people to pursue individual interests, extend their skills and to use their leisure time in a creative way. We are able to offer a wide range of extra-curricular activities due to the considerable energy and commitment of our PE staff. The activities take place during lunch times and after school. They are advertised in the weekly newsletter, school website, twitter and PE noticeboards.

Sport

Saint Gregory's has extra-curricular clubs in the following sports:

Athletics	Football	Table Tennis
Badminton	Hockey	Tennis
Basketball	Netball	Trampolining
Cricket	Rounders	
Cross-Country	Rugby	
Cross Fit	Softball	

There are competitive fixtures in a variety of these sports across both key stages throughout the year.

Music

Monday	Wind Ensemble
Tuesday	Folk Band / Year 7 & 8 Choir / Composition Club
Wednesday	Orchestra / String Group
Thursday	Senior Consort / Band Workshop / Flute Salad
Friday	Brass Group

Any students interested in joining these activities should speak directly to Miss Townsend.

Lunch time and/or after school clubs and activities

Art Club - GCSE students	KS3 Science Club
Battle of the Books (Summer term)	LAMDA Speech and Drama exams
Centurion Reading Group - Years 7-9	Library/Computers - Supervised use of computers
Carnegie Reading Group - All years	Maths Challenge - competitions and quizzes
Chaplaincy Group	Shakespeare Festival - Drama
Dance Clubs	Sports practice sessions and clubs
Debate and Public Speaking Club	STEM Engineering Club
First Aid Club	University Maths Masterclasses for Years 7 & 8
GCSE Revision classes for Year 11	Whole-school performance rehearsals
KS3 Code Club (Maths)	
KS3 Drama Club	

Chaplaincy, Trips & Visits

Chaplaincy

Our school chaplaincy is an integral and active part of the Saint Gregory's community led by our Lay Chaplain, Mr Robinson. Chaplaincy is an area of the school that incorporates spiritual development, fundraising, concern for other and social justice action and pastoral support. There are a number of groups who meet regularly, supported by the Lay Chaplain, including Year 7 Chaplaincy team, charity and environment reps, Year 10 Young Volunteers and the Year 12 CAFOD Young Leaders. These active groups of students are responsible for a wide ranging variety of fundraising, awareness and Catholic Social Teaching initiatives which form the spine of our day to day life at Saint Gregory's. Students are supported by Chaplaincy in being the leaders of faith in their tutor time Collective Worship, assembly Collective Worship and whole school Masses and liturgies.

The school Chapel is open all day, everyday with chaplaincy leading a wide and varied programme, available to all students. Break times are dedicated to various forms of prayer and worship such as the Rosary, Exposition of the Blessed Sacrament, Lectio Divina, shared times of prayer and worship, etc. Whereas, lunchtime is open to activities and worship such as liturgies, meditation, arts, crafts and games. Our chaplaincy team welcome and support every student and their families as part of the community of Saint Gregory's both spiritually and pastorally.

Residential Trips and Visits

An increasingly wide variety of trips and visits are on offer which, in normal circumstances, may include:

- | | |
|-------------------------------------------------|---------------------------------------------------|
| Year 7 - 11 Retreat programme | Year 12 Physics Trip to Royal United Hospital |
| Year 7 Trip to Chepstow Castle | Year 12 Geography Slapton residential (5 days) |
| Year 7 Trip to Bristol Zoo | Year 12 - 13 Humanities enrichment |
| Year 7 Brokerswood camping (2 days) | (2020 Rome, 2021 Berlin) |
| Year 7 Scholars Programme | Year 12 - 13 UCAS/University conferences |
| Year 7 - 8 Dance Umbrella | Year 12 - 13 Performing Arts residential (2 days) |
| Year 8 Longleat Safari Park | Year 12 - 13 Politics/Sociology court visits |
| Year 8 Black Country Museum | Year 12 - 13 Politics/Sociology prison visit |
| Year 8 Trip to We The Curious (@Bristol) | Year 13 Business Studies trips |
| Year 8 - 10 Twickenham Rugby trip | Apprenticeship and careers events |
| Year 8 MEP China residential trip (12 days) | Sponsored walks |
| Year 9 Bovington Tank Museum | Rewards trips and visits |
| Year 9 WW1 Battlefields residential (3 days) | Mandarin Excellence Programme trips |
| Year 9 - 10 Ski trip | Music competitions and performances |
| Year 9 - 10 Germany residential (5 days) | Theatre and music performances |
| Year 9 - 10 Cordoba, Spain residential (5 days) | Gifted and Talented local conferences |
| Year 9 - 13 Duke of Edinburgh Awards | Youth Parliament and debate trips |
| Year 10 Geography Swanage trips | Netball/Cricket/Basketball/Football fixtures |
| Year 10 - 11 Kintbury residential (3 days) | A Level revision conferences |
| Year 10 - 11 GCSE revision conferences | CAFOD Young Volunteers courses (Chaplaincy) |
| Year 12 Bristol Museum of Art | |

Library & Equipment

The School Library

The Library at Saint Gregory's is a popular place for students to visit. It provides a comfortable and friendly environment for students to come and work or enjoy reading their favourite books.

The Library is an important part of the school providing support to students' academic and recreational school life. Students regularly visit here for reading and research lessons. It is open daily at break, lunchtime and after school sessions and provides a good selection of up to date fiction and non-fiction titles including key religious texts, study and revision guides, a comprehensive reference section, DVDs and Audio books. There are computers for homework use or internet research.

The Library has enthusiastic student library assistants and takes part in local and national events including the Centurion Children's Book Award, Carnegie Medal shadowing and Battle of the Books. Library staff are available Mon - Thurs 8.30am - 4.30pm and Friday 8.30am - 4.00pm.

Personal & School Equipment

Every student should be equipped with a pen, pencil, coloured pencils, eraser, ruler, calculator and geometry equipment. A good English dictionary and a Good News Bible are strongly recommended. All books (including exercise books) should be suitably covered. Books lost or damaged must be paid for.

All personal belongings should be clearly named. 'iPod' or other MP3 players should NOT be brought into school. Mobile phones must be switched off and in a school bag. They are NOT to be used at school. If your child is found using a mobile phone sanctions will be given in line with the Behaviour for Excellence Policy.

Lockers

Due to the expedited closure of school in March 2020, students were unable to clear their lockers for the academic year. Whilst we hope that this will be achieved before September, some flexibility may be required and we will allocate lockers as they become available.

Lockers are available for all Year 7 students at a cost of £10. £5 of this to be held as a deposit and carried forward to contribute to the Year 8 locker fee, as long as their key is returned and the locker is in an acceptable condition.

Cheques or cash for £10 made payable to Saint Gregory's School is to be brought in by each student at the beginning of the academic year.

Money and Valuables

Money brought into school should be kept to the minimum needed for the day's requirements and kept safely in a purse or the zipped pocket in the school blazer. Students must never leave money in their bag. Items of particular value (expensive pens or watches) should not be brought into school – they can easily be lost or broken. If there is a particular need to bring a valuable item or a large sum of money into school, it should immediately be given to a teacher for safe-keeping.

Personal & School Equipment

It is very important to reiterate that the school cannot be responsible for any items which are brought into school and lost.

Lost Property

Lost property should be handed into the school office without delay. All named items will be returned to their rightful owner.

If your child has lost anything, please enquire at the school office. Unnamed items are displayed in the student entrance foyer for collection by students at the end of every term.

Jewellery

In line with our Health and Safety Policy, the wearing of jewellery is strictly forbidden to both boys and girls. However, a suitable wristwatch may be worn and a small stud earring in each ear is allowed.

Chewing Gum

Chewing gum is strictly forbidden in school for reasons of hygiene.

Suggested Equipment

- Good English dictionary
- Pencil case and pencils
- Good News Bible
- Set of colour pencils (not felt tips)
- Scientific calculator (see above)
- Long plastic ruler (inches/centimetres)
- Geometry set
- Atlas
- Collins French/English, Spanish/English Dictionary (pocket version)
- Pilot roller pen (conducive to good handwriting)

IT/Computing

As part of computing lessons, your child will be introduced to the school and will be given access to their own space on our network, protected internet access and a school email account, which can be used to send work between home and school.

For the protection of all concerned, students will be asked to sign the school's 'Acceptable Use Policy'. It is important that both students and parents read and sign this. Students will be responsible for their own user space and remembering their own password. This is an important part of their education in helping them to take responsibility for their use of all technology and equipment. Time will be set aside in lessons to discuss this and to explore the importance of Online Safety which will be regularly revisited.



*Celebrating 40 years of
outstanding Catholic education*



School Catering

Catering Services

Our catering services are provided by Sodexo, a well-known catering company, who actively manage our Healthy Eating School Policy. All food is cooked on the premises and is available to all students at breakfast club, break and lunch. We operate a cafeteria system in the main hall and offer a snack shack provision in the piazza area outside, with students paying each day for what they have. A properly balanced two-course meal currently costs £2.50 although students can choose from a range of options including paninis at £1.80 and pasta with sauce at £1.50, sandwiches and salads. There is also a selection of snacks, including fresh fruit available daily, and cakes and cookies available at lunchtimes costing from 65p.

Due to the current Covid-19 pandemic, measures will be put in place to ensure the catering provision is safe for both our school community to use and for our Sodexo staff to provide. Further details will be available to parents/carers as part of the return to school arrangements which will be issued during the summer term.

School Meals Biometric Cashless System

In September 2019 we implemented a new completely cashless system for our school meal service. The system provides a secure, efficient, fast and high quality service.

However the system does use the latest biometric technology and therefore, due to the current Covid-19 pandemic, we are using a card system to authorise transactions rather than thumb or finger prints for the foreseeable future to avoid unnecessary risk of transmission.

There is a 'standard' limit of £5 per day to spend although parents/carers can change this limit if required. Year 7 students only will be given a one off overdraft facility to be able to purchase a main meal deal of the day.

Monies need to be credited to the accounts before purchases can be made. This can be done by using our online payment system, Tucasi, which can be accessed by the school website, selecting the 'Online Payment System'

Getting information on meals taken

Your child can request a printed receipt at any time, showing the balance held and the meal purchased. You will also be able to access your school meal account using the on-line facility.

How does the system work?

- The value of credit on the account is decided by parents. Additional credit can be added using the on-line facility.
- Parents can choose from a number of limits for daily expenditure if they wish.
- Parents may ask for a receipt showing the balance remaining and history of expenditure or access the information on-line.

School Catering

What if I am entitled to free school meals?

- Please ensure that B&NES Council have your child registered as eligible for FSM, particularly if they currently attend a primary school in Wiltshire, Somerset or South Gloucestershire.
- A card will be supplied with the value of a free school meal, currently £2.50, to be spent each day. Extra money can be credited to the account by parents in the same way as above.
- The free school meal allowance is always used in full prior to using any extra funds credited.
- To apply for FSM you can download the application form from our website (see: www.st-gregorys.org.uk under Useful Information > Key Documents & Policies).

Packed Lunches

If parents prefer, a student may bring a packed lunch. In line with Health and Safety Regulations, cans or glass bottles and fizzy drinks must NOT be brought into school. We have a water-only policy which parents are strongly encouraged to support. We also ask that packed lunches are healthy, avoiding foods high in fat and sugar. Should a student wish to go home to lunch, a written request is required from the parents. Students must then sign out and in on each occasion.

Special Diets & Allergies

Our school caterers, Sodexo, are experienced in managing a range of special dietary needs and allergies. In order for them to be fully informed of the needs of our students, all parents and carers are required to complete the enclosed forms in this respect, regardless of whether it is intended that your child will use the facilities or not.

Please note that we operate a NO NUT policy. We have students with very serious nut allergies and therefore ask that you do not put nuts or products containing nuts in your child's pack lunches or snacks. Thank you for your cooperation to help us avoid the possibility of a serious medical situation.

School Transport

Transport to Saint Gregory's

As parents/carers may be aware, there have been a number of significant changes to the transport policy by the local authorities serving our catchment area over the past few years. We have therefore worked closely with local coach companies to ensure that a dedicated transport service is available to Saint Gregory's students wherever possible.

However this year, due to the current Covid-19 pandemic, we will have to assess the financial viability of providing school transport from September. If, as has been suggested, we have to implement full social distancing measures then, for example, a 53 seater coach will have a maximum capacity of 9 in order for students to observe 2m between each passenger.

This will significantly increase the cost of providing transport, making it unaffordable for families.

When we have more guidance we will look at what measures need to be put in place for the safety of our students and the drivers. We will then advise whether we are able to provide our usual services. However, until the measures are confirmed, we need to plan on the basis that these services will continue to run and we therefore need to gauge the level of interest.

Please therefore note the following details and apply by **5 June 2020** to ensure your child secures a seat on the relevant transport, if we are able to provide it.

For students living in Bath and North East Somerset (B&NES)

Subsidised denominational home to school transport services for new starters attending denominational schools was withdrawn by B&NES in September 2014. The only exception is for low income families or baptised Catholic children who have an older sibling currently in receipt of transport assistance.

Baptised Catholic children starting at Saint Gregory's in Year 7 in September 2020 and who have an older sibling currently in receipt of transport assistance will be contacted directly by the B&NES Admissions and Transport Team usually by the middle of June. If you have any queries please contact them by email at admissions_transport@bathnes.gov.uk.

Parents of children who feel they may qualify under the low income family transport policy will need to complete an application form and return it to the Admissions and Transport Team. These forms will be available to download on the Council Website from the middle of June 2020 at <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport>. Alternatively parents can email passenger_transport@bathnes.gov.uk to request a form.

Similarly parents who wish to apply for any spare seats as a fare paying passenger must complete and return an application form, having read the terms and conditions. These forms will be available to download on the Council Website from the middle of June at <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport>. Alternatively parents can email passenger_transport@bathnes.gov.uk to request a form.

School Transport

For Students Living in Somerset

Saint Gregory's currently offer a dedicated bus service from Oakhill, via Shepton Mallet, Wells, Emborough and Stratton-on-the-Fosse. If you would like more information about this bus please complete and return the enclosed Expression of Interest Form by the deadline of **Friday 5 June 2020**. Current route details are also enclosed.

Somerset County Council offer financial assistance with transport costs only to those students from a low income family and who are baptised Catholic. For information and forms please contact the Somerset CC Transport Department on Tel No: 0300 123 2224, option 3 then option 2.

For Students Living in South Gloucestershire

Saint Gregory's currently offer a dedicated bus service from Kingswood, via Warmley, Longwell Green, Keynsham and Saltford. If you would like more information about this bus please complete and return the enclosed Expression of Interest Form by the deadline of **Friday 5 June 2020**. Current route details are also enclosed.

First Bus information (including lost property and Travel Line) is also available 9am - 5pm on 0345 6460707. The website is www.firstgroup.com. Student card information and application forms are available online and from the Bus Station.

For Students Living in Wiltshire

Parents/carers are advised to contact local and national bus and rail companies for transport options.

Walking & Cycling to school

As a part of our greener strategy we would encourage all students, who are able, to walk or cycle to school where possible.

A bike shed is available to students to store their bikes during the school day. The bike shed is located to the left of the main entrance to The Gateway Building. Students will need to provide their own locking security.

School contact

Mrs O'Bray, Office Supervisor, is Saint Gregory's point of contact for transport information.

Medical Issues

Medication

Only prescribed labelled medication can be given in school. Staff are not allowed to administer medication. Paracetamol or other tablets cannot be supplied or administered by the school unless prescribed.

Forms are available from the Medical Response Officer for prescribed medication that needs to be administered throughout the school day. The forms must be filled in by a parent/carer signed and dated. This medication must be prescribed by a doctor or hospital and be in its original packaging with the name of the student on the chemist's label with dose and times to be administered.

Inhalers: Students are expected to keep named inhalers on their person at all times, especially during PE and cross-country runs. A named spare may be kept in the medical room for emergencies. Any concerns please contact your child's tutor. The school now holds an emergency Ventolin but the appropriate form must be signed prior to its use.

Epipen: Students with an Epipen must keep this with them at all times. A named spare is also to be kept in the medical room for emergencies or if a second dose needs to be administered.

Diabetes: Students with Diabetes will need a plastic box with spare needles, testing strips, batteries etc. and also Gluco gel/and or Gluco tabs as well as a supply of suitable snacks/drinks e.g. Jelly Babies. These can be kept in the Medical Room.

All students with a medical issue will have a Care Plan and added to the medical register - we will give you more in-depth forms to fill in and these will then be added to as the student progresses through the school year, should circumstances change.

Please inform the school if your child is diagnosed with any medical needs/allergy as soon as possible in writing. All health issues regarding ongoing illness must be reported to your child's tutor.

If your child takes any medication for an on-going condition, this will also require a care plan. Should we have to call emergency services, they will ask for any medication taken and we will need to tell them.

School Nurse

The School Nurse holds a confidential 'Drop-in' Clinic for students on Thursday lunchtimes. Parents may contact her via the school at these times.

Illness

Normally your child may be away from school only for reasons of illness. If your child is absent please contact the school on 01225 838230 and leave a message on the school sick line. If an absence is likely to extend for more than three days, you are requested to telephone the school (01225 832873) and explain the absence. If your child is absent, and we have not been notified of the reason, then you will receive a text.

To ensure contact details are kept up to date, particularly in case of emergency, any change of address, home or work telephone numbers must be sent to the school, in writing, for the attention of the Office Manager.

Attendance & Punctuality

The School Day & Lesson Times	
Monday – Friday	
8.15 – 8.45	Breakfast is available in the bistro/servery
8.45 – 9.05	Tutor Time
9.05 – 10.05	Lesson 1
10.05 – 11.05	Lesson 2
11.05 – 11.30	Morning Break
11.30 – 12.30	Lesson 3
12.30 – 1.30	Lesson 4
1.30 – 2.10	Lunch Break
2.10 – 3.10	Lesson 5
3.15 – 4.15	Enrichment activities and/or Supervised study

At the end of the school day:

- Year 7 students will be dismissed at 3.00 pm
- Years 8 & 9 students will be dismissed at 3.05 pm
- Years 10 & 11 students will be dismissed with the final bell of the day at 3.10 pm

It is of the utmost importance that your child attends regularly and punctually. Punctuality is an important part of self-discipline and is essential to good time management. Students should ensure they are always in the appropriate classroom no later than the times shown above.

Holidays

Holidays are not to be taken during term time. Mrs Tuke, Assistant Headteacher, may authorise an absence for special reasons. Please download an Absence Request Form from the school website or request from the school office.

Bullying

A guide for parents

At Saint Gregory's we do not accept bullying behaviour.

Unfortunately at every school there are a few students who try to make life uncomfortable for other people.

Parents/carers and families have an important part to play in helping schools deal with bullying.

First, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression. **Second**, refer to our Anti-Bullying Policy which can be found on the school website or contact the school if you would like a paper copy. **Third**, watch out for signs that your child is being bullied, or is bullying others.

Parents/carers and families are often the first to detect symptoms of bullying, though sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomach aches, anxiety and irritability. It can be helpful to ask questions about progress and friends at school, how break times and lunchtimes are spent and whether your child is facing problems or difficulties at school. Don't dismiss negative signs. Contact the school immediately if you are worried.

If your child has been bullied:

- calmly talk to your child about it
- make a note of what your child says – particularly who was said to be involved, how often the bullying has occurred, where it happened and what has happened.
- reassure your child that telling you about the bullying was the right thing to do
- explain that any further incidents should be reported to a teacher immediately
- contact your child's tutor or Head of Year and explain to the teacher the problems your child is experiencing

Cyber Bullying - Guidance for parents and carers on cyber bullying

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way - through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, mobile phones and websites. It is emerging as one of the more challenging issues facing schools, since it has a direct impact on students but often occurs away from school property.





If bullying takes place outside of school then it is your responsibility to act in the first instance and if necessary involve the appropriate authorities. The school will offer support and advice and take any reasonable action to ensure such incidents are not repeated if it is impacting on a student's education.

Suggestions for Parents and Carers

- If the bullying is occurring through text messaging, use call display to identify the phone number and have it tracked through the mobile phone service provider.
- Instant messages (e.g. Yahoo instant messenger, Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account such as Hotmail, Yahoo or Gmail using a fake name. If threatening e-mail messages are received, instruct your e-mail program to block messages from that address. Then inform your Internet Service Provider (ISP).
- Do not erase or delete messages from cyber bullies. You don't have to read them, but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one person at a time.
- If physical threats are made or the bullying escalates, inform your local police.
- Make sure your children understand how vast and public the internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your Internet Service Provider (ISP) or cell phone service provider of any abuse.

Although it can take a lot of time and effort to get providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to stop it from re-occurring. Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms. Your ISP should provide further information on this.

The Parents, Teachers & Friends Association

Dear Parents/Carers

On behalf of the Saint Gregory's PTFA we would like to offer you a very warm welcome to our parental community. You are one of us now! We have grand ambitions for the future, and hope that you will actively join us to enrich and improve this stage of your child's educational experience. We are convinced that a strong link between the school and the parent body can bring enormous benefits for everyone. Our PTFA has two main functions: one is supporting and strengthening links between parents, school, and community, and the other is to create funds that can support the diverse extras that enrich experience throughout the school.

At times parenting isn't easy, and in recent times it has become even more demanding. Coronavirus has changed the world we live in and the very way we conduct our everyday lives. Belonging to a parent body that not only values the faith at the heart of our efforts, but also believes in the wide-ranging benefits of such a body, can make a significant difference to the way we deal with these challenges. There is an inevitable change as your fledgling Year 7 starts to spread their wings and tests their flying skills (and your patience). The truth is that we will all face similar parenting battles along the way and the PTFA can provide an obvious place to find support and shared experience. If you haven't already asked the question 'How much screen time is too much?' then you will be doing so shortly. This sense of community can only exist as much as you identify and interact with it. Initially, you might think the PTFA isn't for you – but there are lots of different ways to contribute.

Volunteering benefits the volunteer just as much as the chosen cause. So what could you do for the PTFA? Initially you could join The 100 Club and sign up to EASY Fundraising. You might then consider contributing your time to help at an advertised event where you would meet other parents. Consider sharing your skills with the PTFA committee. Could you advertise your business in our leaflets? Or become an official sponsor? It depends on what and how much you want to offer. We guarantee that being part of what is going on at school is so much better than NOT being part of it. You don't have to commit to every PTFA event – just once or twice a year is enough to make a positive difference and ensures a thriving and effective parent body at the heart of the school.

School budgets can't allow for all the 'lovely-to-have-but-not-essential' things that enhance education. The PTFA can fund some of these enriching items but not without your help. That is why every parent and carer is automatically a member of Saint Gregory's PTFA. We encourage you to consider activating your membership in the way that suits you best. We absolutely love to say YES to requests for donations from the school, recent examples include supporting the school's remote learning end of term rewards, a new sound system for the dance studio, a new state of the art lighting desk for performing arts, Year 11 Prom, recycling facilities and much, much more but these simply cannot happen without some effort from everyone.

We look forward to meeting you when the situation allows and telling you more about the hugely rewarding opportunities to get involved.

With warm regards,

Stephanie Thomas on behalf of the Saint Gregory's PTFA committee

Facebook Group www.facebook.com/saintgregorysptfa

Email ptfa@st-gregorys.org.uk





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In Christ we flourish