



# ***Information for Parents***

**2020-2021**



**St John Fisher**  
Catholic High School



# A Prayer for Each Day at School

Thank you, O God, for another day  
Help me to spend it wisely and to spend it well.

Grant that everything I do today  
may be done as well as I can do it.

Grant that everyone I meet  
may be happier for the meeting.

Keep me all through today

Conscientious in my work;

Truthful in my speaking;

Loyal to all my friends

and faithful to those who love me,

Through Jesus Christ my Lord.

Amen

## Mission Statement

“I have come that they may have life  
and have it to the full”

*St John's Gospel: 10:10*

St John Fisher School is a learning community striving to live the gift of life that God gave us:

- we know through our spirituality that everyone is a loved creation of God and that every person has a lesson they can teach someone else.
- we will take every opportunity to help each other and those less fortunate than ourselves.
- we will do our best to reach our aspirations, and celebrate our successes.

# Contents

1.	Prayer and Liturgy .....	4
2.	School Uniform .....	4
3.	Care of Property.....	6
4.	Insurance.....	6
5.	Contacting the School .....	6
6.	Home School Communication .....	7
7.	Attendance .....	8
8.	Vertical Tutoring.....	8
9.	Inclusion and Special Educational Needs .....	8
10.	Racial Equality .....	9
11.	Sex Education .....	10
12.	Safeguarding .....	10
13.	Photography of Children.....	10
14.	Curriculum .....	11
15.	Reporting to Parents.....	12
16.	Homework.....	12
17.	Student Illness and Medicines .....	12
18.	The School Catering Service.....	13
19.	Extra-curricular activities.....	14
20.	Focus Days .....	14
21.	Charging and Remissions .....	14
22.	Transport.....	15
23.	Behaviour.....	15
24.	Learning Rules for the Classroom .....	17
25.	Celebrating Achievement.....	17
26.	Examinations.....	18
27.	Careers Guidance.....	18
28.	Public Availability of Documents.....	18
29.	School Term Dates 2020-2021 .....	19
30.	The School Day.....	19
31.	The School Weeks 2020-2021 .....	20

# St John Fisher

Catholic High School



Park Lane  
Peterborough  
PE1 5JN

Tel: 01733 343 646

Headteacher: Kate Pereira BA (Hons), N.P.Q.H.

Dear Parents

I am very pleased to welcome you and your child to St John Fisher Catholic High School. I hope that we will work together to ensure that he or she receives the best possible education over the next few years and benefits from being part of our school community.

We are aware that the move to secondary school is a big change in children's lives and so we take great care over the arrangements that we make and the information that we provide in order to lessen any concerns you or your child might have. Please do contact us if you have any questions which we do not answer during the induction process or in the paperwork that we give you. As well as the information in this booklet you will find more on the school website which is listed on the back cover.

We appreciate that you have prime responsibility for your children's education and are pleased that you have chosen our school to help you with this. We will aim to keep you informed of all that we are doing and of your child's progress and ask that in return you keep us informed about anything that you feel we should know. Your support for your child is a key aspect and we ask that you show this by attending parents' evenings and encouraging your child to be involved in activities outside of lessons.

I look forward to working with you.

Yours sincerely

*Kate Pereira*

Kate Pereira  
Headteacher

# **I. Prayer and Liturgy**

At St John Fisher Catholic High School there are lots of opportunities for students and staff to reflect and pray.

## **Thought for the Day**

Each day begins with a short time of prayer, led by the Form Tutor and students.

## **Assembly**

All students attend one assembly each week. These are times when we gather as a community to pray and celebrate our life together.

## **Liturgy**

During the year we hold a varied programme of liturgies. These include:

### **Mass**

Mass is celebrated in school each week on Tuesday mornings at 8.45 am and on Feast Days. All students are invited to attend Mass. Parents are always welcome at school Masses.

### **Other Celebrations**

Liturgies are celebrated to mark special times of the year and special points in the lives of our students.

### **Retreats**

All students have the opportunity to experience a programme of day and residential retreats during their time at St John Fisher Catholic High School. These are special times when students go away from school to reflect and pray and enjoy each other's company in a more relaxed environment.

### **School Chapel**

The Chapel is available for all members of our community to use for prayer and reflection. It is a space that we are very proud of and something that most schools do not have.

# **2. School Uniform**

At St John Fisher Catholic High School we pride ourselves on the smart appearance of our students. This is largely due to the pride which the students themselves take in their own appearance and in ensuring that they meet the uniform requirements of the school. All students are expected to wear full uniform within school and when travelling to and from school.

Parents are advised to label all items of school uniform with their child's name.

## Boys

Black blazer with badge  
White shirt  
School tie  
V-neck plain black jumper  
black trousers (from school suppliers only)  
Sensible black shoes (no trainers)  
Grey or black socks  
Sikh boys may wear a plain black turban  
Plain dark coat

## Girls

Black blazer with badge  
White shirt  
School tie  
V-neck plain black jumper  
Kilt (worn to the knee)  
or black trousers (from school suppliers only)  
Sensible black shoes (no trainers)  
black socks or black tights  
Muslim girls may wear a plain black headscarf  
Plain dark coat

## Sportswear

### Outdoor

School Sweatshirt  
Black shorts  
Red socks  
Boots  
Black tracksuit bottoms (optional)  
Gum Shield (for hockey and rugby)

### Outdoor

School Sweatshirt  
Black shorts  
Red socks  
Boots  
Black tracksuit bottoms (optional)

### Indoor

Training shirt (compulsory)  
Black shorts  
White socks  
Indoor training shoes

### Indoor

Training shirt (compulsory)  
Black shorts  
White socks  
Indoor training shoes

**Hair:** Hairstyles should be moderate and of the student's natural hair colour and not have "cuts/lines" of any shape or design.

**Jewellery:** For safety reasons the wearing of jewellery, including nose studs, other than a pair of small stud earrings is not allowed.

**Make-up:** Make-up including nail varnish and false nails, should not be worn to school. Students will be asked to remove it.

Fashion items and training shoes are not acceptable school wear. The school badge can be purchased direct from the school. Blazers, shirts, kilts, trousers, ties and sportswear may be purchased from Chromasport, 10 Wulfric Square, Bretton, Peterborough, PE3 8RF.

## Equipment

Students should bring the necessary equipment to school each day. This includes a pencil case containing pens, pencil, rubber, ruler, sharpener, mathematical equipment (protractor and calculator). Students can purchase a Scientific calculator from Student Services (current cost £2.50). Students who speak English as an additional language are expected to have a bi-lingual dictionary.

### 3. Care of Property

We have a splendid school building that we need to respect and appreciate. Students are expected to care for the fabric of the school as if it were their own home. If damage is caused wilfully, the student(s) concerned will be expected to pay, in whole or in part, for the repair. Scientific and Technological equipment is particularly fragile and expensive. Breakages caused by foolishness or carelessness will be charged for.

Students are responsible for the care of their own property. They should only bring into school money and items needed each day. Valuables should not be brought into school. The school cannot take responsibility for the property of students and they are not insured. Lost property is placed at the back of the Dining Hall for students to collect.

Mobile telephones are not allowed in school during school hours. However, they can be handed in to student services at the beginning of the school day and collected at the end. If a student is found to have a mobile phone in class we will usually confiscate it and hold it for the parent to collect.

### 4. Insurance

Parents are advised that the school cannot be responsible for property brought on to the school premises. Loss of or damage to property is fortunately a rare occurrence. Nevertheless, parents may wish to consider extending existing policies or to take out new ones to provide cover. For this reason we do not allow students to bring personal music players or mobile phones to school.

### 5. Contacting the School

If your question is about an aspect of school or local authority administration the office staff should be able to deal with it by telephone.

If you wish to discuss your child's progress, you should contact his or her form tutor. The tutor knows your child best and, if necessary, will be able to put you in contact with the appropriate person. We suggest that you use the school diary as a form of communication; alternatively, you may email the school on [enquiries@stjohnfishersschool.org.uk](mailto:enquiries@stjohnfishersschool.org.uk) and in the subject line put in the name of the form tutor required.

As you will be aware, all our tutors spend the school day teaching. It may not be possible for them to speak with you immediately.

#### How to Contact School

School Address: St John Fisher Catholic High School  
Park Lane  
Peterborough  
PE1 5JN

Telephone Number: 01733 343646

Email Address: [enquiries@stjohnfishersschool.org.uk](mailto:enquiries@stjohnfishersschool.org.uk)

Website [www.stjohnfishersschool.org.uk](http://www.stjohnfishersschool.org.uk)

On the rare occasions when it is necessary for parents to send information to students at school, a message should be left at reception.

## 6. Home School Communication

Your son or daughter will tell you all about the many activities of the school day and we encourage parents to discuss their children's work with them every evening. Much information about school life is contained in the school diary which is also used to record homework. You are asked to sign this diary every week and check that all homework is completed every evening. Emails and letters about specific events are sent home during the year.

In case of emergency it is essential that we have up-to-date and accurate contact numbers for parents or carers. Should these numbers change during the year please telephone the school office to inform us immediately.

We send information to parents via text message to your mobile phone. A **free**, smartphone app for parents is available for download called 'School Gateway' for Apple (iOS 8 on the iPhone 4S or later, iPad, iPod Touch) and Android (4.0 / Ice Cream Sandwich or later) devices.

**Please could you download this new app to your phone (it's free)** as it will help us improve communication with parents – and save the school money.

The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

This means you will be able to:

- Receive letters reliably and promptly
- See letters in your inbox like any other email
- Be able to reply by email or app
- Send us any reasons for absence via text or email
- Book places and make payments for trips and events
- Make payments for meals/food
- See your child's timetable and school reports online

As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

<b>1. Register</b> Register using the same email address and mobile number held by the school	<b>2. Four digit PIN</b> School Gateway will send you a text with your PIN	<b>3. Login</b> Login, you are ready to go
--	---	---

If you've changed your email address or mobile telephone number, please let us know so we can update our records which will allow you to use the app.

Each week you will receive a copy of the School Newsletter which gives a broader picture of school life in all years.

## 7. Attendance

In order for your child to achieve his or her potential at St John Fisher Catholic High School full attendance is very important. We will include the latest attendance figures for students in their termly Progress Updates (reports).

In the case of absence due to illness, medical or dental appointments you should inform the school by telephone each day leaving a message on the Attendance Line: 01733 343646 option 1, email [attendance@stjohnfisherschool.org.uk](mailto:attendance@stjohnfisherschool.org.uk) or send a message via the School Gateway App (see above). Medical and dental appointments must be made outside of school hours wherever possible and you should not book holidays during term time. Your child should also bring in a letter written and signed by you explaining why he or she was absent on his or her return to school. Please be aware that it is up to the school to decide whether or not to authorise the absence: bringing a letter does not automatically do this.

The Governors recognise the crucial importance of attendance and it is their policy that leave of absence should not be authorised unless there are exceptional circumstances. Requests for leave should be made at least four weeks before the dates requested. We work closely with the Local Authority to monitor attendance and do pursue parents when their child's attendance falls below acceptable levels (95%). This includes the issue of fixed penalty notices when appropriate, in line with government guidance.

If for any reason your child is late for school he or she must report to the school reception on arrival. An afterschool detention will be issued for lateness on that day if there is no satisfactory reason.

## 8. Vertical Tutoring

All students are placed in one of four school Houses: Beverley, Cambridge, Rochester and Westminster. All students are given a coloured badge to indicate which House they belong to. Each House has a Head of House, who oversees student achievement, and a Student Support Officer who works from the House Office.

Each House has nine vertical tutor groups, meaning that there are some students from every year group in each tutor group.

There is a 20 minute form period every morning, when students are registered, helped to prepare for the day and also take part in tutor group activities such as paired reading and quizzes. Students also attend a House Assembly once a week.

Students take part in House and School Challenges, where they have the opportunity to compete against other tutor groups or Houses to gain House points and prizes.

The tutor is the first point of contact for parents, followed by the Student Support Officer and Head of House.

## 9. Inclusion and Special Educational Needs

As a school we are concerned with the individual needs of every child. Inclusion comprises of provision for Learning Support, English as an Additional Language and Gifted and Talented students.

The Learning Support department exists to address the needs of any student who may be experiencing difficulties in accessing the full curriculum. The Department is led by the Assistant Head, who is also the SENCO. An Assistant SENCO and a dedicated team of Teaching Assistants deliver support inside

and outside the classroom. The impact of the support given to students is regularly assessed and reviewed in consultation with parents in accordance with the SEN Code of Practice. All students with a Statement of Special Educational Needs or EHC Plan have a designated key worker and, when necessary, liaison takes place with external agencies to ensure that all needs are addressed.

Interventions that regularly take place include: Key Stage 3 literacy withdrawal groups; Key Stage 3 numeracy coaching; Key Stage 3 pre-teaching and over-learning; Year 7 Reading Buddies; Social Skills groups; Sensory Circuit; homework support; handwriting and fine motor skills work and Key Stage 4 Learning Support option. Parents can look at the SEND information report on the school website for further details.

The School is also a specialist Hearing Impaired Hub and works closely with the Local Authority to support learners with a hearing impairment in our school and offer a specialist service as a centre of excellence to other schools in Peterborough.

The English as an Additional Language department has one member of teaching staff and a team of multi-lingual Teaching Assistants led by a Higher Level Teaching Assistant. The department provides intensive English support to students who have recently arrived in the country and also supports more advanced learners of English in lessons across the curriculum. All students are regularly assessed and monitored, and the department provides information and support to all members of the teaching staff, to ensure that all students are included and fully stretched during lessons. In consultation with the English department, students are withdrawn to engage in intensive language study, and students in Years 9, 10 and 11 all study for the EDEXCEL ESOL qualification, alongside their GCSE studies.

Students are strongly encouraged to continue the study of their home language, and the department works closely with the MFL Faculty to ensure that students sit GCSE and A Level examinations in Polish, Portuguese, and any other language as appropriate. The Faculty includes speakers of French, Urdu, Polish, Lithuanian and Portuguese, and can provide facilities for translation or interpreting when required.

The needs of more able students are also recognised and provided for. The majority of the work with these students takes place within faculties as part of the school curriculum. In addition a designated teacher works to support staff and students, regularly reviewing provision and developing whole-school activities to stretch and challenge students further. There is a whole school development programme for identified students.

## **10. Racial Equality**

Racial prejudice is contrary to the school's Mission Statement and Behaviour for Learning Policy. The governing body endorses the definition of a 'racist incident' and the definition of 'racism' as recommended by the Report of the Stephen Lawrence Inquiry, which the Home Office has advised all agencies to use:

A racist incident is any incident which is perceived to be racist by the victim or any other person.

Racism, in general terms, consists of conduct or words or practices which advantage or disadvantage people because of their colour, culture or ethnic origin. Its more subtle form is as damaging as its overt form.

Issues regarding racism should be brought to the attention of staff, as soon as possible, who will respond by investigating the matter, formally recording what has happened, and by taking an appropriate form of action.

## **11. Sex Education**

The Church recognises that it is the privilege and responsibility of the family to inform and educate their children in all matters pertaining to human growth and development. However, it also recognises that parents need a major commitment from schools to support them in this role.

St John Fisher School has a developmental programme of personal, social and moral education which aims to help our young people to have a properly formed conscience, to enable them to make right judgements and to take the right actions in the many and varied situations in which they may find themselves. The information our students are given is in the context of the Christian community and with Christian values and based on sound moral principles within the framework of the Catholic Church's teaching.

## **12. Safeguarding**

It may be helpful for parents/carers to know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer and where possible seek their consent to a referral to Children's Specialist Service. This will only be done where such discussion and agreement-seeking will not place the child at increased risk of significant harm. Schools are encouraged to take the attitude that where there are grounds for concern they should be very cautious, and seek advice rather than to risk a child's safety. Occasionally, this duty on Headteachers means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the Headteacher was acting in good faith and in the best interests of all children.

Our designated Child Protection staff are: Tom Reilly, Deputy Headteacher; Catherine Wilson, Assistant Headteacher; Jo Sennett, Assistant SENCO; Sue Hostead, Sheila Patel, Karen D'Ambrosio and Jacqui Reid, Student Support Officers.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All new staff appointments will be subject to appropriate safeguarding checks.

The school regularly reminds students about the importance of e-safety through assemblies, Safer Internet Day and the Citizenship programme. Parents can access advice about e-safety and other safeguarding issues through our website and following the Parents link.

## **13. Photography of Children**

There may be times when children are photographed as part of normal school activity. This includes photos and movies for teaching and security purposes and displays around the school.

Photographs taken for publicity purposes will only be used with consent from parents/carers.

## 14. Curriculum

We operate a timetable of 40 periods of 75 minutes per fortnight.

### Key Stage 3

#### Year 7

Religious Education	3	English	6
Mathematics	6	Science	5
French	4	Humanities (History, Geography)	4
The Arts (Art, Drama, Music)	4	ICT	2
Physical Education	3	PSHE/Citizenship	1
Technology (Textiles, Design & Food)	2		

#### Years 8 & 9

Religious Education	3	English	5
Mathematics	5	Science	5
French	4	Humanities (History, Geography)	4
The Arts (Art, Drama, Music)	6	ICT	2
Physical Education	3	PSHE/Citizenship	1
Technology (Textiles, Design & Food)	2		

### Key Stage 4

Religious Education	4	English	5
Mathematics	5	Science (Double)	7
Physical Education	3	PSHE/Citizenship	2

Where appropriate, students are also able to take GCSE examinations in their home language.

In addition to the core subjects listed above, students choose three other courses. This year the subjects available are: Art & Design, Business, Computing, Drama, English as an additional Language, Food Technology, French, Geography, History, Home Language, ICT, Learning Support, Travel and Tourism, Media Studies, Music, Product Design, Sports Studies and Spanish.

### Physical Education

Physical Education is compulsory in the curriculum. We aim to encourage a positive attitude towards participation in physical activity. All students undertake a wide and varied sporting programme, culminating in an options scheme in the later stages of their school career.

### Sixth Form

The school works in Partnership with The Kings School to offer a wide curriculum to Sixth Form Students, including the following subjects:

Art & Design	Biology
Business Studies	Chemistry
Classical Civilisation	Drama/Theatre Studies
English Language	English Literature
French	Geography
History	Information Communication Technology
Mathematics	Further Mathematics
Music	Physics
Psychology	Religious Studies
Sociology	Sports Studies

We also offer a post 16 football scholarship in conjunction with Youth Dreams Project

## **15. Reporting to Parents**

Each student will receive regular Progress Updates , giving current level of working for each subject, an effort grade and a note of any concerns. A Parents' Meetings are held each year at which parents meet with the tutor and subject teachers to discuss their child's progress. This is arranged through an appointments system which can be accessed via the School Gateway App and students are invited to be present at the interview.

## **16. Homework**

At St John Fisher Catholic High School homework is regularly set for all students. The homework timetable for students in each year group is published in September.

Regular homework is a valuable part of the learning process through which each student is helped and encouraged to develop sound study habits.

Each student will be assigned some homework on each school day. The amount and the length of time that it takes to complete it will increase as the student progresses through the school.

Your son or daughter will be issued with a school diary in which all homework set should be recorded. You can encourage your child to study well by providing a suitable place at home where this can be done. Students generally need a quiet place in which to work where they are not distracted by television or other activity.

It is possible for students to stay after school and use the Learning Resource Centre to do their homework. This facility may be particularly useful for students who do not have access to the Internet at home.

## **17. Student Illness and Medicines**

Students who feel ill during the school day should report to Student Services.

The school may administer medicines prescribed by the child's doctor. Medicines should be clearly labelled with the student's name, form and instructions for use. These may then be sent into school with your child and will be kept securely in the Student Services office and administered by a member of staff responsible for First Aid in the school.

The school will hold a supply of 500mg paracetamol (supplied by parent), which can be given to your child to relieve headache, toothache or period pain provided that you have completed and signed the parental consent form. You will be contacted by phone before any paracetamol is given.

If your child suffers from asthma or diabetes please inform the school of any changes to their medication. Inhalers can be kept in school for use in an emergency for asthmatics, as can glucose/insulin for diabetics.

## **18. The School Catering Service**

A range of hot and cold meals and snacks is available from the dining hall at breakfast, break and lunchtime. Students may bring a packed lunch to school if they wish. Parents of students eligible for a free school meal should obtain an application form from the school Registrar.

The school operates a cashless catering system.

### **How does the system work?**

The student simply places their finger on a scanner at the till; a display will show the till operator the student's name, class and current cash balance held within the system. The selected food items will be entered into the till and the amount spent and the new cash balance will show on the display to the student.

### **Security**

Each student will have their fingertip registered when they start in School. Students, parents and staff can rest assured that the fingertip images cannot be used by any other source for identification purposes. The system uses an image of the fingertip to create a mathematical algorithm and then discards the fingertip; only the numbers remain and these cannot be reinterpreted back into a fingertip image.

### **How to pay?**

All students and staff will have an account with Caterlink, our on-site catering supplier. Money is credited to accounts via either:

*School Gateway App* – you can add money via the School Gateway App by going to Payments and either setting up a Direct Debit or paying by Credit/Debit card. Once you have set up the first payment you can go to Lunch Money and see the available balance and top up the balance if required.

*Automatic Cash Terminals* – Students place their finger on the scanner and insert money into the cash terminal. Two terminals are located in key areas for students to top up their accounts. The terminals are programmed to accept: Notes £20, £10, £5 Coins £2, £1, 50p, 20p 10p.

### **Free School Meals**

Children who are entitled to Free School Meals will scan their fingertip at the till. Money for the Free School Meal will be credited to the account before lunch each day and any unspent will be removed after lunch.

### **Spend Limits**

A daily spend limit for students can be programmed into the system. Please contact Student Services if you would like a spend limit added to your child's account.

### **Reports**

The catering system is able to provide parents with a report detailing their child's history of food purchased at School via the School Gateway App.

## **19. Extra-curricular activities**

We have a rich programme of extra-curricular activities. These activities are designed to support students' learning by offering a variety of ways of consolidating learning and learning new skills. They are also enormous fun! All students are expected to take part in at least one extra activity. Dates and times will be published in September.

## **20. Focus Days**

We have 5 Focus Days throughout the year across the whole school, where there is a revised timetable which includes a variety of activities and learning experiences, including educational visits and opportunities for deeper learning.

## **21. Charging and Remissions**

Our priority is to offer all students the opportunity to participate in activities provided as part of the curriculum to achieve to the best of their ability. In keeping with the Government legislation charges will be made for:-

- Instrumental music and singing tuition provided by peripatetic teachers other than as part of the public examination course.
- Day and residential visits taking place out of school hours.
- Finished products which students take home having made them using resources provided by the school.
- Public examinations which students fail to attend without good cause supported by appropriate documentation.
- Damage to equipment/building/environment resulting from unacceptable behaviour.
- Voluntary contributions will be requested for day or residential visits organised during school hours.
- A copy of our Charging Policy is available on the school website. Any queries about charging should be directed to the Business Manager at the school.

You can pay for many of these via the School Gateway App where you will see a payment request.

## 22. Transport

The school provides cycle racks for the benefit of those students who wish to cycle to school. Although we make strenuous efforts to protect bicycles, it is strongly recommended that they be securely locked to the racks provided, as bicycles are left on the school site at the owners' risk. While the school cannot be held responsible for any loss or damage to bicycles, it will do all it can to minimise problems. Parents are advised to ensure that bicycles are covered by their own personal insurance.

The school operates a mini bus service from Peterborough Station each morning for students who come by train. Spaces are limited, please ask at Reception for more information.

Information about home school transport can be obtained from the School Transport Officer at your local education authority:

Peterborough City Council - 01733 317455

Cambridgeshire County Council – 0345 045 5208

Lincolnshire County Council – 01522 782020

## 23. Behaviour

At St John Fisher Catholic High School we pride ourselves on the considerate and courteous behaviour we show to one another.

Our expectations are set out fully in the Code of Conduct which is printed below.

### Code of Conduct

“I have come that they may have life and have it to the full”

We are proud to belong to St John Fisher Catholic High School where we believe that each member of the community is created in the image of God. Therefore in our school we must always treat one another with respect. We must ensure that each person is able to develop his/her God given talents to the full. These simple rules follow from this principle.

- We will always be polite and courteous to everyone in my words and actions, take care of others, and never do anything which puts another person's safety at risk. We will always report bullying if it occurs.
- We will always work to the best of my ability, accept challenges and be self-motivated to be a successful student. We will take pride in my progress and celebrate it with my family.
- We will take personal responsibility for arriving punctually at school and lesson, listen carefully to feedback and make any necessary changes to my actions or words.
- We will help others to excel and remind them of our school values and conduct.
- We will take pride in my appearance by wearing the correct uniform and be an ambassador for our school at all times.
- We will take care of school property and others belongings.
- We will show care for the environment particularly by disposing of all rubbish in bins and by not bringing chewing gum into the school.
- We will always come prepared for lessons with the correct books and equipment.
- We will move around the school in a quiet and orderly fashion, keeping to the left in corridors.
- We will leave valuable or dangerous items such as mobile telephones and large sums of money at home.

We are working to create a school community where bullying is not tolerated and copies of the school Anti Bullying Policy are available on request to parents.

We aim for high standards of behaviour at all times. In class, students are expected to behave in a way that promotes their own and others' learning. Emphasis is on creating a well-ordered environment in which learning can be pleasurable and efficient. Good behaviour is also required outside the classroom whether in the courtyard or on the way to and from school. As many students use public transport, conduct on the buses must be an area of self-responsibility. While the school reserves the right to act to protect its reputation, parents are reminded that the primary responsibility for the conduct of their children on the journey to and from school is theirs. Anti-social behaviour is firmly discouraged. Parents receive a copy of our Behaviour for Learning Policy at the beginning of the school year.

**Parents and students are asked to make a particular note of the following:**

- Students must never bring onto the school premises any type of weapon, in particular any type of knife (even a small penknife on a key ring), any type of gun e.g. toy gun, air pistol, Ball Bearing gun and such like. This also applies to travel to and from school.
- Any form of bullying and intimidation is expressly prohibited. Students must never instigate or take part in any physical or mental abuse of other students.
- Any form of racial abuse or harassment is expressly prohibited. Students must never instigate or take part in any physical or mental abuse of other students on the grounds of race, culture, or religious belief.
- Students must never endanger the lives of other members of the school community by setting off the fire alarm without good reason, even accidentally.
- Any physical or verbal abuse of staff or the use of abusive language in response to a request from a member of staff is expressly prohibited.
- Failure to comply with the above could result in a fixed term exclusion and even a permanent exclusion.

**Behaviour - Sanctions**

If a student's conduct is outside the normal limits of acceptability, a student can expect to be reprimanded or punished, depending on the seriousness and frequency of the offence. Significant breaches of the school's behaviour policy are always recorded.

Initially, or for minor offences of poor conduct, suitable punishments are issued by departments and followed up as appropriate by the form tutor and Student Support Officer. A report card may be used to monitor conduct.

More serious and persistent offences are followed up by Heads of House and will result in a school detention. Students may also be placed on amber or red report card and parents will be asked to attend a meeting in school to discuss the problem.

For serious breaches of the school code of conduct a period of Seclusion will take place. Students will attend the seclusion room from 8.40 am – 4.00 pm and will complete work in silence, removed from contact with their peers. Seclusion will also offer the opportunity for students to reflect on their actions and make amends as appropriate.

For further serious breaches of the school's behaviour policy a student may receive a fixed term exclusion.

Occasionally, when other members of the school community are placed at risk, for example in cases where there are extreme acts of harassment or violence, a fixed term exclusion will be necessary

straightaway. In addition, the Headteacher reserves the right to permanently exclude students for repeated serious breaches of the school's behaviour policy.

## **24. Learning Rules for the Classroom**

- Arrive punctually to lessons.
- Bring the correct books, equipment and kit to every lesson.
- Sit in your seating plan place every lesson.
- Be quiet when asked to by a teacher/support staff.
- Follow instructions first time.
- Complete classwork and homework to the best of your ability.
- Show respect to others in the class at all times.

## **25. Celebrating Achievement**

The school has a highly valued merit system. Students are awarded merits for their contribution to school life. Merit certificates are presented in assembly to students who have achieved the required number of merits. These merits are then converted to House points and allocated to the individual student, the tutor group and the House.

Each term, Houses hold Celebration Assemblies, when students are rewarded for high attainment, effort, excellent attendance and valuable contributions to the form and the House.

Each week in the St John Fisher News a different subject will celebrate the achievement and progress of its students by publishing their names in the newsletter. Every June parents, teachers, students and governors meet for the Celebration of Achievement Evening at which annual prizes for achievement and effort in each subject are presented.

## **26. Examinations**

All students sit school examinations each year according to the examination timetable which is published in advance. The school will pay for examination entries for GCSE, A level and BTEC courses which students have studied at school. If students are absent from these national examinations we will usually charge parents for the cost of the examination. Students may also be charged for resitting examinations.

## **27. Careers Guidance**

All students throughout the school are encouraged to find their God-given vocation in life. Work related learning begins in Year 7 and is an integral part of the PSHE programme. There is also a structured programme of Independent Careers Education and Independent Advice and Guidance which begins in Year 8 and all students are given the opportunity to undertake a Work Experience placement in Year 10. The school's Careers Lead is Mrs Donna Maudsley.

Careers advice for Sixth Form students includes help with UCAS and other applications and interview techniques. There are also opportunities to visit careers conventions and exhibitions and engage in work related learning. All students complete compulsory work experience at the end of Year 12, with students on vocational courses also completing work placements throughout their course.

## **28. Public Availability of Documents**

The Freedom of Information Act allows parental and public access to school documentation including statements on curriculum policy, DfE documents, HMI reports, syllabuses and schemes of work. Parents wishing to read documents should contact the Headteacher in writing.

Parents requesting a copy of their child's file will be charged an administration and photocopying fee. This will depend on the size of the file concerned. Full details are available upon request.

## 29. School Term Dates 2020-2021

### Autumn Term Opens

07 & 08 September 2020	Training days
09 September 2020	Term Begins for Year 7 only
10 September 2020	Term Begins for all
23 October 2020	Training Day
26 - 30 October 2020	Half Term Holiday
18 December 2020	Term Ends

### Spring Term Opens

04 January 2021	Term Begins
15 - 19 February 2021	Half Term Holiday
22 February 2021	Training day
26 March 2021	Term Ends

### Summer Term Opens

12 April 2021	Term Begins
03 May 2021	Bank Holiday – school closed
31 May - 04 June 2021	Half Term Holiday
13 July 2021	Term Ends

## 30. The School Day

Students should arrive at school by 8.35 am

Registration and Assembly	8.40 - 9.00
Period 1	9.00 - 10.15
Break	10.15 – 10.35
Period 2	10.35 - 11.50
Period 3	11.55 - 13.10
Lunch	13.10 – 14.00
Period 4	14.00 - 15.15

## 31. The School Weeks 2020-2021

<b>Week 1</b>	<b>Week 2</b>
07 September 2020	14 September 2020
21 September 2020	28 September 2020
05 October 2020	12 October 2020
19 October 2020	02 November 2020
09 November 2020	16 November 2020
23 November 2020	30 November 2020
07 December 2020	14 December 2020
04 January 2021	11 January 2021
18 January 2021	25 January 2021
01 February 2021	08 February 2021
22 February 2021	01 March 2021
08 March 2021	15 March 2021
22 March 2021	12 April 2021
19 April 2021	26 April 2021
03 May 2021	10 May 2021
17 May 2021	24 May 2021
07 June 2021	14 June 2021
21 June 2021	28 June 2021
05 July 2021	12 July 2021
19 July 2021	26 July 2021

This booklet is also available in the following languages please contact the school on 01733 343646 if you would like a copy:

### **Czech**

Tato brožura je k dispozici také v češtině. Pokud chcete kopii, kontaktujte školu na čísle 01733 343646.

### **Lithuanian**

Ši brošiūra yra ir lietuvių kalba. Jei norite kopijos, susisiekite su mokykla numeriu 01733 343646:

### **Polish**

Ta broszura jest również dostępna w języku polskim. Jeśli chcesz otrzymać kopię, skontaktuj się ze szkołą: 01733 343646

### **Portuguese**

Este livreto também está disponível em português. Entre em contato com a escola no 01733 343646 se desejar obter uma cópia:

## **St John Fisher Catholic High School**

Park Lane, Peterborough PE1 5JN

Tel: 01733 343646

[www.stjohnfisherschool.org.uk](http://www.stjohnfisherschool.org.uk)

Email: [enquiries@stjohnfisherschool.org.uk](mailto:enquiries@stjohnfisherschool.org.uk)

Headteacher: Mrs Kate Pereira BA (Hons) N.P.Q.H.