

# St Cuthbert Mayne

Joint Catholic and Church of England School



*Christ is our Cornerstone  
Learning is our Focus*

## Parent Handbook

2020-2021

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## WELCOME FROM THE HEADTEACHER

I would like to welcome you to the St Cuthbert Mayne School community, which you are now part of. I am very proud of the excellent students and staff here at the school. Our dedicated staff are focused on creating an inspirational and caring environment in which all of our fantastic students can live life to the full both now and in future.

The summer term is usually very busy with transition work. However, this year our transition programme is going to look very different because of the current COVID-19 emergency. We want to reassure you that we will still be working hard to ensure your child's transition is as smooth as possible during these unprecedented times.

Normally we would be making plans at this time to visit our New Year 7 students in their primary schools. Sadly, given the current lock down measures in place, the visits are not able to take place this year. We are working in partnership with the Local Authority and feeder primary school to agree a solution, which would enable us to collate all of the necessary academic and pastoral information, which will allow us to plan for a thorough, informative and smooth transition process.

For students, we will be updating our transition section of the website regularly so we can help them to get to know the staff who will be teaching and supporting them in school. We will also be posting answers to a variety of questions that will help them to get a flavour of what life is like at St Cuthbert Mayne.

It is unclear at this time when it will be safe for schools to reopen. Normally we would be running our Year 6 Transition Day on Thursday 2<sup>nd</sup> July, but we will let parents know after the May half term if it is safe to continue with this.

In the transition area of the website you will be able to find information to ensure that your son/daughter makes a great transition into our community. If you need any additional information or would like to talk to a member of staff about anything specific, then please do not hesitate to contact Mrs Sivyer our Admissions Officer on [Helen.sivyer@stcm.torbay.sch.uk](mailto:Helen.sivyer@stcm.torbay.sch.uk).

***Mr James Down***

***Head teacher***

# MISSION STATEMENT

## **“Christ is our Cornerstone”**

To be a learning Community, rooted in the teaching of Christ. To reflect and share the love of God in our Service and Worship.

## **“Learning is our focus”**

Our educational vision is to provide an inspirational Christian education which engages, challenges and nurtures our students so that they may live life to the full, now and in the future.

## **Core Values**

To have integrity and be courageous, compassionate and creative.

These core values underpin how we work as a School Community and the values we look to develop in all members of the Community.

**Courageous:** Being confident, to embrace challenge.

**Compassionate:** Reflect the love of God. A care for others, to be peace makers who understand the importance of forgiveness and reconciliation.

**Creative:** To be inventive, resourceful and visionary.

## **Supporting Statement**

We believe that the essential nature of a Joint Church School is one of a Christian community. We believe that Christ is our Cornerstone, and this is at the heart of what we do. It is within this conviction that we hold the responsibility to develop in everyone an awareness of the principal teachings of the Christian faith

Within our Christian family we strive to achieve the highest standards by creating a school that enables us to:

- Recognise worship as the centre of our life as a church school.
- Nurture Gospel values of faith, hope, love, forgiveness, justice and peace.
- Appreciate and respect everyone as an individual.
- Support reconciliation between our two churches and between each other.
- Educate the whole person in terms of the spiritual, academic, social, cultural and physical.
- Identify and develop each person’s potential and personal qualities.
- Celebrate the gifts of every individual.
- Serve the school community by participation, support and contribution to the common good.
- Nurture the relationship between home, school and the church community.
- Encourage respect and responsibility for both the immediate and the wider world.

## KEY MEMBERS OF STAFF

Mr Down	Head teacher
Mr Statham	Deputy Head teacher
Miss Kingdon	Deputy Head teacher
Miss Toohey	Assistant Head teacher, Designated Teacher for CLA
Mr Horrocks	Assistant Head teacher, Designated Safeguarding Lead
Miss Bristow	Head of Year 7
Mr Chadwick	Behaviour Centre Lead
Miss Twigg	Behaviour Support
Miss Mackenzie	Child Protection Officer
Miss Woods	Wellbeing and Safeguarding
Miss Deakin	Wellbeing and Safeguarding
Miss Funnell	School Counsellor
Miss Cox	Social Emotional & Mental Health Champion
Miss Wills	School Attendance Improvement Officer
Miss White	School Attendance Administrator
Miss Lightowers	First Aid and Pastoral Admin
Miss Sivyler / Mr Farrell	Reception Team
Miss Best / Miss Dennis	Librarians
Miss Cooper	Kitchen Manager

# THE SCHOOL DAY

The school day starts at 8.40am. All students are expected to be in school on time.

Punctuality is a valued quality; lateness causes inconvenience to others who are waiting. Students who arrive late to school will be issued with a consequence in line with our school attendance and behaviour policies.

## **Summary of times of the school day:**

08.40 - First bell and students move to tutor bases

08.45 – 09.00 Ready to Learn & Registration by Tutor

09.00 – 10.00 Lesson 1

10.00 – 11.00 Lesson 2

11.00 – 11.20 Break

11.20 – 12.20 Lesson 3

12.20 – 13.20 Lesson 4

13.20 – 14.05 Lunch

14.05 - 14.10 Students move to tutor bases

14.10 – 14.20 Registration/Act of Worship

14.20 – 15.20 Lesson 5

# ATTENDANCE

At St Cuthbert Mayne School we expect all our students to aspire to have 100% attendance.

The law says that students are expected to attend school every day that the school is open. There are only two reasons why a student should not attend school:

1. They are too ill to attend school
2. There is an exceptional circumstance which means they cannot attend

There is a clear link between regular school attendance and student outcomes. Students who attend school regularly have a significantly higher chance of realising their full potential and have better life opportunities.

It is important that all parents/carers have read our school attendance policy, which can be found on the school website.

The school day starts at 8.40am. All students are expected to be in school on time.

Punctuality is a valued quality; lateness causes inconvenience to others who are waiting. Consequences will be set for students who are late to school.

## **Reporting your child as absent**

It is the responsibility of parents/carers to report their child's absence each and every day that their child is absent from school.

To report a student absence parents/carers are asked to call the Absence Line (01803 317901) by 8:30am each day. Parents/Carers should give as much information as they can when informing the school about a student absence.

If a parent/carer does not report their child as absent, then the absence will be recorded as an unauthorised absence on the official school register. If a student has 10 or more sessions (5 school days in total) of unauthorised absence from school, this may result in the Local Authority taking legal action.

The school operates a first day calling system to ensure the safety and welfare of all its students. Parents/Carers who do not report their child as absent from school will be contacted by the school and in some cases a home visit will be undertaken by a member of staff from our Pastoral and Safeguarding Team. If we are unable to sight a student absent from school, we will in some circumstances report this to the Police and Children's Services.

## **A child becomes ill whilst in school**

If a student presents as feeling ill during the school day, a judgement will be made by the First Aid Officer; we will look to support a student to remain in school where at all possible.

If your child is too unwell to remain in school our First Aid officer will contact home.

### **Absence due to on-going medical issues**

School will require medical evidence where a child has been absent for 5 days or more due to illness, or where a child's attendance is a serious concern and parents have been specifically requested to provide this. Medical evidence can include appointment cards, sick note or evidence of prescribed medication. If you are requested to provide medical evidence and are unable to do so the school will have no alternative other than to record this absence as unauthorised.

If your child is due to be absent from school for a longer period of time, then it is important that you contact your child's Head of Year who will put in place a support plan for your child.

### **Medical Appointments**

All non-urgent medical/dental appointments should be arranged outside of school hours. Where unavoidable medical/dental appointments are made during school hours, students are expected to attend school before the appointment and return after the appointment. Students should present their appointment card or hospital letter when signing out for a medical appointment.

### **Request for Absence/ Holidays in term time**

Legislation does not allow schools to authorise holidays during term time unless there is an exceptional circumstance. If a parent/carer feels they meet these criteria they are required to complete an Absence Request Form in advance of taking the absence, as legally they cannot be authorised retrospectively. School will notify the parents/carers whether it is legally able to authorise the absence based on the information provided. Any absence taken that hasn't been authorised may result in the Local Authority taking legal action.

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2018/01/Absence-Request-in-Exceptional-Circumstances-v23-04-2019.pdf>

### **Removing barriers to good attendance**

It is important that parents/carers contact the school if they are concerned about their child's attendance. The relevant Head of Year and the Attendance Improvement Officer are both available to work with parents/carers and students to help improve attendance.

For further information on School Attendance, please find below a link to the school's Attendance Policy:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2015/09/Attendance-Policy-2019-2020.pdf>

# CURRICULUM INTENT

St Cuthbert Mayne aims to build and deliver a curriculum which:

1. Provides an inspirational Christian education where we live out our mission 'Christ is our Cornerstone', the gospel values and our core values.
2. Provides a well-considered, structured curriculum that is broad, balanced, engaging, enriching and challenging for all.
3. Enables all students to experience success with a growth mind-set, academically, socially and within the local community and beyond.

This means that our curriculum approach is:

- Inspires students to hold high aspirations
- Expects high achievement for all
- Recognises our students as unique individuals with individual gifts from God

We believe our students possess unique talents, skills and qualities. They have the right to succeed and the right to develop who they are in a respectful and nurturing environment. Our curriculum is rooted in our values and mission with the love of learning being a key driver.

We have high expectations of our students and our intent is to empower excellence through quality teaching, which enables students to enjoy their learning, make good progress, as well as develop as individuals. Our curriculum requires students to be motivated, challenged and stretched, and recognised and celebrated for their efforts.

We strive to ensure that the school community is a happy and inclusive one. All students have in common a need to acquire the knowledge, concepts, skills and character necessary for their own development, and for participating positively in society.

Our curriculum is designed to provide opportunities for all students to develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical growth, and as such our curriculum and its delivery reflect our Christian ethos, mission statement and values. Our curriculum builds on the knowledge, understanding and skills of all students whatever their starting points so that they progress successfully through the key stages and onto their next stage of education, training or work.

St Cuthbert Mayne School is committed to developing a safe and purposeful learning environment, which values all members of our community and fosters mutual respect between all members of the school community.

## **Curriculum Principles**

In order to deliver our Statement of Intent, St Cuthbert Mayne will:

- Ensure all students have access to the provision of a broad, balanced and relevant curriculum, irrespective of their personal aptitudes and abilities.
- Develop enthusiastic, aspirational learners, with the ability to question, argue rationally and reason through developing self-confidence and character, leadership, organisation, resilience, initiative and communication.
- Celebrate achievement and development in every individual's personal growth and academic results.
- Tailor the curriculum delivery and content to meet student needs throughout their journey in our school.
- Deepen their understanding of gospel values, our core values and their own spiritual potential.
- Promote respect and responsibility for their communities, the environment, and world issues caring for our global community.
- Develop knowledge, skills and character transferable to the world of work.
- Promote healthy lifestyles and emotional and physical well-being, encouraging participation in physical activity and nurturing talent.

# BEHAVIOUR FOR LEARNING

St Cuthbert Mayne School encourages good behaviour through a combination of high expectations, clear policy and an ethos which ensures students are Ready, Respectful and Safe. St Cuthbert Mayne has in place a range of rewards to reinforce and praise good behaviour and clear sanctions for those who do not comply with the School's behaviour policy.

## The Cuthbert Way

At St Cuthbert Mayne School we call our behaviour code the 'Cuthbert Way'. To keep it simple we use three words to outline the Cuthbert Way. These are:

- READY
- RESPECTFUL
- SAFE

We expect all students to be READY to learn. This means they come to school in the correct uniform and with the correct equipment and kit so they are READY to take a full and active part in all lessons. This enables them to demonstrate that they are READY to be part of our school community and make the most of the learning opportunities provided. They are READY to do the right thing even when nobody's watching. They are READY to be courageous and show confidence in embracing new challenges. They are READY to be creative, to be inventive, resourceful and visionary. They are READY to be compassionate and to reflect the love of God.

We expect all students to be RESPECTFUL to all members of the community. This means they have compassion and reflect the love of God by treating others as they wish to be treated. They are RESPECTFUL because they have integrity and look after the school environment, even when nobody's watching. They are RESPECTFUL because they follow the clear reasonable requests of staff, speak politely to each other and do not use derogatory language. They are RESPECTFUL because they listen carefully to instructions and follow these at the first time of asking. They are RESPECTFUL because they keep their hands and feet to themselves.

We expect all students to be SAFE. This means that they behave in a way that keeps themselves and others safe in school, online and in the local community. They promote the core values of compassion by reflecting the love of God and having due regard for the safety of their peers. They are alert to risks and dangers and keep themselves and others SAFE by having integrity by doing the right thing even when nobody's watching.

At St Cuthbert Mayne School we expect our parents to work in partnership with us to ensure their child behaves in a way that is Ready, Respectful and Safe and they fully meet the expectations as outlined in the 'Cuthbert Way'.

## **First Attention to Positive Behaviour**

At St Cuthbert Mayne our first attention is always for best conduct. Promoting positive behaviour is the responsibility of all staff. We regularly celebrate the effort and success of all students in a variety of ways because we recognise that it is essential to developing a positive culture and ethos across the school. Examples of how we celebrate student effort and success include:

- Verbal praise
- Written feedback
- Display of work
- Positive telephone calls, postcards and letter to parents
- Attendance Lottery / Attendance Rewards
- Things to Celebrate presentations
- Expert Learner Scores
- Learner of the Month
- Website and Social Media
- Fantastic Five
- Praise Points
- Awarding certificates
- Hot Chocolate Fridays
- Celebration of Achievement/Awards Evenings
- Posts on the official school social media accounts
- Participation in trips and activities
- Leadership responsibilities

Every Head of Year and Tutor has a responsibility to track and share with students the number of reward points achieved within their year group and tutor group on a weekly basis. Names of students who receive the highest number of reward points are displayed publicly for whole school recognition.

Moreover, in the Summer Term, we host our Sports Award and Celebration of Achievement evening. Prizes will be awarded for that year to students who have achieved outstanding success in each subject and for a variety of other reasons such as excellent attendance, service to the school or to students who have exemplified one of the four Core Values. This is a formal occasion.

## **Promoting Positive Behaviour in Lessons**

In lessons we will use a range of strategies to promote positive behaviour. The aims of these strategies are:

1. To eliminate disruptive behaviour, so that there is a culture of learning, achievement and ambition everywhere in the school, and no learning time is wasted
2. To provide clarity for staff and students about acceptable behaviour and the consequences of misbehaviour

3. To encourage students to take responsibility for their own actions
4. To enable teachers to deliver engaging and creative lessons without concern for behavioural interruptions as barriers

### **The Cuthbert Way - Lesson Expectations**

- Arrive on time and ready to learn, within 5 minutes of the first bell
- Follow all requests given by an adult
- Sit where you are asked- raise any concerns politely with staff at an appropriate time
- Show you are ready to learn- equipment/kit out and sitting up straight in your chair
- Listen respectfully (in silence) when others are talking
- Keep off-task conversations for social times
- Work in silence when an adult asks you to
- Allow others to learn- do not disrupt/distract
- Work to the best of your ability and attempt all tasks set
- Stay in your seat- only leave with permission from staff
- Don't eat or drink (only water/squash is allowed in lessons)
- Treat everyone with respect- no swearing or abusive language
- At the end of the lesson wait behind chairs in silence ready to be released from the room

Mobile Phones are not permitted to be out during the school day. Students using a mobile phone in lesson without the permission of their teacher will have their phone confiscated until the end of the lesson.

Students will be issued with a consequence in line with the C-System if they do not meet the expectations above.

### **The C - System**

Consequences are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of students. When a member of staff feels they need to resort to a consequence these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the student's personality), calmly, fairly, consistently and professionally. In this school we praise in public (PIP) and reprimand in private (RIP).

The aim to keep all students accessing their learning within the lesson for the full duration of the lesson. We are committed to not allowing the negative behaviour of the minority to continually disrupt the outstanding learning of the majority. For this reason, we use the C-System where students who fail to respond to a C1 warning by correcting their behaviour can be sent to the Emmaus Centre (C2) in order to allow the learning of the rest of the class to continue. We also employ the on-call system so that a student can be collected (if deemed a serious incident or a student is refusing to co-operate) and removed from the classroom and taken to the Emmaus Centre.

There is an expectation that any teacher using the C-System and sending a student to the Emmaus Centre will look for an opportunity for restoration before their next lesson with the student.

The only sanction to be used within a lesson is the C-System:

C1 - If a student does not adhere to the Cuthbert Way - Lesson Expectations, a teacher will place a blue square on the student's desk and tell them that they have a 'C1 warning'.

C2 - If a student does not adhere to the Cuthbert Way for a second time, they will be issued with C2 and sent to the Emmaus Centre for the remainder of that lesson. Students sent to the Emmaus Centre will be issued with an after-school detention.

Students who are sent to the Emmaus Centre for a second time during any day will remain there until 3:20pm. They will also serve the after-school detention from their first visit to the Emmaus Centre.

Where possible the detention will take place that same day.

Students who refuse to go the Emmaus Centre will be removed by a member of the On-Call Team or SLT. Parents will be informed and asked to attend the school.

For more information about our Behaviour for Learning Policy, please visit the link below:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2015/09/STCM-Behaviour-for-Learning-Policy-2019-20-1.pdf>

## HOME LEARNING

In September 2017, St Cuthbert Mayne School adopted a new approach to Home Learning. This change was in direct response to Government's move back to terminal exams for students in Key Stage 4 and a complete removal of the coursework element for the majority of subjects. The revised approach, the Knowledge Organiser, aims to develop a student's ability to retain knowledge over an extended period of time.

Each student will be given a printed copy of a Knowledge Organiser/Home Learning booklet and an A4 lined exercise book at the beginning of each term.

Your son/daughter will receive their own Home Learning timetable in September, and this must be strictly adhered to (this can be found at the start of the booklet). Students will be expected to complete 30 minutes per subject or a minimum of one full page of normal sized writing every night.

The Knowledge Organiser booklets can be downloaded from the school's website:

<https://www.st-cuthbertmayne.co.uk/knowledge-organisers/>

Students will be encouraged to use the technique **Read, Learn, Cover, Write, Check and Repeat** to learn, re-write and retain the content held within the Knowledge Organisers. The completion of this task is to take place in their exercise books.

## READY TO LEARN

Every school day starts with a ready to learn session. Students should always have their planner, pen, pencil, rubber and ruler and it helps to have a calculator, geometrical instruments, coloured pencils and felt-tipped pens. **Each evening or morning, students should be encouraged to check that they have all the equipment they will need to learn and develop for each day of their education, including, exercise books, Knowledge Organiser packs and pencil case.** They also need to remember P.E kit, ingredients for Food Technology and any other special items students are asked to bring. If a letter is sent home, please return the Reply Slip to your son/daughter's Form Tutor the next day. All communication from school is usually sent home on a Friday.

Please support your son/daughter in the packing of his/her bag and with general organisation and in asking for letters or reports which can be sent home periodically.

# LEARNING SUPPORT AND SEND

At St. Cuthbert Mayne we believe in the principles of inclusive education. The Learning Support Department works hard to support students to achieve the highest level possible and to overcome any barriers to learning. Our aim is to ensure that there is best possible provision in place to ensure that all the students have access to a broad and balanced curriculum.

The Learning Support Department co-ordinates the provision for pupils with Special Educational Needs. Support can be provided in class within the mainstream or as individuals or as small group withdrawal.

## **Strategies and support**

Currently we work with a range of Special Educational Needs and have appropriate strategies in place according to the needs of the students. Support is provided by an experienced team of Learning Mentors (LM's) who have a wide skill and knowledge base. Their aim is to enable each student to access the curriculum and fulfil the lesson objectives but also allow the students to become independent learners both for in school and for later life.

We have great facilities at St Cuthbert Mayne including a newly refurbished nurture transition classroom for our year 7s, that may need a little more help bridging the gap between primary and secondary education and a new sensory room "The Ark" which supports many children with emotional regulation. Students experiencing difficulty completing Home Learning are able to access support in the Home Learning Club based in the library.

"Chatterbox Club" is held in the Learning Support Area at break and lunch times. This is for students who might find break and lunchtime hard or those who find the social side of school difficult. The club serves many purposes and allows the students quiet time, support from adults, help with Home Learning, the opportunity to discuss issues, play board games etc.

We believe our approach to all Special Educational Needs should be both flexible and innovative.

## **Literacy and numeracy catch up**

When students start in Year 7 they undergo a range of assessments: Cognitive Ability tests. The results of these are analysed and then, if necessary, interventions are put in place if we believe the students would benefit more than simply having an appropriately differentiated curriculum. In Year 7, the school uses the 'Lexia Power Up' literacy programme for students who need literacy support. In addition to this there are targeted literacy and numeracy interventions to support the students.

## **Enhanced Transition – from Year 6 to Year 7**

At St Cuthbert Mayne School, we recognise that transition can be a difficult time for some, and that this has been further complicated by the current health situation and school closures. We

will continue to take steps to ensure that the progression from primary to secondary is as smooth as possible.

If you would like to discuss your child's particular needs and requirements, please contact Mrs Samantha Toohey SENCO ([Samantha.toohey@stcm.torbay.sch.uk](mailto:Samantha.toohey@stcm.torbay.sch.uk))

# CHAPLAINCY

One of the unique parts of our school is the existence of the Chaplaincy Team. The focus of this team is to encourage us as a community to live out our Christian School values.

The Team led by Rev'd Nathan Kiyaga involves Dr Tessa Barton, Deacon Tim Vankroonenburg, Mr Dave Hopwood, Mrs Fiona Eaton and Mrs Helen Hallet. There is support from local charities such as LINX Youth Trust, Nova Street Team and other contributors from both Dioceses.

The Team operate from the cornerstone which is located by Plymouth Block as you enter the School from Trumlands Road. It is a versatile space used for meetings, services and at times lessons.

The Team has three priorities: Developing out Acts of Worship, developing our work in Primary Schools through the JUMP Team and offering Bereavement Support to members of our school community, both young and old.

## **Acts of Worship**

Students and Staff meet each day at 14.10 for a collective Act of Worship in either their Form group or Year group, the latter with their Head of Year or a member of the Senior Leadership Team.

Responsibility for the preparation and leading of those acts of worship is as follows:

- Whole School – SLT, School Chaplain and Head of RE
- Year – SLT, Head of Year, Form Tutors, School Chaplain
- Form - Form Tutor, students, Chaplaincy Team, Local Christian Organisations such as LINX Youth Trust

All acts of worship have a clear religious, moral and social context.

On major Christian feast days and Holy Days of Obligation, when they occur during term time, Holy Mass and Holy Eucharist are celebrated led by a Roman Catholic Priest and an Anglican Priest Respectively. Students are invited to attend to experience how our foundational traditions celebrate on such occasions.

## **Cross of Nails**

We became a cross of Nails schools in 2013. Cross of Nails is an initiative from Coventry Cathedral to encourage communities to explore three aspects:

- Healing the wounds of our history
- Living with difference and celebrating diversity
- Building a culture of peace

This initiative started towards the end of World War II as a means of reconciliation with other nations and now it has become a vehicle through which we explore with our students the values of forgiveness, peace and resilience.

### **Work in the primary School through the JUMP Team**

A group of 41 students visit the various primary schools in commutable distance during term time to deliver assemblies. Since September 2019, we have visited 16 primary schools. All students are welcome to apply to this team so long as they are interested in developing their God-given talents. Here is a list of the schools we have visited:

1. St Marychurch
2. Priory
3. Our Lady of the Angels
4. St Margarets C of E
5. Homelands
6. Warberrys
7. Kings Ash
8. Upton St James
9. St Margaret Clitherow
10. Torre Primary School
11. Sacred Heart
12. Shiphay Academy
13. St Johns Totnes
14. Collaton St Mary
15. Ellacombe
16. Galmpton

### **Bereavement Support**

Our team have been trained by the Rainbow Trust to support students who have lost a parent or relative, have witnessed a family separation or have had a parent go to prison.

Rainbows Bereavement Support GB is a well-respected national charity. It has a proven, positive and direct impact on the lives of children, young people and adults grieving a significant and often devastating loss in their lives. The vision of Rainbows is simply for every such child in every school to be understood and supported appropriately.

A recent government report estimated that in an average class of thirty 15-year olds it is likely that 10 will have witnessed parental separation, and one will have experienced the death of a parent. These figures reveal the great need for support for our students.

The Rainbows Programme for students involves twelve weekly meetings, in school time, lasting 45 minutes and led by trained facilitators.

Our Chaplaincy Team has also great experience in supporting adults through the links which have been forged within the local churches and faith communities.

# SCHOOL ENVIRONMENT

At St Cuthbert Mayne we all take a pride in our school and try hard to keep it looking clean and tidy. We like to work in a pleasant environment. There are lots of litter bins around the school. In order to maintain a clean and healthy environment we need the cooperation of the students. Food may only be consumed in the following areas:

- Canteen
- Main Hall
- Picnic benches
- Yards

## **Parking**

Parents dropping students off in the morning should not do so in the car park as this is a safety hazard. There is plenty of space to drop your son/daughter off in the layby next to the field along Teignmouth Road. This is only a minute walk to the main gate on Trumlands Road.

Students are told not to use the car parks at all. Students arriving by cycle should dismount at the Trumlands Road gate and push the cycle to the shed. Please do not park blocking our neighbours' driveways and ensure your son/daughter arrives in school no later than 8.40am.

## **Bicycles**

Students who live locally may wish to travel to/from school on a bicycle. Students who chose to do this must ensure that they wear a safety helmet and bring the appropriate security lock to store their bicycle in the school bike shed throughout the school day. Parents/carers must ensure that their child's bike is roadworthy and that their child is proficient in the use of riding a bike. All bicycles left on school site are left at the owner's risk.

# PERSONAL POSSESSIONS

Personal belongings should remain with students at all times.

## **Lockers**

It is advisable to rent a locker. These are available to all students for rent at £10.00 per year, non-refundable, and £4.00 to replace a key. Mrs Best/Mrs Dennis (School Librarians) organise the locker system, payment is via Parent Pay and the keys can be collected from the library desk the following day. Year 7 students are always prioritised at the start of the school year.

## **What to do with valuables**

Items, such as headphones, mobile phones etc. should not be visible in lessons unless permission has been given by a member of staff for these to be used in lessons or for an approved activity. Valuable items, including large sums of money, should not be brought into school. Valuables must NOT be left unattended in a bag or around school; almost everyone can be trusted but do not place temptation in the way of others. We are generally successful in tracing lost items, but the best answer is to take good care of possessions. All items of clothing must be clearly marked with your son/daughter's name. If students do lose something, it should be reported immediately to their Form Tutor. If they lose or wilfully damage school books or property then payment for replacement will be asked for.

## VALUABLES – LOST PROPERTY

The School takes no responsibility for any item lost or damaged. If a mobile phone is being used without permission or causing disruption to lesson it will be confiscated. A repeat occurrence will result in the device being confiscated. Students may have use of the school telephone in an emergency.

- There is no insurance for theft of personal possessions – your family insurance company must obtain this
- Please do not bring to school valuable items or large sums of money
- Personal items of value or importance should be kept locked away or on your person
- Please take lost property to the office
- Belongings should be brought in only for the day concerned and taken home at the end of the day
- Remember that most people are honest, and most visitors are welcome guests. Tell a teacher if you see something suspicious
- The school will not be responsible for any items lost or damaged which students should not have brought into school

### **Smoking**

At Cuthbert Mayne is a no smoking site for all. Smoking in school or when travelling to or from school is strictly forbidden and is considered a serious offence.

Carrying cigarettes, e-cigarettes, vapes, tobacco, lighters or matches or any smoking paraphernalia is also forbidden and will be dealt with in line with the No Smoking Policy of the school. Sanctions will be imposed, parents informed, and loss of privileges will take place.

Smoking is a serious health risk both to the smoker and to others who passively breathe in smoke. Smokers can consult the Health Education co-ordinator (Miss Truscott) for confidential advice on breaking the habit or seek support from the school nurse via the Welfare team.

The school operates zero tolerance on smoking.

### **Alcohol, illegal substances and offensive weapons**

You are reminded that all these are strictly forbidden in school (including journeys to/from school). If any student is found in possession of any of these items, he/she will be dealt with severely.

# BUSES

There are a number of public bus routes that serve St Cuthbert Mayne School. For more information please visit the following websites:

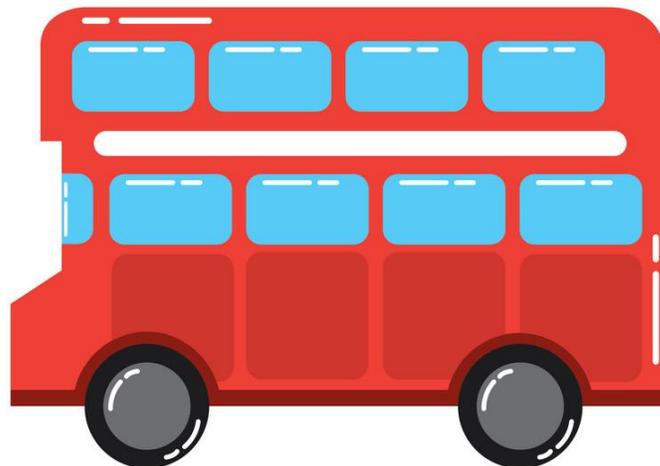
[www.stagecoachbus.com](http://www.stagecoachbus.com)

[www.torbay.gov.uk/schooltravelsupport](http://www.torbay.gov.uk/schooltravelsupport)

If you would like to speak to the Torbay Transport Team, please contact:

Torbay Transport Team  
Children's Services Transport Officer  
1st Floor South  
Tor Hill House  
c/o Town Hall  
Castle Circus  
Torquay  
TQ1 3DR

Tel: 01803 207688



## Why have a Code of Conduct?

We all have a shared responsibility for managing behaviour on school/college transport, that is why we need all students and their parent/carer(s) to sign up to the policy. The policy should then assist everyone in dealing with incidents of bad behaviour effectively and consistently, whilst making sure that every student who travels on school/college transport is safe and free from harm.

## Why is managing behaviour important?

The consequences of poor behaviour on transport can be wide ranging.

- Other passengers may be deterred from using public transport shared with poorly behaved students.
- In extreme cases serious injury and even death may result from an accident caused by such behaviour.
- Bad behaviour on transport can have a negative effect at school/college.
- Bad behaviour reflects badly on the image of the school/college, bus/train operators, the wider community, on the student and his/her own family.
- The school/college journey is a significant part of the student's education experience and improving its quality can have positive effects.

## On the bus/train

- Treat the driver/conductor with respect and follow their instructions.
- Remain seated throughout the journey.
- Do not distract the driver, except in an emergency.
- If you have to stand on a bus, don't stand forward of the driver or in the stairwell.
- Only use emergency exits if there is a genuine emergency or when told to by the driver/conductor.
- Do not eat, drink or smoke.
- Do not drop any litter.
- Do not use foul or abusive language or language which could offend others.
- Bullying and physical abuse of any kind will not be tolerated.
- Do not carry real or replica weapons.
- Do not damage the bus/train or throw missiles. CCTV is installed on the majority of buses and will be used in supporting incidents reported to identify those responsible for poor behaviour or causing damage.
- If the bus/train breaks down or is in an accident, follow the driver's instructions.
- Always try to set a good example for younger passengers.
- If you see others behaving inappropriately tell the driver/conductor or your school/college.

## Travel Passes

- Carry your travel pass with you at all times when you travel to and from school/college.
- Be ready to show your pass to the driver/train conductor when requested. If you cannot show it, you will have to pay the correct fare or you may not be allowed to travel.

- Random travel pass checks are carried out by the Transport Team, passes must be shown on request of the Council Officer carrying out this duty.
- Do not use anyone else's pass or let them use yours or it may be confiscated.
- Travel passes are issued subject to the bus company's operating regulations and remains the property of Torbay Council.
- All passes must be returned to the Transport Team when they are no longer required.
- Replacement bus passes will only be issued once a £10 payment is received by the Transport Team.
- For lost or stolen rail passes, please contact the Transport Team. The cost for a replacement is £5 for the season ticket, £5 for the photocard or £10 for both to be replaced.

## At the bus stop/train station

- Behaviour at the bus stop/train station is important – at all times you are providing an image of the school/college's name.
- You are responsible for making sure that you get to the pick-up point safely.
- Arrive at the pick-up point at least five minutes before the bus/train is due. It runs to a timetable and can't wait if you're late.
- When you're waiting at the pick-up point don't go onto, or damage, private property.

## Fare paying passengers

- If possible, have the correct change to pay for your ticket as the driver may not have a large float – especially on a morning route.
- Always keep your ticket in a safe place, if a Bus Inspector gets on you may be required to show your ticket again.
- If you have bought a multi-journey ticket please have this ready to show the driver when boarding the bus.

## BREAK TIMES & LUNCHTIMES

A lunchtime rotation is in place which means that year groups enter the canteen in a different position each week. All year groups rotate position over a five-week period.

Year 7 students will have early break and lunch for a two-week period in September to allow them to learn how to use the canteen and allow them the time for this to occur.

The Library will be open throughout the lunch break each day.

Students are not allowed to leave the site without permission. Mealtime Assistants, Senior Teachers and Prefects will supervise general behaviour and their instructions must be obeyed.

## LIBRARY

The Library has a variety of resources to support learning. It is open and staffed from 08:00 to 16:30.

As well as providing books to all students to support the curriculum and reading, the library is a bright and calm place for students and staff to study or read. Resources such as pens, pencils and calculators can be purchased from the library stationery shop at low prices. There is a computer area for online learning and students can also print work out from here. The librarians can assist students with independent study and online help. The library runs Homework Zone after school every day until 4.30pm. The library also organises a weekly book club and regular events to support and encourage reading.

A photocopying, laminating and binding service is available from Reprographics, at the entrance to the Library.

Any queries can be submitted to the following email address and a member of the Library team will respond within 24 hours: [librarian@stcm.torbay.sch.uk](mailto:librarian@stcm.torbay.sch.uk)

# CATERING DEPARTMENT

We would like to take this opportunity to welcome your son/daughter to St Cuthbert Mayne School and also give you the chance to know more about our catering facilities.

We currently have a dedicated in-house team, who strive to give each learner a choice of nutritionally based products each day, with a wide range of locally sourced products and low fat, no sugar, wholemeal ingredients where available.

The canteen operates on a cashless catering system. This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day. It is also biometric so there is no need for pupils to carry a card as the system will recognise the thumb of your son/daughter at the revaluation pay points and at the tills.

Currently we run a four-week rota menu, changing each term to allow for seasonal and cost-effective products.

We feel that it is important to support learners by offering a wide variety of healthy choices each day and maintain our Healthy School status.

Our current services listed below run throughout the school day:

Breakfast	8.30-8.40am	Toast, croissants hot/cold drinks
Break time snacks	11.00-11.20am	Hot counter provisions
Sandwich bar	11.00-11.20am	Choice of baguettes, sandwiches, fruit packs, salad trays, light bites
Lunchtime	1.20-2.00pm	Main meals and warm desserts Vegetarian, vegan and food intolerances options are all catered for and available

We do encourage our learners to join our Student Voice Committee to ensure that their views are reflected within the canteen choices.

Any parent wishing to discuss our current service, payments or diet requirements can contact our Catering Manager by leaving a message on the school's contact us section of the school website: <https://www.st-cuthbertmayne.co.uk/contact-us/>

I hope, as the Catering Manager, we offer a service that is second to none with learners' well-being coming first.

## FREE SCHOOL MEALS (FSM)

Year 6 children coming from a Torbay school (e.g. within Torbay) do not need to reapply for FSMs as Torbay will automatically transfer the entitlement to StCM.

For Year 6 children coming from any other setting (e.g home education [EHE], a school in Devon), parents will need to apply to Torbay Council for their FSM entitlement.

Link: FSM Application Letter:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2020/04/FSM-Application-Form-2020.docx>

# UNIFORM

Students are expected to present themselves correctly and at all times, both in school and on the way to and from school or when involved in off-site visits. This not only helps to maintain the high standards of the school, but also is good training for later life.

If parents / carers are unsure about whether an item of uniform is suitable for school, they should visit our website or contact us directly prior to purchasing.

**Blazers** – This must be the school blazer (black with red braiding and school badge) purchased from Torre Sports / Pro-direct Sport. These must be worn at all times except if involved in physical activity on the field or on the yards during lunch and morning break when they can be removed if desired. If a student wishes to take his or her blazer off during a lesson, then he/she should ask the teacher. A black V-neck jumper (not sweatshirt) may be worn under the blazer.

**Skirts** – Black\* knee length pleated skirt, as supplied by Torre Sports / Pro-direct Sport or an identical skirt. The skirts should be approximately knee length and not worn in a very short manner (e.g. Not more than 5cms above the knee). Tights if worn should be plain black. Socks if worn should be plain black ankle socks.

**Boys Trousers** - Trousers must be plain black\* formal style school trousers, as supplied by Torre Sports / Pro-direct Sport or an identical item. Not acceptable: black jeans, chino or denim style or any form of tight stretchy style of trouser. Plain black socks are to be worn. If a belt is worn, it needs to be plain black (wide belts and large buckles are not appropriate).

**Girls Trousers** – Trousers must be plain black\* formal style school trousers, as supplied by Torre Sports / Pro-direct Sport or an identical item. Non-acceptable items are as listed for boys.

***Black\* means that the colour and shade of the trousers /skirt must match that of the blazer (as supplied by Torre Sports / Pro-direct)***

**School Bags** – A suitable school bag which can carry at least A4 folders e.g. ruck sack not a large fashion handbag.

**School Coat** – Dark (blue/black) plain outdoor style coat (with no logo, design or graffiti), preferably waterproof. Denim or leather jackets, hoodies or other sweatshirts are not acceptable as school uniform even as outdoor clothing. Coats, hats, gloves or scarves should not be worn in classrooms at any time.

**Make-up** – Make-up must be kept to a minimum and should be subtle and not noticeable. *Nail varnish is not to be worn into school - if worn, students will be instructed to remove it.* False nails are not appropriate for school.

**Collared Shirt and Tie** – Students must wear a white formal shirt which must button at the neck and be tucked in at all times. All ties must be the school’s clip-on tie.

**Jewellery** – Jewellery should be kept to a minimum and removed during PE or sporting activities. If students wear a necklace it should not be visible but worn under their shirt. Bracelets must not be worn to school. If excessive or inappropriate jewellery is worn (e.g. rings) the items will be confiscated and put in a safe place until collected by Parents / Carers.

**Earrings** – For safety reasons any earring which is not of a small stud type should not be worn to school. There must be no more than one in each ear.

**Body piercings** - Studs, rings, etc including on the face, nose and in the mouth must not be worn to school under any circumstances. Piercings that require a ring, retainer or object to remain in place whilst the site heals is not acceptable during school sessions. *Nose studs cannot be worn in school.*

**Hair** – Non-natural occurring hair colours are unacceptable for school. Extreme hair styles are also not acceptable e.g. Mohicans, tram lines, highly gelled etc. Headwear of any kind should not be worn in school unless it is of a religious nature or for medical reasons and has been previously agreed with the Head teacher.

**Additional notes:**

Aerosols of any description, fizzy drinks, rugby balls, are not permitted in school.

**Shoes** – Formal black shoes that can be fully polished.

**Moreover, Footwear, which displays a sports branding, is not appropriate for school i.e. the Nike tick. Moreover, trainers should not be worn.**

All students in the main school must wear shoes that are completely black including on their way between home and school. Shoes should be of a “sensible style” suitable for a wide variety of activities that students tackle each day. Shoes should be waterproof, flat soled, leather or leather like, able to be polished and cover the whole foot. Therefore, platform soles higher than 3cms, high heels higher than 5cms, mules, flip flops, sling backs and sandals, Converse, Vans or boots of any kind are inappropriate for school wear and must not be worn.

Please see examples below of suitable school footwear and unsuitable school footwear:

Examples of suitable boy's shoes



Examples of suitable girl's shoes



Examples of unsuitable shoes



# DRESS FOR PHYSICAL EDUCATION

## BOY'S KIT

New – Reversible Red & Black Rugby Top
New – Red & Black Polo Top
New – Red & Black Long Sports Socks
Black Sports Shorts
White Short Sports Socks
Training Shoes
Football Boots
Shin Pads
Mouth Guard

## GIRL'S KIT

New – Red & Black Zip Fleece
New – Red & Black Polo Top
New – Red & Black Long Sports Socks
Black Sports Shorts or Black Skort
White Short Sports Socks
Training Shoes
Football Boots (optional)
Shin Pads (Football & Hockey)
Mouth Guard (optional)

Optional items:

Boys - Red & Black zip fleece

Girls – Plain black leggings

### Additional items

Unisex - Plain black tracksuit bottoms, plain black waterproof top. These additional items may only be worn in cold weather at the discretion of the member of staff.

### Expectations

Taking part in **Physical Education is a mandatory requirement for all children's education**. All students are expected to provide the correct attire for the requirements of each P.E. lesson.

Students are required to bring in the correct kit for every lesson. Kit faults will be issued to a student for failing to bring in any kit or the incorrect kit without a note.

If a student is unable to participate, a note written by a parent/carer must be produced. If a student is unable to participate for more than four lessons a doctor's certificate or medical evidence may be required.

All items of P.E Kit must be clearly labelled with the owner's name. Please report any lost item of kit to a member of staff as the school operates a lost property system.

Watches/jewellery must be removed, and long hair tied back before participating in lessons.

# CHANNELS OF COMMUNICATION

The most important person your son/daughter will get to know is their Form Tutor. They will register students each morning and pass on information regularly.

We will always do our best to return any phone calls or emails that we receive within 24 hours. If parents need to meet with a member of staff, we will always aim to arrange this within 3 working days of the request.

Parents/Carers wishing to speak to or meet with staff are kindly asked to contact the school in advance. It is not possible to meet with staff without making an appointment.

The Form Tutor is the centre of the pastoral system and should be the first person to whom a student will turn for help and advice. Each student will be well known and valued as an individual by the Form Tutor who sees him/her daily.

The Head of Year is responsible for monitoring the attendance, progress and behaviour of the students in each Year Group.

## **Who to contact?**

### **Issue / Question**

### **Who to contact**

Child Protection	Miss Mackenzie (CPO) / Mr Horrocks (DSL)
Safeguarding & Welfare	Miss Woods / Miss Deakin
Attendance	Mrs Wills (Attendance Improvement Officer)
Pastoral Issues	Form Tutor
Uniform	Form Tutor
Health / Medical	Miss Lightowlers
Long term illness where work is needed	Head of Year
Behaviour for learning	Form Tutor
Home Learning	Form Tutor
Transport – bus passes etc.	Devon or Torbay Local Authority
School Meals	Miss Cooper (Kitchen Manager)
ParentPay	Finance Office
SEN – Special Educational Needs	Miss Toohey (SENCO)

## ST CUTHBERT MAYNE DEVELOPMENT FUND

St Cuthbert Mayne is a Voluntary-Aided Church School, this means that the governors are responsible for contributing towards the cost of running the School.

This includes a proportion of new building work, maintenance and refurbishment and therefore it is very important for us to continually raise money to ensure we continue to provide a positive and stimulating learning environment.

To assist us, the government makes available an annual sum for repairs and refurbishment, provided the governors can find 10% of the cost.

For us this represents excellent value for money as it means that for every £100, we raise the government gives us a further £900.

We have a fund-raising scheme and would welcome your commitment to make an annual contribution to the Development Fund.

This is currently set at £40 per family and is usually paid as a lump sum each year.

This is a VOLUNTARY contribution, but your support would be very much appreciated.

For convenience you can pay by banker's order:

Either £40 annually or £10 quarterly. If you are a taxpayer, please also complete the Gift Aid declaration.