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**St John Plessington Catholic College**  
a Specialist Science, Technology and Humanities College

# YEAR 7 Parent Handbook 2009/2010



*School of the Year Finalist 2009*

*"This is an outstanding school in which exceptional things happen."*

OFSTED



# St John Plessington Catholic College

a Specialist Science, Technology and Humanities College

## 3D Site Plan



Entrance

1. Main Reception
2. College Hall
3. Humanities Block
4. RE / English Block
5. ICT / DT / Maths / MFL Block
6. Sports Hall
7. Dining Hall
8. Car Park
9. Basil Hume Sixth Form Centre
10. Science Block



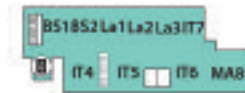
Main Entrance

### Ground Floor



### First Floor

- Lift
- Medical Room
- Disabled Toilet
- Pupil Toilet
- Girls Toilets
- Boys Toilets
- Staff Toilet



### Second Floor



## How to find us



**St John Plessington Catholic College**  
a Specialist Science, Technology and Humanities College

St John Plessington Catholic College, Old Chester Road, Bebington, Wirral, CH63 7LF  
Telephone: 0151 645 5049 Fax: 0151 643 1516 General Email: schooloffice@plessington.wirral.sch.uk  
Website: www.stjohnplessington.com

Floor Plans

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## Contact Information

### College Address

St John Plessington  
Catholic College  
Old Chester Road,  
Bebington,  
Wirral CH63 7LF

### Telephone:

0151 645 5049

### Fax

0151 643 1516

### General Email:

schooloffice@plessington.wirral.sch.uk

### Website

www.stjohnplessington.com

## Child's Form Tutor

\_\_\_\_\_  
Your child's form tutor is your first  
point of contact with the College

## Sam Learning

Centre ID: ch63pc

Username: \_\_\_\_\_

Password: \_\_\_\_\_

www.samlearning.com

## Virtual Learning Environment (VLE) / College Network

Username: \_\_\_\_\_

Password: \_\_\_\_\_

www.stjohnplessington.com

## On-line reporting for parents

email log in: \_\_\_\_\_

Password: \_\_\_\_\_

www.stjohnplessington.com

*"This is an outstanding school in which exceptional things happen."*  
(OFSTED 2007)

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# Welcome

We are delighted to be able to welcome you and your son or daughter to St John Plessington Catholic College. The next seven years will provide some of the most exciting and challenging times that you and your child will ever face, but we hope that together we can make the experience memorable.

4 The College goes from strength to strength. Following our 'outstanding' OFSTED report in 2007, our GCSE results in 2008 smashed all records. 84% of our pupils achieved 5 or more GCSEs at the highest grades. The results mean that we are the highest performing comprehensive on the Wirral and you will be aware that our sustained success over the past few years resulted in us being nominated as a finalist for the TES Secondary School of the year. Our reputation on the Wirral is now second to none and indeed we have received many national accolades. You will know how popular we have become and this year we were inundated with appeals from parents who were not able to get their child placed in Year 7 at SJP. We know therefore that you will value your child's place and your support over the next 7 years is crucial to their future success. Working together in partnership we believe that anything and everything is possible.

The curriculum that your child will be following will be a stimulating one. It will demand real

commitment from your son or daughter, but with your help and their hard work we can guarantee real success at the end of their time at college. We expect the highest standards of behaviour from our students and we encourage them to be self-disciplined and well behaved at all times. High standards of uniform and appearance set the tone for all that we seek to achieve here and your support in this area is crucial if we are to further enhance our reputation.

We have continued to win many national awards and were recently awarded the Artsmark Silver Award, Sportsmark and Leading Aspects Award. Myself and the Senior Management Team have been identified as National Leaders in education, supporting schools in difficulty. We were awarded a 2nd Specialism in Science in April 2009 in recognition of our high performing school status. We have also been awarded the coveted Green Flag standard for our Eco initiatives and were nominated as Finalists in this area also for the TES awards ceremony in London.

The world in which your child will enter will demand an increasing number of sophisticated skills from its workforce. It is our intention at college to equip your son or daughter with the relevant skills and experiences to meet the challenges that will face them professionally and personally. SJP is a happy, successful and innovative college full of gifted and spirited individuals who are encouraged to develop their talents and potential to the full.

We look forward to your child taking his or her place at SJP, enjoying a happy and successful partnership over the next seven years.



**Tom Quinn**  
Headteacher

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*"The atmosphere of calm confidence and excellent relationships in the College is second to none."*  
(OFSTED 2007)

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# Our College Mission Statement

At St John Plessington Catholic College we aim to be:

*‘Always faithful to Christ’*



Our College is a community where we strive to:

- Ensure that faith and worship is lived, taught and celebrated
- Provide a curriculum that enables all to experience fullness of life
- Be a witness to Christ as we work with our parishes and the wider community
- Value and celebrate the achievements of all
- Communicate effectively and work in partnership with each other
- Support all our College community as we journey together
- Protect the environment for future generations

## **Our Catholic Ethos**

Our mission is to be a Catholic College where every individual is highly valued and where care and concern for others is central to our work. All our pupils are expected to achieve their potential and become equipped for adult life able to make a full contribution to society.

At SJP everything we do is guided by Gospel values, that of love, forgiveness, reconciliation, justice, faith, integrity, humility, service, peace, hope and prayer. The College Mission Statement is on display in every room and guides us in everything we say and do at St. John Plessington Catholic College. Each day begins with prayer and there is a Collective Act of Worship each day that takes place during Academic Review Time or in a formal assembly which is led by a Senior Member of Staff.

The fruits of our faith can be evidenced in a range of provision and activities. We have appointed a full time Chaplain, Rev. Gerard Boyle who gives important direction to the spiritual life of the College as well as supporting the work of the Pastoral Teams. We have our own Chapel space, recently refurbished, a Chaplaincy Meeting Room and we are hoping to extend the Chapel further this year with outdoor facilities. Through our Chaplaincy provision, we offer the experience for pupils in each year group to experience a retreat, using the Pantaseph Friary (North Wales), Savio House (Cheshire), Catlerigg Manor (Lake District) and St. Cassian's Kintbury (Berkshire) as opportunities to pray, reflect and build community together. We engage in fundraising events for a variety of charities throughout the year. We have our own SVP group supporting the poor and needy in our local community and have

extensive links with our local parishes and clergy. Each Advent we celebrate a traditional and much acclaimed Carol Service and this year we held our first ever whole College Mass at the Metropolitan Cathedral in Liverpool – a sign of our commitment and desire to ensure that our faith is celebrated for all to see.



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# Governing Body



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## **Chair of Governors**

Mr Herbert Suffield

## **Vice-Chair of Governors**

Mrs Margaret Marks

## **Foundation Governors**

Ms Carol Johnson-Eyre

Mrs Susan Jones

Mr Eamon Kirke

Mr John McCaffery

Mr Brian O'Connell

Mrs Veronica Statham

Mrs Christine Wilson

## **LEA Governor**

Mrs Lynn Merity

## **Staff Governors**

Mrs Janet Davis

Ms Sandy Skillen

Miss Caroline Youds

## **Parent Governors**

Mrs Penny Carter

Mr Quentin Neal

Mr Paul Baxter

## **Associate Members**

Dr Robert Crawford

## **Head Teacher and Governor**

Mr Tom Quinn

## **Clerk to the Governors**

Miss Helen Caul

## **Diocese of Shrewsbury Schools**

### **Commission**

Mr M Clarke,  
Curial Offices,  
2 Park Road South,  
Prenton,  
Wirral CH43 4UX

### **Director of Children and Young People's Dept.**

Mr H Cooper,  
Hamilton Building,  
Conway Street,  
Birkenhead, CH41 4FD

**NB.** Foundation Governors are nominated by Diocese of Shrewsbury Schools Commission; Parent Governors by ballot and should a vacancy occur parents will be informed.

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# Management and Staffing

## The Senior Leadership Team

The Headteacher has a Senior Leadership Team to help run both the curriculum, pastoral and administration of the College.

The Senior Leadership Team is responsible for a range of specific subjects, for developing their staff, for the effective use of cross-curricular work within the overall curriculum, and administrative and pastoral tasks. The management approach enables cross-curricular links to be more readily achieved and encourages teamwork across wide subject disciplines.

### HEADTEACHER

Mr T. QUINN

### Deputy Headteachers

Mr S. RYLANCE Pastoral

Mr I. WALKER Curriculum

### Assistant Headteachers

Ms S. FINLAY

Mr N. HARRISON

Mr B. LALLY

Mrs L. LOWE

Ms P. PHILLIPS

Mrs E. SHARMAN

Mrs C. SINGLETON

### Operations Manager

Ms S. MITCHELL

### STAFF TEAM

Ms L. ALBERY

Mr T. ANDERSON

Mrs A. ASHCROFT

Mr R. AUSTIN

Mrs W. BAKER

Mr D. BARNES

Miss P. BARNES

Ms C. BEDKE

Mrs K. BELL

Miss S. BENTLEY

Ms J. BIMPSON

Ms J. BLACK

Mrs S. BLACKHURST

Mr L. BOTES

Ms J. BOYHAN

Rev G. BOYLE

Mrs C. BRENNAN

Mrs J. BROOM

Mr I. BURROWS

Ms J. BYRNE

Miss M. CAIRNS

Mrs J. CAMPBELL

Mrs D. CARGILL

Ms S. CARTY

Ms H. CAUL

Mrs G. CAVANAGH

Miss S. CHESTERS

Mr R. CLARKE

Miss F. CLINTON

Mr M. COOGAN

Ms I. COOK

Mr K. COOPER

### DEPT

Art

Technician - DT

Teaching Assistant

Technician - AVA/Music

Teaching Assistant

Network Manager - ICT

Maths

RE

Maths

Teaching Assistant

Midday Assistant

Office

ICT KSC

Business Studies

Teaching Assistant

College Chaplain

Office Manager

College Librarian

ICT KSC

Office

MFL

Maths

Teaching Assistant

Drama

Deputy Operations Manager

Social Sciences

Drama

History

Learning Coach

Head of Learning

Science

DT

### STAFF

Miss R. COPE

Ms D. CRAWFORD

Mrs C. CROFTS

Mrs D. CUSHION

Mrs C. DAVIDSON

Mrs L. DAVIES

Mr M. DAVIES

Mrs J. DAVIS

Miss A. DEENY

Mr T. DOLAN

Ms L. DONNELLY

Mrs R. DUNN

Miss J. DYER

Ms D. EASBY

Mrs L. EVANS

Miss V. FERRIE

Ms A. FINLEY

Ms J. FLEET

Ms K. FLETCHER

Mrs J. FORD

Mr J. FOWLES

Miss E. FRANCIS

Ms J. FRANKLIN

Mrs H. GARLAND

Mr J. GATRELL

Mrs B. GORMAN

Ms T. GRETTON

Mrs D. GRIFFITHS

Mr G. GRIFFITHS

Mrs J. GULLIDGE

Ms L. HALE

Mr M. HARRIS

### DEPT

Science

Head of RE

Learning Coach

SEN

RE KSC

History

English

Learning Coach

Teaching Assistant

Head of Learning

Music

Office

Learning Coach

MFL

SENCO

Teaching Assistant

Teaching Assistant

Teaching Assistant

English

Head of Learning

Technician ICT

Head of History

Technician - Science

Science KSC

Maths KSC

DT

Midday Assistant

Maths

ICT

Science

Teaching Assistant

PE

<b>STAFF</b>	<b>DEPT</b>	<b>STAFF</b>	<b>DEPT</b>	<b>STAFF</b>	<b>DEPT</b>
Miss V. HARRIS	Head of PE	Mrs S. MAY	Teaching Assistant	Ms A. SHAW	Teaching Assistant
Ms P. HARRISON	Reprographics	Ms K. McALLISTER	DT	Mr S. SHERLOCK	Assistant Network Manager ICT
Mr S. HARVEY	Head of ICT & Bus St	Miss K. McCULLOCH	Office	Mr B. SHILLINGLAW	D of E
Ms C. HELLIER	English	Ms A. McGAGH	Maths KSC	Ms S. SKILLEN	ECM Co-ordinator
Miss S. HERAGHTY	Head of Drama	Ms C. McGOWAN	English KSC	Mrs J. SLADE	Office
Mrs A. HILL	Vocational	Dr D. McKILLOP	Maths	Mrs J. SMITH	Head of Geography
Ms L. HILL	History	Mrs R. McMAHON	Director of 6th Form	Miss K. SMITH	Maths
Ms C. HODGES	Maths KSC	Miss E. McNALLY	English KSC	Miss T. SMITH	Science
Miss L. HOLLAND	RE KSC	Mrs C. McNEILL	Head of Social Sciences	Miss A. SUTTON	Learning Coach
Ms C. HUGHES	Technician - Science	Mr S. MEEHAN	English	Mrs J. SWANN	Learning Coach
Miss E. HUGHES	DT	Miss G. MITCHELL	Teaching Assistant	Ms N. TAYLOR	Teaching Assistant
Mrs A. JACKSON	Reprographics	Mrs L. MITCHELL	Maths	Mr R. THOMAS	Head of Performing Arts
Ms L. JENKINS	Teaching Assistant	Mr A. MOORE	Science	Mrs V. THOMPSON	Head of DT
Mr B. JOHNSON	Caretaker	Miss H. MOORE	Science	Ms H. THOMSON	DT
Miss E. JOHNSON	Teaching Assistant	Ms A. MORGAN	Maths KSC	Ms M. THOMSON	Maths
Mr A. JONES	Teaching Assistant	Mr D. NIBBS	Technician - Science	Ms A. WALKER	Geography
Mr D. JONES	Office	Mr B. NUNNERY	PE	Ms A. WALKER	DT
Mrs J. JONES	Site	Mr P. PEARSON	Head of English	Ms C. WALSH	Teaching Assistant
Mrs K. JONES	Teaching Assistant	Mrs K. PENNY	Business Studies	Ms K. WARDLE	Office
Mrs M. JONES	English KSC	Ms J. PERRY	Social Sciences	Ms S. WEAVER	Office
Mr J. KENNEDY	DT	Ms L. PEYTON	Science	Mr D. WESTWELL	Technician - Science
Mrs T. LAWSON	Vocational	Miss J. PRITCHARD	PE	Ms P. WILDING	Midday Assistant
Ms L. LEDSON	Office	Miss L. PROCTOR	Science	Miss D. WILLIAMS	Geography
Mr P. LEICESTER	ICT & VLE Manager	Mr M. REGAN	Head of Art	Mr M. WILMSHURST	Social Sciences
Mrs D. LIVESEY	Music	Mrs M. REID	Learning Coach	Mr J. WILSON	Head of Learning
Mrs J. LLOYD	First Aid/Medical	Mr L. ROSE	Technician ICT	Miss L. WILSON	Art
Mrs A. LOCK	Head of Learning	Ms H. ROSSITER	English/Media	Mrs C. YOUNDS	Specialist Schools Co-ordinator
Mr P. LOVE	ICT & Website Manager	Mrs H. RUSCOE	Examinations Officer		
Miss R. MAHER	Teaching Assistant	Mrs D. SADLER	MFL		
Miss M. MAJDANDZIC	Teaching Assistant	Ms S. SADLER	Maths		
Ms J. MARNELL	Drama	Mrs C. SEFTON	Technician - DT		
Mr K. MARSH	Head of Science	Mr G. SEFTON	Caretaker		
Mr W. MARSHALL	Teaching Assistant	Mr J. SEWELL	PE		



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# Pastoral Care

*“Students’ personal development and well-being are outstanding in the main College and in the sixth form.” (OFSTED 2007)*

The Head Teacher is assisted in the planning and delivery of pastoral care at SJP by a team which includes the Senior Leadership Team, Heads of Learning, Learning Coaches and Form Tutors. Form Tutors are the first point of contact at the College and will deal with the majority of questions or concerns that may arise. For more serious issues, the **Head of Learning** is there to support you and your child both in terms of their academic progress and for any major pastoral issues that may arise. Please get in touch with your child’s Form Tutor or Head of Learning either by phone, e-mail, letter or a note in your child’s Pupil Planner. The Pastoral staff should be kept informed about illness, absence, dental or medical appointments, or any change in home circumstances.

Every year group has a full-time **‘Learning Coach’** to support the work of the Head of Learning. The Learning Coach will meet your child for a formal meeting three times per year. In the meeting the Learning Coach will discuss with your son/daughter their academic progress (via the College reporting systems) and set short term targets. This then forms the basis of an Achievement Plan which will be sent home shortly after. Learning Coaches are always available for parents to discuss particular issues

re- your child’s academic progress and work closely with Heads of Learning and Form Tutors.

The College has eight form groups in Years 7-11, each of which has its own patron and forms a ‘House’ across all years. Pupils can earn House Points throughout the year, which not only attract personal recognition (such as Bronze, Silver and Gold Awards) but also contribute to competitive totals for each House.

The Houses are: Bernadette (SB), Vincent de Paul (VP), Bosco (JB), Romero (OR), Kolbe (MK), Hume (BH), Mother Teresa (MT) and Thérèse of Lisieux (TL)

## **ACADEMIC REVIEW**

Your child will spend 30 minutes each day with their form during a period of time called ‘Academic Review’. During this time, pupils will meet with their Form Tutor. A daily ‘Uniform and Appearance’ check is carried out to ensure the highest of standards are maintained. An act of worship also takes place at this time of the day and your child will have at least one assembly each week with a Senior Member of staff. As part of our drive to encourage all children to enjoy the pleasure of reading, we actively promote this by asking all pupils to read silently during a part of Academic Review. It is important

therefore that they come equipped with a suitable reading book. This then allows the Form Tutor to focus on the tracking and monitoring of pupils academic progress through individual meetings, supporting the work of the Learning Coach and Head of Learning.

Each form group elects representatives to the Year Council, where pupils have the opportunity to put forward suggestions for further developments at SJP. This group feeds into the main College Council, which meets regularly to discuss matters raised by pupils and respond to ideas from staff.

The pastoral care at SJP was recently described by OFSTED as “outstanding.” In order to maintain these high standards for your children, we maintain a flexible approach to form groups and reserve the right, if it is considered in the best interests of pupils, to facilitate movement between the different groups.

## **BUDDIES**

To ensure that your child will become quickly at ease with life at SJP, we have identified a number of older pupils who are there to be a friend to your children. These ‘Buddies’ can help the pupils if they are in need of support or just want someone (other than staff) to talk to.

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*“Relationships between students and between students and staff make students feel valued, listened to and positive about seeking help if required.” (OFSTED 2007)*

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# Tutor Groups

In Year 7, your child will be placed in a Form Tutor Group. Each group is named after a House Patron, a well-known Catholic Christian who as a witness to the Gospel encourages us in our faith. Each Form will participate in a wide variety of House Competitions through the year led by the Head of House who is a Senior Member of staff. Your child will gain House Points through their efforts in curriculum time and through participating in a wide range of extra-curricular activities.

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## Form

7 SB (Saint Bernadette)  
7 JB (John Bosco)  
7 BH (Basil Hume)  
7 MK (Maximilian Kolbe)  
7 OR (Oscar Romero)  
7 MT (Mother Teresa)  
7 VP (St. Vincent De Paul)  
7 TL (Thérèse of Lisieux)

## Tutor

Mrs D Easby  
Ms H Moore  
Mr M Davies  
Ms L Proctor  
Ms P Barnes  
Mr P. Leicester  
Mrs V Thompson  
Ms R Cope

Head of Bernadette House:

Mrs T. Dolan

Head of Bosco House:

Mrs E. Sharman

Head of Hume House:

Ms S. Finlay

Head of Kolbe House:

Ms. P. Phillips

Head of Romero House:

Mrs C. Singleton

Head of Mother Teresa House:

Mr B. Lally

Head of Vincent de Paul House:

Mr N. Harrison

Head of Thérèse House:

Mrs R. McMahon

## Key Pastoral Staff



Year 7 Head of Learning:  
Mrs A. Lock



Assistant Head Teacher for KS3:  
Mrs C. Singleton



Year 7 Learning Coach:  
Mrs M. Reid



Deputy Headteacher (Pastoral):  
Mr S. Rylance

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# SJP 'First Steps' Experience

As part of your child's induction to our College community, we provide several enrichment activities which we believe help all our year 7 children settle into life at SJP, contributing to what we call their 'First Steps' experience.

Each subject area will provide your child with opportunities to extend their education outside of the classroom, through curriculum linked projects, trips and extra curricular activities. Whether it's researching the impact of the Romans on Chester through a visit to the city; travelling to Space Port and experiencing the world of astronomy using the SJP telescope; attending a traditional pantomime to enjoy and participate in one of the oldest and most memorable theatre genres available to us, or travelling to America on our annual ski trip, we ensure your child has every opportunity to extend their knowledge as well as forging strong relationships with staff and fellow pupils.

In January every year 7 pupil is invited to attend a 3 day educational residential adventure at the Conway Centre in North Wales. The centre provides a rewarding educational programme, offering thrilling outdoor and indoor adventure activities, with secure and controlled residential accommodation. Pupils benefit hugely from the experience, both educationally, socially and spiritually. It is expected that all pupils will participate in this venture and is a crucial part of their first year. We will let you know in the first few weeks of term what the cost of the visit will be. We believe the transition programme which we have chosen this year will prove to be both enjoyable and a wonderful opportunity for all year 7 to get to know each other and experience success via new challenges.

If you wish to discuss any matter pertaining to the Yr 7 'First Steps' experience, please do not hesitate to contact Mrs. Lock (Head of Learning Year 7).



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# Partnership Agreement

At SJP we know how important it is to build partnerships with parents. This builds strength in our community and supports students in their development, spirituality and learning.

We rely on the commitment and support of all parents to make this partnership work. We often run events to support this partnership and are always open to new ideas and feedback so please contact us whenever you feel the need to.

This is a summary of the Home-College agreement that Form Tutors, Parents and Pupils are asked to sign up to in the College Planner.

## It is the responsibility of the College

- To provide a Catholic environment in which pupils will develop spiritual and moral values
- To provide a safe and secure environment in which pupils can develop academic, sporting and cultural talents
- To develop in the College a true sense of community
- To establish effective partnership and communication with parents

## It is the responsibility of parents

- To support the spiritual and moral development of your child
- To ensure your child attends College in full uniform and is properly equipped for the school day
- To support the authority and discipline of the College
- To take an active interest in your child's academic progress by supporting the College's homework programme and by attending Review Meetings and other relevant activities where possible
- To ensure they are fully aware of the College policies by reading the Parental Handbook.

## It is your responsibility as a pupil:

- To respect and support the Catholic values of my College
- To attend in full uniform and arrive promptly and properly equipped for each day
- To accept the authority of the College
- To do your best at all times.



# Term Dates

September 2009 - August 2010

	First Half			Second Half	
	Start	Finish		Start	Finish
<b>Autumn Term</b>	Thursday 3 September 2009	Friday, 23 October 2009	<b>Half-Term Break</b>	Monday 2 November 2009	Friday, 18 December 2009
			<b>Christmas Break</b>		
<b>Spring Term</b>	Tuesday 5 January 2010	Friday 12 February 2010	<b>Half-Term Break</b>	Monday 22 February 2010	Friday 26 March 2010
			<b>Easter Break</b>		
<b>Summer Term</b>	Monday 12 April 2010	Friday 28 May 2010	<b>Half-Term Break</b>	Monday 7 June 2010	Friday 16 July 2010

## Other useful dates:

Bank Holiday: Monday 3 May 2010  
 Open Evening: Tuesday 22 September 2009  
 Musical Festival: 13-14 October 2009  
 Here Comes Christmas: Friday 4 December 2010  
 College Panto: 8-10 December 2009  
 Carol Service: Wednesday 16 December 2009  
 Year 7 Family Mass: Tuesday 29 September 2009  
 Year 7 Residential: w/c 25 January 2010  
 College Photographs: Friday 11 September 2009

SJP's Got Talent: Thursday 11 February 2010  
 'Blood Brothers': 24-25 March 2010

## Parents' Consultation Days

Year 7 & 8 Review Day: Friday 22 January 2010  
 Year 9 & 10 Review Day: Friday 20 November 2009  
 Year 11 Parents' Evening: Thursday 17 September 2009  
 Sixth Form Parents' Evening: Thursday 22 October 2009  
 Sixth Form Information Evening: Thursday 4 February 2010

\*Information will also be available on the College Website [www.stjohnplessington.com](http://www.stjohnplessington.com)

# Timetable

## Years 7 - 9

08.40 - 09.40am	Period 1
09.40 - 10.40am	Period 2
10.40 - 11.00am	Break
11.00 - 12.00pm	Period 3
12.00 - 12.50pm	<b>LUNCH</b>
12.50 - 1.20pm	Academic Review
13.20 - 14.20pm	Period 4
14.20 - 15.20pm	Period 5

## Years 10 - 13

08.40 - 09.40am	Period 1
09.40 - 10.40am	Period 2
10.40 - 11.00am	Break
11.00 - 12.00pm	Period 3
12.00 - 12.30pm	Academic Review
12.30 - 1.20pm	<b>LUNCH</b>
13.20 - 14.20pm	Period 4
14.20 - 15.20pm	Period 5

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All pupils in the College follow a timetable that runs over a two-week period. These time-tables should be recorded in the College Planner. It is always useful if a copy of the time-table is kept in a prominent place at home to help in the early days of organisation. The time-tables will be given to pupils on their first day of the Autumn Term. It will highlight the Subject, Subject teacher and classroom.

# Curriculum

*'The teaching of students' academic progress is exemplary.'* (OFSTED 2007)

## Learning Programmes

All pupils at SJP follow a Learning Programme in all subjects each half-term. The LPs are available on the College Website for Parents and Pupils to access from home. They detail the programme of study for each subject, setting out the knowledge, skills and understanding your child is expected to be taught. The Learning Programmes also signpost the Assessment procedures including the **homework** that will be set each week.

It is really important that parents take an active interest in the learning that their child is experiencing. By following the Learning Programmes, parents can supplement the work being done in College through further enrichment activities or independent study .

The Learning Programmes cover the content required by the new National Curriculum in the following subjects at Key Stage 3 (Y7-9): Religious Education, English, Mathematics, Science Design & Technology, Information Communication Technology, Art, Citizenship, Drama, Geography, History, Modern Foreign Languages, Music, Physical Education.

In Years 7 and 8 pupils are mainly taught in mixed ability groups apart from Maths and Science, where they are set according to ability. In Years 8 & 9 pupils are also taught in ability sets in English.

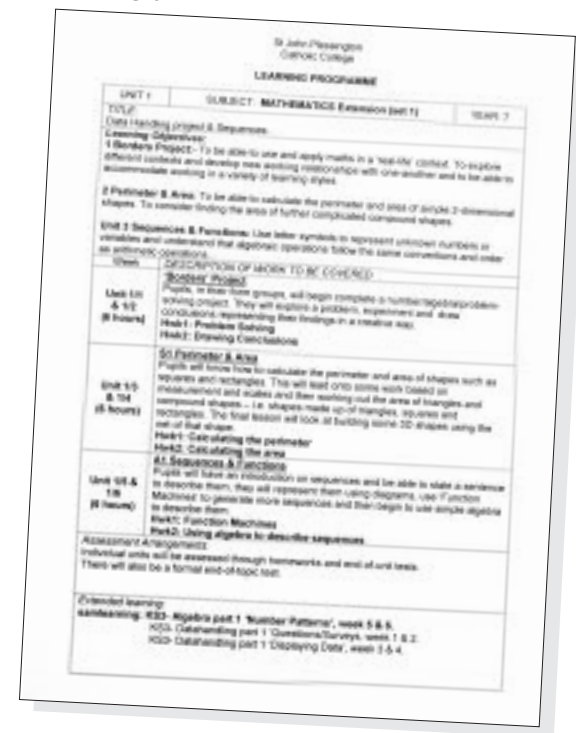
### Reports

At the end of each Learning Programme, that is, every half term, you will receive a report which will give you information about your child's progress in the subjects they are studying and an indication of their end of year and end of key stage targets.

Both effort and attainment are assessed so that you can see the fullest possible picture of your child's progress during the year. All pupils transfer their progress grades into their planners and exercise books so they too can see how well they are doing. As well as half termly reports parents will receive an Achievement Plan each term. Achievement plans are written by our Learning Coaches who are attached to each Year Group. Learning Coaches meet with every pupil in the Year Group once a term to review their overall progress and achievements, and to set personalised targets for improvement.

### Consultation Days

Consultation Days are held once a year when you will have opportunity to discuss your child's progress in their Learning Programmes more fully with subject teachers. The rest of the College closes for the day for those pupils not involved in those meetings. An appointment system is in place so that you can choose times suitable to your day. A letter is sent out well in advance informing you of times and dates.



*'Exemplary, rigorous and regular assessment ensures all students know how well they are doing...'* (OFSTED 2007)

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## Curriculum Continued

### Attainment Targets

Attainment Targets are arranged in eight levels except for in Citizenship. Level 1 represents the easiest level and Level 8 the hardest. An average ability pupil starting at SJP would be expected to be achieving around Level 4 although this may differ depending on the subject. By the end of Year 9 an average pupil should be achieving around Level 5 or 6. Pupils will be assessed each half term by their teachers in a variety of ways and will also undertake end of year examinations in each subject.

### Key Stages

The National Curriculum is divided into Key Stages which cover a number of years. During the first three years at SJP (Years 7 to 9) your child will follow KS3. At the end of KS3 in Year 9 your child will take SATS tests in English, Maths and Science. During Year 9 pupils will decide on a range of subjects they wish to study at KS4 in Years 10 and 11.

### At Key Stage 4 (Y10-11):

Pupils choose amongst a number of subjects in which they will gain either GCSE or BTEC qualifications. Core subjects such as English, Maths, Science, RE, DT, ICT and PE will be studied by all pupils. Pupils sit some of their GCSEs in Year 10 which provides them with a head start in Year 11.

### At Key Stage 5 (Y12 and 13):

Most of our pupils continue into our 6th form at the end of Year 11 to study a range of subjects at AS and A2 level, and BTEC. Amongst the subjects already offered at KS4, pupils have the opportunity to study new areas such as Psychology, Sociology Law, and Travel and Tourism.

### Extra-Curricular Activities

The extra-curricular life of the College is rich and varied. SJP offers pupils a wide range of activities extra to the normal timetable, either at lunch time or after school, providing pupils the opportunity to meet, teach and learn from each other in a relaxed and perhaps less academic atmosphere.

Your child can pursue their interests in:

Football	Cricket
Athletics	Basketball
Netball	Badminton
Trampolineing	Rounders
Dance	Leadership awards
Fitness	Softball
Gymnastics	Hockey
Rugby	Cross country
Duke of Edinburgh Award	Choirs
Brass Band	Debating Society
Science / Art / Drama club	ICT / Textiles club
Majorettes	

We are proud of the opportunities for pupils to participate in a wide variety of dramatic and musical performances throughout the year. Every child in Year 7 has the opportunity to take up a musical instrument free of charge.

All of Year 7 are involved in a 3 day residential experience at the Conway Centre in North Wales as part of their induction process into the life of the College.

### Project Week

During the Summer Term, pupils and staff will take part in 'Project Week'. This could be with a focus on Performing Arts, Humanities or Sciences. The normal timetable is interrupted and pupils will participate in a wide variety of activities. This involves creative activities, problem-solving tasks, research projects and more. Project week culminates in a Project Exhibition, when parents, Governors, sponsors and the community are invited into College to view the pupils' work and achievements.

*"The College provides students with an impressive variety of extra-curricular activities."*

(OFSTED 2007)

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## Curriculum Continued

### Homework

Homework is an important part of College life at SJP and all pupils are expected to do it regularly. Homework is signposted in the Learning Programmes. Pupils record homework in their Planner. This should help your child and you to keep a check on homework. If problems arise then we would ask you to contact your child's Head of Learning or write any comments in their Planner. Planners are checked weekly by Form Tutors to ensure your child is receiving homework on a regular basis.

### E-learning

As a Technology College we make every effort to ensure that your child has access to the latest technology to enhance their learning experiences. There are over 600 computers available to pupils in the College. Every classroom is equipped with an Interactive Whiteboard and every teacher has a laptop to facilitate the teaching and learning process. At SJP pupils can use the Virtual Learning Environment (VLE) to complete homework, and for absent pupils, to continue learning from home. The VLE develops pupils' independent learning skills and allows them to have more control over how and when they work. The VLE enables pupils to access learning materials created by their teachers. Work is marked and returned within the VLE. This also means that pupils will not be able to lose or

forget their homework! As parents, you are able to access your child's personal home page to keep track of their work, their progress and their curriculum. The VLE can be accessed via the College website.

The College subscribes to SAM Learning, which is an e-learning service that can be accessed on-line. SAM Learning has proven to improve exam results through exam practice and related revision. Sometimes homework is set requiring pupils to use SAM Learning. If it is not possible to use SAM Learning at home, we can make arrangements for access to ICT suites in College outside task hours so no-one is at a disadvantage.

### Additional Needs Students

The College follows the Special Educational Needs Code of Practice (2001) and uses the same definition of special educational needs i.e. Students have special educational needs if they have a learning difficulty that calls for special educational provision to be made for them. The school recognises that provision for pupils with special educational needs is the responsibility of the whole school and that all teachers are teachers of pupils with special educational needs. The aims of the special educational needs policy are:

- To enable pupils with special educational needs to have their needs met

- To take into account the views of the pupils with special educational needs
- To encourage good communication with parents of children with special educational needs
- To facilitate full access to a broad, balanced and relevant education, including the National Curriculum, for pupils with special educational needs. Some pupils receive additional support from a Teaching Assistant in the classroom. Some pupils may have a modified curriculum. Departments ensure classroom organisation, teaching materials, teaching style and differentiation are such that all pupils, including those with special educational needs, can learn effectively.

Whilst we recognise national programmes for Gifted and Talented pupils, we believe all our pupils to be gifted and talented in many different ways. We ensure that everybody has access to excellence and that whilst there are many pupils who are identified as Gifted and Talented, the learning of all pupils is given equal priority. As with all pupils, stretching and challenging tasks are provided for G&T pupils in their subjects, as well as extra-curricular classes and workshops. Their progress is monitored after every half term progress report.

*“Students with learning difficulties and / or disabilities do particularly well, as a result of the excellent support they receive.” (OFSTED 2007)*

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## Curriculum Continued

### Record of Achievement

We believe that the academic results which your child obtains are only a part of their education and we encourage them to participate in as wide a variety of activities as possible. Recording pupils' achievement in all aspects of their College lives is an important task and one where we are developing a comprehensive system which will enable your child to reflect on their College work and other interests, have a sense of pride in their own achievements and also to help them set themselves targets for the future. To support the process of recording their achievements, your child will be issued with a Pupil Planner in which they can record a wide variety of information. Half termly progress reports and Achievement Plans, which form one section of the Record of Achievement, are a summary of each pupil's academic achievement that your child will share with you. Included in the portfolio will be all certificates awarded throughout your child's time with us.

We hope and expect that your child will receive a range of certificates which acknowledge hard work and good citizenship at our termly Achievement Assemblies.

Developing a Record of Achievement is an ongoing process involving students, teachers and you as a parent. We very much hope that you will regard the development of the Record as an

important process and that your child will share their achievements with you. The College encourages parents to be actively involved in every aspect of their child's education including their Record of Achievement.

At the age of 16, when students come to the end of their compulsory time at school, they are now required by law to have a final document called a National Record of Achievement. This document will be a useful source of information

for future employers, higher educational establishments and other interested parties and should be continually added to throughout the student's career.

Parents are welcome to visit College or contact the appropriate Subject teacher, Form Tutor or Head of Learning to discuss their child's progress at any time, although a prior appointment would be appreciated.



# Curriculum Continued

## Pupil Planner

Pupils are given a Pupil Planner at the beginning of Autumn Term in which they are able to record information including homework, involvement in activities, half-termly progress grades, notes, and achievements. The Planner is an important document which all pupils in College are expected to use and value. It should be brought to College at all times and under no circumstances should there be any signs of graffiti. It is a vital means of recording homework and achievement and a means by which you can communicate with teachers and vice versa.

We would ask that each week you check the Pupil Planner is being used properly and sign your name at the bottom of each week's page. Form Tutors will also check regularly that the Pupil Planners are being used properly so that together we can monitor the progress and organisation of your child's work. If, for any reason, your child loses their Pupil Planner, they will be expected to pay the full cost for a replacement immediately.

# How to use the planner

## Homework Set

Pupils should record here when a teacher sets homework. They will be given time to do this in the Lesson. They should record as follows: LP 1:4. This refers to the Learning Programme they are following. In this case it was LP 1 (Autumn Term) Week 4.

The Learning Programmes are also available on our website ([www.stjohnplessington.com](http://www.stjohnplessington.com) - on the curriculum tab). It may be that the teacher also sets an extension task – there is room therefore for some additional comments to be written in.

## Due in

Pupils will be given a clear deadline of when the work is expected in. They record the date the work is due in. e.g. 02/10/09

## Done

When the work is completed, pupils are reminded to tick the box. This helps their organisation and also helps parents and Form Tutor to monitor what homework is still outstanding.

The Homework Record page will give a clear picture of what homework has been recorded. If you feel that your child is not getting homework in line with the Learning Programme please contact the Form Tutor in the first instance. This can be done via the planner.

## Parent /Teacher Comments

The right hand page provides an opportunity for parents and teachers to communicate via the planner. For example, parents may wish to provide a reason why a homework has not been completed or indicate difficulties with a particular homework. It may be that the Form Tutor has a concern over a Uniform and Appearance/ Equipment issue and wishes to flag this up to parents. The space also provides the opportunity for Parents to be reminded of any important events which are coming up.

## Parent's/FT's Signature

Please can parents make sure that the Planner is signed each week-end for the appropriate week. Each Monday, Form Tutors will be signing the Planner in Academic Review and it is expected that every pupil will have a parental signature to say they have checked the planner.

## House Points

Each week pupils total up the number of new House Points they have earned in that period. These will be recorded by Form Tutors and put on the House Recording database which will result in Rewards both for individuals and for Houses.

Homework Record			
Week Commencing 08/09/08			
Subject	Homework Set	Due in	Done
Art			
Design and Technology			
English			
Geography			
History			
ICT			
Mathematics			
MFL			
Music			
Performing Arts/Drama			
RE			
Science			

This page is for communication with College. Staff will also note any problems with homework, equipment or appearance. House Points and other achievements will also be recorded here.

Monday 08/09	
Tuesday 09/09	
Wednesday 10/09	
Thursday 11/09	
Friday 12/09	

House points this week:

Parent's Signature \_\_\_\_\_  
Form Tutor's Signature \_\_\_\_\_

## Curriculum Continued

### Visits and Trips

During your child's time at SJP there will be many opportunities for visits and trips to support and extend the curriculum. These will include overseas visits to a variety of European countries including Spain, Germany, Poland and France as well as to the USA. The Choir has represented the College at the Royal Albert Hall and participated in tours to Germany. Pupils also have many opportunities to engage in local study visits.

Each year your child will also have the opportunity to attend a Retreat which is organised by our College Chaplain (Rev. Gerard Boyle) and which gives opportunity for pupils to reflect and participate in spiritually enriching activities.

The 'SJP First Steps' experience at the Conway Centre will, among other things, focus on different styles of learning, listening and thinking skills in preparation for the challenges of the Curriculum ahead of them.

At the end of the year, many pupils who have worked hard and have a good attendance record are rewarded by having the opportunity to go on a Year outing for the day. This is very popular and motivates pupils to do well.

### Costs of Visits

The College seeks to ensure that the costs of any visit are kept to a minimum and will look to subsidise visits wherever possible. However, in order that these visits can take place a letter is always sent home well in advance of the visit asking for a parental contribution to be made. If there are financial difficulties we would ask that you contact your child's Head of Learning to discuss the matter.

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*'The students were a credit to themselves, their parents and their teachers. It was a pleasure and privilege to have them in the Cathedral.'*

(Dean of the Cathedral)



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# College Library

The College's large and vibrant Library is valued by the whole College, from Year 7 right through to Year 13. Throughout the day both pupils and staff can be found making the most of the excellent study and research facilities available, as well as taking the opportunity to sit and read the latest fiction.

## Site

The Library takes pride of place just above the entrance to the College. Part of the newest section of the College, it is spacious and well-equipped.

## Stock and Facilities

The Library contains:

- A wide range of fiction for years 7 – 11 and 6th form
- Nonfiction books to help with study and research
- Magazines, newspapers and foreign language resources
- Careers information and university prospectuses
- A suite of computers with internet access

## Staffing

The School Library is managed by a full-time Librarian supported at lunchtimes and break times by a team of Pupil Library Assistants. Mrs J Broom is available throughout the day to help and advise library users.

To find out more about joining our team of Pupil Library Assistants, see Mrs Broom in the Library.

## Use

The School Library enjoys a whole variety of uses - individual study, whole class use, small group or individual research for projects and homework, word-processing, information seeking on the Internet, and recreational reading in a friendly environment with resources and help always on hand.

**Accelerated Reader** is an exciting programme used by our Year 7 and 8 pupils. Available in the library and through the internet it gives keen readers a chance to collect points for each book they read. Certificates are awarded when plenty of books have been read. Pupils are encouraged to take part in this programme through the Silent Reading opportunity in Academic Review each day.



# Uniform and Appearance

The College has its own uniform and PE kit which has been selected so that pupils will feel part of the College community. Items of clothing have been chosen carefully so that they are not unduly expensive, but are smart. It is the policy of College that uniform should be worn by all pupils and students in our Sixth Form. This is because not only is personal presentation important in the world of work, we want to make sure that our learners develop a sense of pride in how they are turned out. We would advise that all items of clothing are clearly marked with your child's name.

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## BOYS Y7-11

- BLAZER – French navy blazer with SJP logo (please note that the colour of the lettering on the badge is different for each year group)
- JUMPER – Navy, with SJP logo (a sleeveless version is also available);  
*please note that a College jumper is compulsory from the beginning of September onwards*
- SHIRT – Light blue shirt (short or long-sleeved) TSP 214
- TIE – SJP tie (navy/silver stripe)
- TROUSERS – Black trousers TVT776, TBT736 or TBT796
- SHOES – Plain black leather shoes *please note that black training shoes, pumps or boots are **NOT** acceptable*
- COLLEGE BAG An SJP College bag is compulsory for Year 7-9 pupils from Sept 09. There are only 3 styles of bag permitted:

Satchel, rucksack, drawstring. (*Available at a cost of £4-£10. Personalised free of charge by Wirral Uniform Centre*). For Years 10 & 11, pupils must have a bag for College in one of the following styles: Satchel, rucksack, drawstring.

- COLLEGE SCARF – An SJP College scarf will be available from September 09. This is optional but if pupils choose to wear a scarf, only the College scarf is allowed.

## GIRLS Y7-11

- BLAZER – French navy blazer with SJP logo (please note that the colour of the lettering on the badge is different for each year group)
- JUMPER – Navy, with SJP logo (a sleeveless version is also available);  
*please note that a College jumper is compulsory from the beginning of September onwards*
- BLOUSE – Light blue revere collar blouse (short or long-sleeved) TRL74 or TRH554
- SKIRT – Checked skirt (Bedford Check)
- **OR** TROUSERS – Black trousers JWT446
- TIGHTS – TIGHTS – Navy or black plain tights (not patterned) (TN0710[N] or TN0790[B])
- SOCKS – Knee-length plain navy socks
- SHOES – Plain black leather shoes (*please note that 'fabric shoes, pumps or 'Kicker' style boots' are **NOT** acceptable*)
- COLLEGE BAG An SJP College bag is compulsory for Year 7-9 pupils from Sept 09. There are only 3 styles of bag permitted: Satchel, rucksack, drawstring. (*Available at a*

*cost of £4-£10. Personalised free of charge by Wirral Uniform Centre*). For Years 10 & 11, pupils must have a bag for College in one of the following styles: Satchel, rucksack, drawstring. **Handbag/ fashion style bags will not be permitted.**

- COLLEGE SCARF – An SJP College scarf will be available from September 09. This is optional but if pupils choose to wear a scarf, only the College scarf is allowed.

## PE UNIFORM BOYS Y7-11

### COMPULSORY ITEMS

Navy blue hooded sweatshirt with house name printed on the back  
Navy blue polo shirt  
Navy blue football shorts  
Navy blue football shirt  
Navy blue (with white) football socks  
Football boots  
Shin pads

### OPTIONAL ITEMS

Navy blue rugby shirt  
Navy blue tracksuit (strongly recommended)

All items of uniform are available from:  
**Wirral Uniform Centre, Birkenhead Market**

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## Uniform and Appearance Continued

### PE UNIFORM GIRLS Y7-11

#### COMPULSORY ITEMS

Sky blue hooded sweatshirt with house name printed on the back  
Sky blue polo shirt  
Navy blue shorts  
White football socks  
Football boots  
Shin pads

#### OPTIONAL ITEMS

Navy blue tracksuit (strongly recommended)  
Navy blue football shirt

*Regardless of illness or injury, pupils are expected to bring a full College P.E. kit to all lessons in order to participate in a variety of roles.*

### DAILY EQUIPMENT

Your child should always attend College with the following equipment:

- planner
- 2 pens
- 2 pencils
- ruler
- eraser
- a calculator (preferably scientific)
- a geometry set
- books for the day
- other items, such as coloured pencils, are useful to have

Pupils should have with them each day a bag suitable for bringing books and other equipment (including PE kit) to College.

### HAIR and MAKEUP

Pupils are expected to wear hair in a neat and acceptable style. Hair must be of one colour, natural in appearance. Hair styles (including shaved heads) judged to be extreme by the Headteacher are not permitted. Make-up, including coloured nail varnish, lip gloss and fake tan, is not to be worn. Hair fashion accessories are also not to be worn. If hair bands are worn they should be blue or black only. Pupils who do not conform to the College's uniform and appearance policy will be sanctioned in line with our Behaviour Policy.

### JEWELLERY

Apart from watches, jewellery (including studs, rings, earrings or any other body/facial piercings) is not to be worn. This is because of the potential risk of accidental damage from the wearing of such items and so they may be confiscated. We will do our best to assist your child in safeguarding their property. However, the College does not take any responsibility for the loss of or damage to personal possessions brought on to site. Large amounts of money or items of value (including personal audio equipment [such as MP3 players, iPods etc], electronic games or jewellery) should not be brought into the College. Such items may be confiscated by staff (and can be obtained by parents from Reception).

### MOBILE PHONES

We advise that pupils do not bring mobile phones into the College. However, we do recognise that some parents may wish their child to have a mobile phone with them as they travel to and from SJP. Any mobile phones brought in should be both switched off and put away whilst on the premises. We do not take any responsibility for loss of or damage to mobile phones. Inappropriate use of phones in school will result in confiscation without notice (they may subsequently be obtained by parents from Reception). Should you need to contact your child in an emergency, please use the main College number 0151 645 5049.

**The Headteacher reserves the right to make the final decision on what is or what is not appropriate.**

### IMPORTANT: Insurance Notice

We recommend that parents/carers make their own arrangements for insurance of bags, clothing, watches, mobile phones, pens, bicycles etc. - usually by an extension of your home insurance. Please never allow your child to bring anything expensive or of sentimental value into the College, particularly pens, watches, jewellery or large sums of money. Students should report anything lost to staff immediately.

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# Information and Communications Technology

SJP is at the forefront of computer based technology systems with over 600 computers available to our students. Every classroom is equipped with an Interactive Whiteboard and every teacher has a laptop. We operate a Windows based computer system providing access to the Virtual Learning Environment (VLE) via the College website [www.stjohnplessington.com](http://www.stjohnplessington.com) the Internet and e-mail. To use the SJP computer network all students and parents must agree and sign our ICT Contract. Students who break the Contract will have their network computer account disabled.

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## **Username and Password**

On joining SJP students are issued with a username and password for access to the network system. Students are not allowed to use the system using an unauthorised username or password. Students can change their password at any time. If students lose their password it will only be reissued by the SJP Technicians team twice in one term.

## **The Virtual Learning Environment**

Once again this has put SJP at the cutting edge of educational initiatives. We were well ahead of the Government's intention of seeing a VLE in all schools by September 2009 when we introduced it in October 2007.

Our VLE gives all our students the opportunity to benefit from 'anytime and anywhere learning' by using the internet to keep up to date with their work. SJP teachers use our VLE to set work for

students, students then submit completed work to their teachers on our VLE and teachers are able to track the progress being made by each individual student. Students can always go back to resources used in lessons, including any presentations, so making revision so much easier for them.

The key benefits anticipated over time from our VLE are:

- Students will develop independent learning skills and have more control over how and when they work.
- Absent students can continue their learning from home, with work set by the teacher on our VLE, and marked and returned within our VLE.
- Students will be able to access learning materials created by their teachers, outside lesson time and from locations such as a library and home.
- Students will be able to store work and notes online for use in assignments, homework and revision, outside normal College hours.
- Parents will be able to access their son's/ daughter's personal home page to keep track of their work, their progress and their curriculum.

## **Samlearning**

The College subscribes to SAM Learning, which is an e-learning service that can be accessed on-line. SAM Learning has proven to improve exam results through exam practice and related revision. Sometimes homework is set requiring pupils to use SAM Learning. If it is not possible to use SAM

Learning at home, we can make arrangements for access to ICT suites in College outside task hours so no-one is at a disadvantage.

## **Transferring Files**

Students can transfer files between home and College using the VLE or alternatively a USB storage device

## **Computer Games**

Computer games are not allowed to be brought into or played in College. This includes web-based games on the Internet.

## **Reporting**

A unique aspect of the SJP online reporting system means that parents have an anytime/anywhere opportunity to access their child's half-termly report and termly achievement plan as well as regular attendance updates. This means that SJP reports to all parents, 9 times in any one academic year as well as a Consultation day. OFSTED judged this provision to be an outstanding feature of our College.

## **E-mail**

The College is keen to ensure that we communicate with parents as quickly and effectively as possible. We hope that you are able to provide an up to date e-mail address for us that will facilitate this form of communication. It will allow us to send important reminders and e-mail alerts as well as up to the minute copies of our SJP News.

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# Rewards and Sanctions

*‘Behaviour is exemplary’* (OFSTED 2007)

## Praise and Rewards

We feel it is very important to recognise effort, hard work and success. If a pupil has done a particularly good piece of work or has shown great improvement in their work then a House Point is awarded. Similarly, marks may be awarded if a pupil has made progress in an extra-curricular activity, or performed a service for the College, or shown an act of kindness. House Points are entered into the Pupil Planner and recorded in the College database.

### Achievement Assemblies

To celebrate success and reward achievement, your child will attend a termly Achievement Assembly. This is an important highlight for both students and their teachers. When pupils have reached 100 (bronze), 200 (silver) or 300 (gold) House Points, they will be awarded with a badge and certificate in the Assembly, presented by the Head of Learning.

Certificates and prizes are also awarded for attendance, punctuality and citizenship. There are also special Form Tutor awards and Heads of Learning awards. The certificates are added to the Record of Achievement portfolio.

We also encourage the recognition of sustained achievement and effort by individual pupils through the presentation of a range of awards at the annual Awards Evening, where achievements are celebrated in a public forum with parents, staff, governors and a well known guest speaker.

We believe that pupils achieve well through constant encouragement and well deserved praise. We hope that throughout the year you will receive a number of Praise Postcards by post which are sent by any member of staff at any time to let you know that your child has done well.



At the end of the year, pupils who have done well and have a good record of attendance have the opportunity to go on a Rewards Trip.

## Behaviour and Discipline

The College has a minimum number of rules, but we feel that the Code of Conduct ensures the smooth running of the College and fosters good working relations between staff and pupils. If a pupil breaks any of the rules, then they are given an appropriate sanction. Pupils are taught that behaviour is a choice which can bring positive or negative consequences: good behaviour is expected and rewarded, and poor behaviour is sanctioned. Pupils breaking College rules regarding punctuality, uniform and appearance, behaviour or use of facilities will be dealt with either by a subject or Form Tutor in the first instance. ( Level 1 behaviour) For more serious matters (Level 2 behaviour) pupils will be referred to the Head of Learning or Head of Department. There may be occasions when behaviour is serious enough to necessitate the referral to a Senior Manager ( Level 3). Incidents of unacceptable behaviour are recorded on the College database. The types of behaviour for each level are found in the Behaviour Policy on the College website.

An innovative feature at SJP is our textsomone.com system. This enables all pupils to text the College in the unlikely event of bullying taking place.

*“In this College it is both acceptable and expected to do your best.”*

(OFSTED 2007)

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## Rewards and Sanctions Continued

The College can only function successfully in an atmosphere of trust, mutual understanding and good order. We expect the highest standards from our pupils and encourage them to be self-disciplined at all times. Pupils should respect others and the environment in which they work and learn. We would like to stress that SJP belongs to us all: to you, your child and the community, and we ask for everyone's co-operation in making it a happy and safe place. The Code of Conduct ensures that pupils have clear guidelines as to what is expected of them. If a pupil fails to exercise self-control or self-discipline in their conduct to others then they are disciplined, and we would obviously expect parents' support with discipline matters. We also have high standards of behaviour and apply the same Code of Conduct whilst travelling to and from College. Sanctions will apply in the same way when College rules are broken, whether on the buses or walking to and from College.

### Sanctions

Parents are advised that as part of our Code of Conduct and Behaviour Policy the College has the legal authority to issue after-College detentions to pupils. In cases where a child is issued a detention for ten minutes or less, the College is not obliged to inform parents/carers beforehand. Where an after-College detention exceeds ten minutes, the College will ensure that at least 24

hours' notice is provided. It should be noted that under education law, the College is required to inform parents/carers of a detention, but is not required to have their permission to keep a child in detention. The College also operates the Assisi Centre, which may be used as a preventative measure to avoid a fixed term exclusion. Pupils will work in the Assisi Centre for a set period of time and parents will be notified by phone call and letter. Should behaviour be serious enough, the Headteacher may decide to issue an exclusion (fixed-term or permanent). Exclusion from College is used where other remedies have failed or to deal with particularly serious incidents. Such exclusions are carried out in line with DCSF guidance. Recurrence of sanctions will often require parents to attend a meeting to discuss the next course of action. Occasionally there may arise the need to investigate an incident which will require us to interview pupils and ask them to write a statement to clarify their involvement. At such times, in accordance with current national practice we reserve the right to interview pupils without parental permission, although we seek to inform parents at the earliest opportunity.

Pupils in uniform are representing the College at all times. Therefore pupils are reminded that the Rewards and Sanction policy applies before, during and after College hours.

### Reminders:

- Mobile phones must be switched off at all times in College
- Smoking is prohibited
- Chewing gum is banned



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# The 4 "R"s

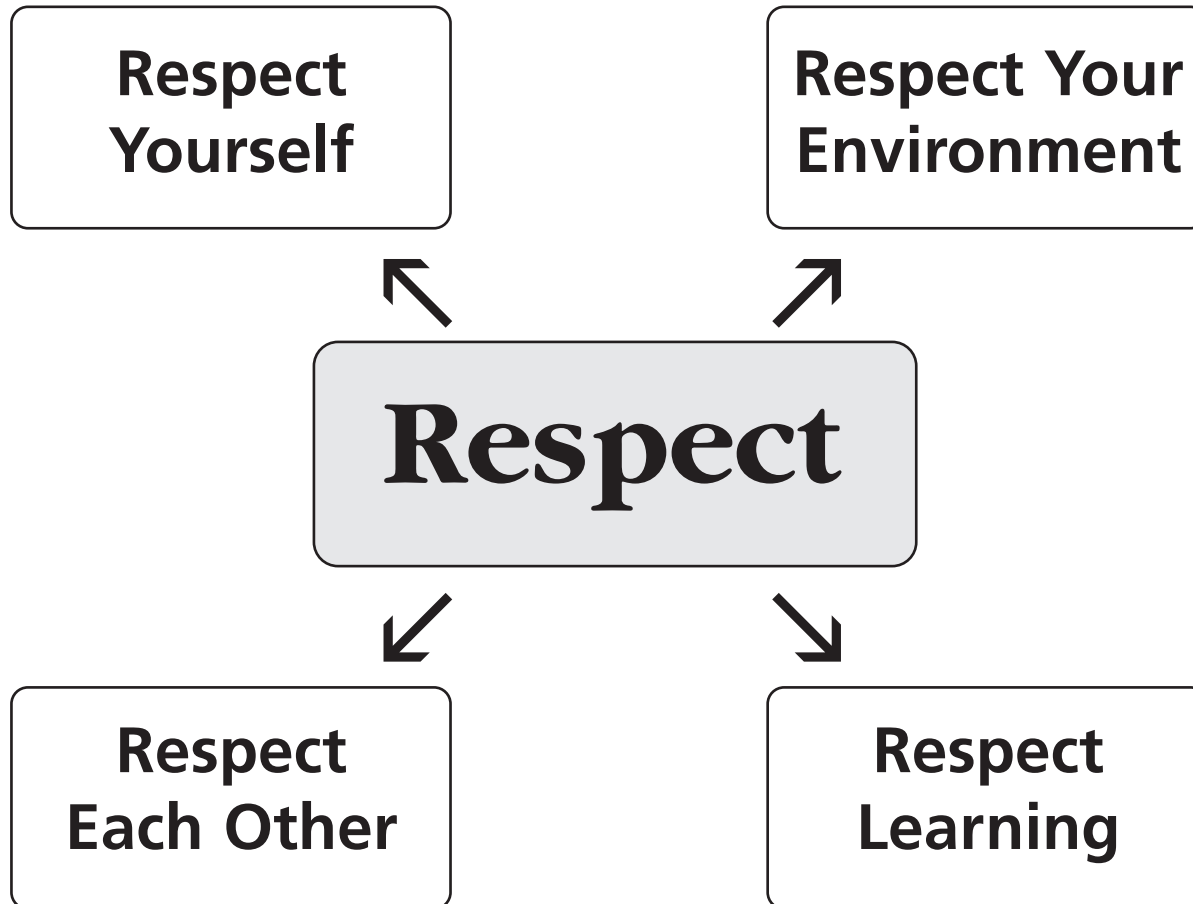
## SJP Code of Conduct

### By this we mean:

- ✓ Be on time.
- ✓ Aim for 100% attendance.
- ✓ Wear the SJP uniform with pride.
- ✓ Bring all the equipment you need each day.

### By this we mean:

- ✓ Say please and thank you.
- ✓ Use positive language at all times
- ✓ Treat others with respect at all times.
- ✓ Don't have physical contact



### By this we mean:

- ✓ Always put litter in the bin
- ✓ Keep the College graffiti free.
- ✓ Never chew gum
- ✓ Look after College equipment
- ✓ Move around the College in an orderly manner

### By this we mean:

- ✓ Allow others to learn.
- ✓ Allow teachers to teach.
- ✓ Listen to all staff.
- ✓ Always try your best.

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# Attendance and Punctuality

It is vital that your child attends College as regularly as possible. This is important to avoid missing valuable lesson time and falling behind. Employers place great emphasis on consistent attendance and good punctuality and attendance will be mentioned in the pupils' Record of Achievement and Achievement Plans each term. Registers are completed electronically each lesson in addition to period 1 at 8.40am where morning registration takes place and Academic Review when the afternoon's registration takes place.

## Absence

Children of school age who are registered at a school must by law, attend school regularly. Other than illness, any other absence should be kept to a minimum. If your child is ill and unable to attend College, please contact us by telephone as soon as possible. When your child returns they MUST have a note from you explaining the cause of the absence. This should be handed to their Form Tutor who will keep it on file. When your child is absent please encourage them to use the VLE and SAM learning and keep up to date with any work they are missing. Should your child need to be absent for a long period, the College will ensure that work is provided. It is important that they attempt to catch up on the work missed. Unless the College has already been notified, on the first morning of absence, parents will receive a telephone call from College requesting a reason for absence. Truancy from school or failure to provide a reason for absence

will result in the College coding the absence as unauthorised. The College will provide you with regular updated records of your child's attendance, and will let you know if we are concerned about it.

## Holidays during term time

Parents must avoid taking their children out of College during term-time in order to go on holiday. Parents do not have the right or entitlement to expect term-time leave to be granted. It would only be in very exceptional circumstances that your child would be allowed to go on holiday during term time. If this is ever necessary you should contact the Headteacher by letter giving at least 4 weeks notice. Please do not book any holidays during examination or test periods.

## Lateness

Your child is expected to be on the yard at 8.30am each morning. After 8.40am your child is late and will have to enter College by reception where s/he will be met by a Learning Coach. If your child is later than 9am, he or she will be required to sign in at reception giving the reason. Two sessions of lateness in a week will result in a Level 2 Head of Learning detention. This will be recorded on the College database. After 9a.m. the College operates a **first call home procedure**. The automated system will continue to contact parents throughout the day and subsequent days until we have received

notification as to why your child is absent from College. We rely on your support and co-operation in this matter to ensure the health and safety of your child is at the forefront of all that we do.

## Medical visits

Occasionally pupils will need to leave the College during the day for an urgent visit to the doctor, hospital or dentist. They must bring a note from you to show to their Head of Learning at morning registration and explain to the member of staff who is teaching them at the time that they need to leave. At the correct time pupils should excuse themselves from their lesson and go to Reception where they must sign the signing in and out book. They will be issued with an official Wirral Council 'Truancy Watch' slip to authorise their absence. In case of emergency evacuation, no pupil should ever leave the College without signing out. When they return they should sign back in and go straight to their current lesson. Whenever possible appointments should be made out of College time.

## Home Contact details

In light of the above, it is essential that we are able to contact parents at the earliest opportunity. Please ensure that all contact details are correct including emergency phone numbers and e-mail addresses. Pupils are in effect a Health and Safety risk if we are unable to contact parents should an emergency arise.

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# College Dining Hall

The Catering Staff work very hard to maintain the quality and variety of meals with every effort being made to respond to students' requests.

The Dining Hall is open for Breakfast in the mornings before the College Day begins (7.45am) for break between 10.40am and 10.55am and for lunch between 12pm and 1.20pm. It is open throughout the day for 6th Formers.

Please find below a range of sample menus for various times during the day. The College has been at the forefront of the 'Healthy Schools' agenda and in 2007 was awarded 'Healthy School' status.

## **Breakfast (Sample Menu)**

Fresh Fruits

Choice of Cereals

Croissant and preserves

Toast with baked beans, tomatoes, grilled bacon, sausage, egg

## **Breaktime (Sample Menu)**

Bacon Batch

Wholemeal or White Toast some Unbuttered

Toasted English Muffin

Toasted English Tea Cake

Toasted English Crumpet

Croissant

## **Lunch (Sample Menu)**

Soup of the Day

Traditional roast dinner

Cheese and Onion Quiche

Cauliflower and Broccoli Bake

Selection of vegetables

Hot Pudding

Panini Range

Baked Potato with fillings

Pasta King – Range of Sauces

Range of freshly made sandwiches/baguettes

Extensive salad bar

Fresh fruit Yoghurt Smoothie

Selection of fruit

## **Packed Lunches**

If you wish your child to bring a packed lunch then this should be eaten in the Dining Hall. No food or drink can be taken out of the Dining Hall and eaten elsewhere.

Please note that chewing gum is banned in College and the College strongly discourages pupils bringing 'fizzy' drinks onto the premises. Water is always the healthy option. The lunch break does not give time for your child to go home for lunch and they must stay on the College site so we can supervise them. This will ensure that they are on time for afternoon lessons.

## **Cashless Dining Hall System**

The Dining Hall operates a cashless system whereby meals are paid for with credits using a new biometric system introduced in 09. Money can be credited to accounts using the revaluation machines in the Dining Hall and larger amounts can be credited, paying in cash or by cheque. Cheques should be given to the Catering

Manager in the Dining Hall and should be made payable to 'Aramark Ltd'.

## **Free School Meals**

If you think you qualify for free school meals please contact: Ms Sally Mitchell, Operations Manager here at the College. All applications are treated in the strictest confidence and with the cashless Dining Hall system in use nobody will know that a child is on free meals. Please claim if you are eligible.

Application forms can be obtained via the Local Authority website. [www.wirral.gov.uk](http://www.wirral.gov.uk) Application forms should be completed and returned by hand to any One-Stop-Shop.

Alternatively, postal applications can be addressed to  
Children and Young People's Department  
Hamilton Building  
Conway Street  
Birkenhead  
Wirral CH41 4FD

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# College and the Home

## How Parents and Carers can help

The following are some tips and ideas for how parents/carers can support their children in their learning at secondary school. This is not intended to be a complete list and should you have any further suggestions we would love to hear from you!

As a parent or carer, you are your child's first and most important teacher. When you speak you are a language teacher. When you help your child recognise colour and shapes you are teaching reading skills. Before your child goes to school you probably also teach Maths, Science, Human Studies, Art and Physical Education.

Even after your child enters SJP you continue to be the most important influence on their life. Remember, most teachers see children only a few hours a day. Parents are constantly teaching their children.

The College will teach children a lot of important knowledge, but parents play a critical teaching role. We know that children can learn even more when the College and parents work together as a team.

This section of the handbook suggests ways you can help us to support your child's learning. You may already be following many of these suggestions. Some may not be appropriate for your child. They are intended to get you started

on home learning activities.

Get involved - We want to encourage you to be an active member of our College community.

Be visible - Attend the Parents' Review Day so that you can get to know the teachers. When children see that their parents believe College is important they feel supported.

Volunteer - Parent volunteers will enable the College to provide many extra touches that can make the difference between a good education and a great one. The Parents & Friends of Plessington (PFOP) is a great way to take part. They will be recruiting at the Induction evening and in the Autumn Term – please support them in any way that you can.

### **PARTNERS IN EDUCATION**

Both parents and teachers want the same thing for children - the best possible education. When we all work together we make a strong team. Here are some ideas for helping the College do a better job:

- See that your child attends College regularly
- Monitor your child's subject books and College Planner
- Support the College in its efforts to maintain proper discipline

- Be aware of what your child is learning in College
- Let the Form Tutor know if your child has any problems outside College that might affect his or her schoolwork
- If you have any concerns or questions do share them with us
- If you have any suggestions or ideas do let us know

### **SELF-CONFIDENCE**

Let your child know that you have confidence in them, so they believe in their own worth and are more able to face the challenges of College life.

### **DISCIPLINE**

Try to establish clear, consistent rules for behaviour at home. This helps students adjust to specific rules for the classroom or College.

### **GOOD DIET**

One important way to help your child in College is to make sure they eat well. Children need food energy to perform well. Try to provide a healthy diet that includes lots of vegetables, fruit, cereals, milk products, meat, poultry and fish. Ensure they drink lots of water and avoid 'fizzy' drinks.

As part of our curriculum throughout all years, we examine some of the issues around healthy

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## College and the Home Continued

lifestyles. We believe that good health is vitally important and depends not just on a good diet but also on exercise during the day and enough sleep at night. Encourage your child to play sport, ride a bike, skip, etc. You could be a good example yourself!

### READING

Help your child become a good reader. Whether your child reads fluently depends partly on you. If a family encourages and enjoys reading children are more likely to read well and often.

Certain things influence children's success and interest in reading, such as wide knowledge and thoughtful talking. Thought-provoking questions stimulate curiosity.

- Encourage your child to think about past and future events. Help your child hold lengthy conversations to reflect on their experiences.
- Television, in moderation, could inspire children to read the book about the dramatisations they watch.
- Show interest and become involved in your child's reading.
- Try to give a feeling of "can do" confidence.
- Children who are good readers can make very significant progress in all subjects. As a parent you can encourage your son or daughter by reading to your child (if appropriate) or encouraging them to read.

- Let your child see you reading. Let them know how important it is for the future. You could also make regular visits to the library.
- Reading well will help your child make progress.

### WRITING

Help your child become a better writer. Clearly, writing is something we all do. It stimulates thought, enables us to communicate with friends and helps us express our feelings.

To write well we must:

- think clearly
- have sufficient time
- read to become a better writer
- have an interest that we can write about.

To help your child to write well and enable them to find it easier or more enjoyable, provide a place to write. Have paper, pencils, etc. available. Respond to your child's ideas but don't write it for them.

- Do say something good about it - such as "it is interesting, thoughtful or accurate".
- You could write together, for example a business letter or order. This would show the value of writing in the adult world.
- Encouraging them to make lists will help your child to become organised.
- The ability to express thoughts clearly in writing is an essential skill. As writing is based on

spoken language, you could talk with and listen to your child at home. As you share experiences and talk about them you might help your child develop a love of words.

- Let your child see you writing. As they see you correct or adapt your work your child will learn the importance of drafting and revision to ensure good writing.
- Encourage your child to write. Perhaps it could be illustrated so that the writing becomes a treasured gift for relatives or friends.

### HELP YOUR CHILD DO BETTER IN COLLEGE

Research has clearly shown that behaviour and attitude affect success in the classroom.

Successful students:

- pay attention
- are interested in their work
- learn and remember
- study and know how to get help when necessary

As parents, you can help to teach your child these skills.

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## College and the Home Continued

### PAYING ATTENTION

Children can learn the knack of paying attention. Help them think positively so that they don't say "It's hopeless". Encourage them to think they "can do it". Don't let them give up. A useful saying might be: "Quitters don't win and winners don't quit".

Encourage them to answer and ask questions. This helps to focus attention.

### TAKING AN INTEREST

Learning is a joint effort - teachers, parents and pupils working together. Children must believe that the hours they spend studying (and the effort they put in) make the difference between success and failure.

Do take an interest in your child's work and results. Discuss them with your child. Reward your child for improvement. Stress the benefits of doing well in College.

### REMEMBERING

Research has shown that success in College is determined not just by intelligence but by the strategies children use to master facts and ideas. Understanding a subject doesn't just happen. Children need to be interested. Encourage your child to find an answer to a problem or to draw conclusions. Help your child to discover the main idea or most important point in the material they are studying. Help your child make up a mnemonic (a memory aid) to remember lists or

facts eg: "Richard Of York Gave Battle In Vain" – ROYGBIV – for the colours of the rainbow.

### YOU CAN HELP BY...

- Providing a quiet, well lit place for work. A desk is ideal but a corner on the kitchen table will do.
- Help your child to create a schedule that is flexible but allows study on a weekly basis.
- Make sure your child has pens, dictionary, etc.
- Provide encouragement and support but most of all be available.
- There is a time when television can help but do ensure that your child actively watches programmes and does not just sit in front of the television.
- Talk about the programme when it has finished. Have plenty of books around.

- Encourage them to study by reading a little yourself first so that you can help and take an interest.
  - Your child cannot remember everything so help them write notes as a summary of the important points. This helps memory and categorising.
  - Encourage your child to prepare for tests by spacing study over several days.
  - Help your child look forward to College as a happy place. Always talk about College in a positive way.
  - Most of all - talk to your child.
- Enjoy your child learning and have fun helping them to do their best: by working together we can all help to make that happen.





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# Notes

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**Aspire**  
not to  
have more  
but to be  
**more...**

Archbishop Romero

