



ST PETER'S  
CATHOLIC SCHOOL

*With Christ as our Guide:*

**LEARNING TOGETHER**

*Loving God and each other*

**BECOMING THE BEST WE CAN BE**

WELCOME BOOKLET FOR  
NEW STUDENTS

NAME \_\_\_\_\_

TUTOR GROUP \_\_\_\_\_

YEAR 7 - SEPTEMBER 2021

**IMPORTANT  
INFORMATION  
FOR YOU AND YOUR  
PARENTS**



***Welcome to Year 7***

Remember that Year 7 start at  
St. Peter's on Friday 3<sup>rd</sup> September

# Who's Who?

There are lots of people at St Peter's who help the school run smoothly and are there to help when needed. These are some of the people that work very closely with Year 7 that you will meet who you will soon get to know:

## PASTORAL TEAM



**Miss Johnson**  
Year 7 Leader and Senior Leader for transition



**Mrs Phillips**  
Senior Leader



**Mrs Magnien**  
Education Social Worker / Safeguarding Lead



**Mrs Swanston**  
Pastoral Support

## Inclusion and Learning Support



**Mrs Richardson**  
SENCo



**Mrs Harris**  
SEN Administrator

These people may be able to help you and they can usually be found in the Student Hub.



**Mrs Kristic**  
Attendance



**Mrs Blanchard**  
Student Hub Reception



**Mrs Rickman**  
Assistant Year Leader



**FIRST AID – Mrs Wilcocks**  
Our first aid room is in the Student Hub

### **Our Chaplains**

Juliette & Liz can usually be found in the chapel



**Juliette**



**Liz**

# Who's Who?

## The Senior Leadership Team



Mr Doyle  
Head Teacher



Mrs Gould  
Deputy Headteacher



Mr Wilder  
Senior Assistant Headteacher  
Head of Sixth Form

## Assistant Headteachers



Mr Spackman  
Pupil Premium / Admissions  
(Safeguarding Lead)



Miss Hubbort  
(Safeguarding Lead)



Mr Evans  
Inclusion and behaviour  
(Safeguarding Lead)



Mr Tarr  
Teaching and Learning



Ms Robinson  
Teaching and Learning



Mr Brown  
Director of communications /  
ICT / School Information  
Management

## SETTLING IN

We are looking forward to welcoming you into the Secondary phase at St. Peter's School. It has been another rather challenging year and we haven't had the usual opportunities for getting to know your new school and to meet some of the staff and students you will be working with in September. Hopefully this handbook will answer lots of your questions and help you feel a little more prepared for the start of term. Change may be rather scary, but it is also very exciting and we can't wait to help you start on your new adventure!

Below are a few key points which may help you to do this. Your tutor will help you if you have any problems and remember that the most important thing is to ASK if there is anything you are unsure about.

## IMPORTANT POINTS

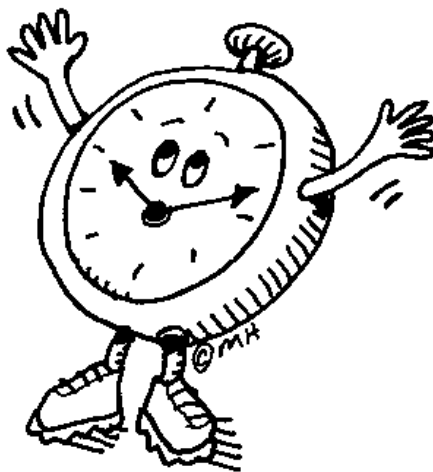
1. Treat everybody in our school community with respect and kindness.
2. Behaviour, in and out of school, must be excellent at all times. Remember that whilst in your school uniform, you are representing your school.
3. Wear your uniform correctly and with pride; keep yourself clean, tidy and smart.
4. Carry your HOME-LEARNING DIARY with you at all times.
5. Look after your belongings – your school bag, PE kit, pencil case, etc.
6. Make sure that ALL your things are CLEARLY labelled so that if they are found they can be returned to you quickly.
7. Only bring the money that you actually need into school for your bus fare, etc. – don't bring in anything extra.
8. Keep to the left when moving around school and line up outside classrooms in single file.
9. Remember – St Peter's School operates a strict NO MOBILE PHONES policy.
10. Take care of your environment – do not drop litter and treat school property respectfully. Chewing gum is completely banned in school.

*Remember: our community works best if everybody is respectful, considerate of one another, has a positive attitude and tries their hardest at all times.*

# LESSON TIMES

Breakfast Club opens	8.15am	
Doors open / School office open	8am	
Start of the day	8.45am	
Tutor Time / Assembly	8.50am – 9.10am	
Period 1	9.10am – 10.00am	
Period 2	10.00am – 10.50am	
Break	10.50am – 11.10am	
Period 3	11.10am – 12.00pm	
Period 4	12.00pm – 12.50pm	
Lunch	12.50pm – 1.35pm	
Period 5	1.40pm – 2.30pm	
Period 6	2.30pm – 3.20pm	
End of day	3.20pm	

Try to be punctual to all of your lessons.



# LIFE AT ST PETER'S SCHOOL

A school is not just a building, it is really the community that meets there. Every one of us has an important part to play in making St Peter's a successful school.

Whatever our strengths are – in the classroom, on the sports field, on the stage, in the choir or orchestra, working with others or caring for others – we are all responsible for making the school a good and safe place to be; a place where everyone is able to be the very best that they can be, where they can fully develop their potential.

Our school mission statement is:

With Christ as our guide

Learning together

Loving God and each other

Becoming the best we can be.

We often say this as a prayer when we meet together in assemblies – it reminds us that faith, learning and caring for each other are inseparable and these three things form the basis for our lives at St Peter's.

Our faith is an important part of the school community. During tutor time there is a time for reflection and prayer; everyone is encouraged to contribute to these special times. Once a week, we have an assembly which is led by your Year Leader or another member of staff. During the year, your tutor group will have the opportunity to lead an assembly.

When we meet together, there are some prayers and responses that we frequently use:

*Let us remember that we are  
in the Holy Presence of God.  
And let us adore him.*

*Hail Mary, full of grace,  
The Lord is with thee.  
Blessed art thou above women  
And blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
Pray for us sinners now  
And at the hour of our death.  
Amen*

*Our Father who art in heaven  
Hallowed be Thy name  
Thy Kingdom come, Thy will be done  
On Earth as it is in heaven.  
Give us this day our daily bread  
And forgive us our trespasses  
As we forgive those who trespass against us  
Lead us not into temptation  
But deliver us from evil  
Amen*

*Live Jesus in our hearts  
FOREVER!*

## On the way to and from school:

We want everyone to feel safe and secure on the way to and from school, which means that our behaviour, whether we are walking, on school or public buses, or cycling, must be responsible and respectful at all times. You are representing your school and therefore must wear your uniform tidily and be polite towards members of the public.

Remember that the rules about uniform and behaviour apply just as strongly on the way to and from school as they do during the school day.

## Looking after our school environment:

Everyone is responsible for keeping the school tidy. Do everything you can to help our hard working cleaning staff: tidy your classrooms; do not draw on furniture or walls; prevent litter – do not drop any and pick up any that you find. Chewing gum can make a terrible mess and so is completely banned in school. At the end of the last lesson of each day, please carefully put your chairs up on the desks to make it easier for the cleaners to do their jobs.



### Save it!

Avoid waste – turn off unnecessary lights, don't leave taps running and close windows to preserve heat.

Reuse and recycle wherever possible.



## Personal Property

It is important that we look after our property carefully. **MAKE SURE THAT YOUR UNIFORM, PE KIT AND BELONGINGS ARE CLEARLY NAMED.** Please don't bring anything into school that is not necessary. When you have P.E. lessons, you should hand in any valuables to the P.E. teachers who will lock them away safely during the lesson.

## Neighbourhood Watch

As a community, we want everyone to feel safe and happy, so if you see someone doing something that is wrong, it is important that you take action – students can make a very powerful detective force! If you see someone stealing, bullying, doing damage or in any way harming others, don't keep it to yourself. It takes courage to tell an adult, so if you are worried, discuss it with a friend that you trust and go together to speak to a member of staff.

If you accidentally break something, please report it quickly to a member of staff so that it can be dealt with promptly and safely.

## Mobile Phones Policy and Online Behaviour

St Peter's School operates a strict 'No Mobile Phones' policy. If anyone is caught with their mobile phone, it will be confiscated. It is kept in the safe for the rest of the day. Should this happen more than once, a detention will be given and your parents will have to collect your phone. This is so that phones do not become a distraction during lessons and cannot be misused during social times.

Remember to behave responsibly when using the Internet and Social Media; be polite and respectful towards others at all times. We take all forms of bullying seriously and will not tolerate online bullying. If you see anything unkind or inappropriate, report it straight away to your parents, your tutor or year leader, or another adult that you trust.



## Home learning

Home learning is given to help students develop their learning outside of the classroom. Good habits for work at home are essential for you in adult life and your teachers will expect you to plan and carry out home learning in a highly organised and self-disciplined fashion. Your home learning diary will be checked by your tutor on a weekly basis and your parents are asked to sign it. Extending your studies at home is a sign of high commitment and you will receive credit for all the extra work that you undertake.

During your time at St Peter's, home learning will regularly occupy your time and so a systematic approach to your work will help. Timings and types of home learning will vary, so it is important that you keep an accurate record in your planner of everything that needs to be done.



If you are struggling with your homework, it is important that you ask for help as early as possible; you can see your subject teacher if you are stuck with a specific task or ask a friend for some help. If you find that you are getting overwhelmed by homework, speak to your tutor or year leader and they will help you find a way to manage your work.

## Planners

To help you stay organised, every student has a planner in which they can record their home learning tasks and due dates. You can use it to make reminders for yourself so that you don't forget important events or things that you need. Parents can use the planner to write notes to your teacher (though they may choose to telephone or email your teacher instead) and your teachers may write notes to your parents. Your planner includes useful information such as your timetable and some important facts that are relevant in different subject areas. Every week your planner must be signed by yourself, a parent or carer and your tutor. Please make sure that you look after your planner very carefully – it is a useful tool that can help you stay organised throughout the year, so don't lose it!

## In Year 7 you will need...

### Pencil Case - including:

- ☺ Blue/black ink pen
- ☺ Pencils
- ☺ Sharpener
- ☺ Rubber
- ☺ Spare pen
- ☺ Colour pencils / pens
- ☺ 30 cm ruler
- ☺ Small scissors
- ☺ Glue stick



### Maths Equipment - including:

- ☺ A pair of compasses
- ☺ Protractor
- ☺ Calculator



### Always have with you:

- ☺ Reading Book
- ☺ Homework diary



☺ **Always have a positive attitude and a smile!** ☺

## **Uniform list**

**BLAZER**

**PULLOVER:** Optional. Only the official Navy blue V-necked pullover with a school badge. All other types of tops, including sweatshirts, tracksuits, hooded tops or crew-neck jumpers are not allowed.

**SHOES:** Black in a style suitable for school. Trainers, boots or plimsolls must not be worn in or to and from school. Fashion shoes are not suitable and are considered to be a health and safety risk. If in any doubt parents should contact school for advice before making a purchase. There must be no patterns/colours or logos on these shoes.

**HAIR:** Hair must be in a conventional style and natural colour. Extreme styles and colours are not acceptable. If in any doubt parents must consult the school for advice.

### **Boys' Uniform:**

**SHIRT:** White school shirt. Students must not wear a t-shirt/vest underneath which can be seen. The shirt should be kept tucked in at all times.

**TROUSERS:** Mid-grey. These should not be of cotton, jean-type style or design / mid-grey knee length tailored shorts.

**TIE:** School design only, available from the school outfitters or the school office.

**SOCKS:** Plain dark colour.

### **Girls' Uniform**

**BLOUSE or SHIRT:** Blue/white, long/short sleeves OR white school shirt and school tie.

**SKIRT or TROUSERS:** Mid-grey fully pleated skirt (no flat panels), length no shorter than knee, with the school logo. Mid-grey tailored trousers / knee length tailored shorts.

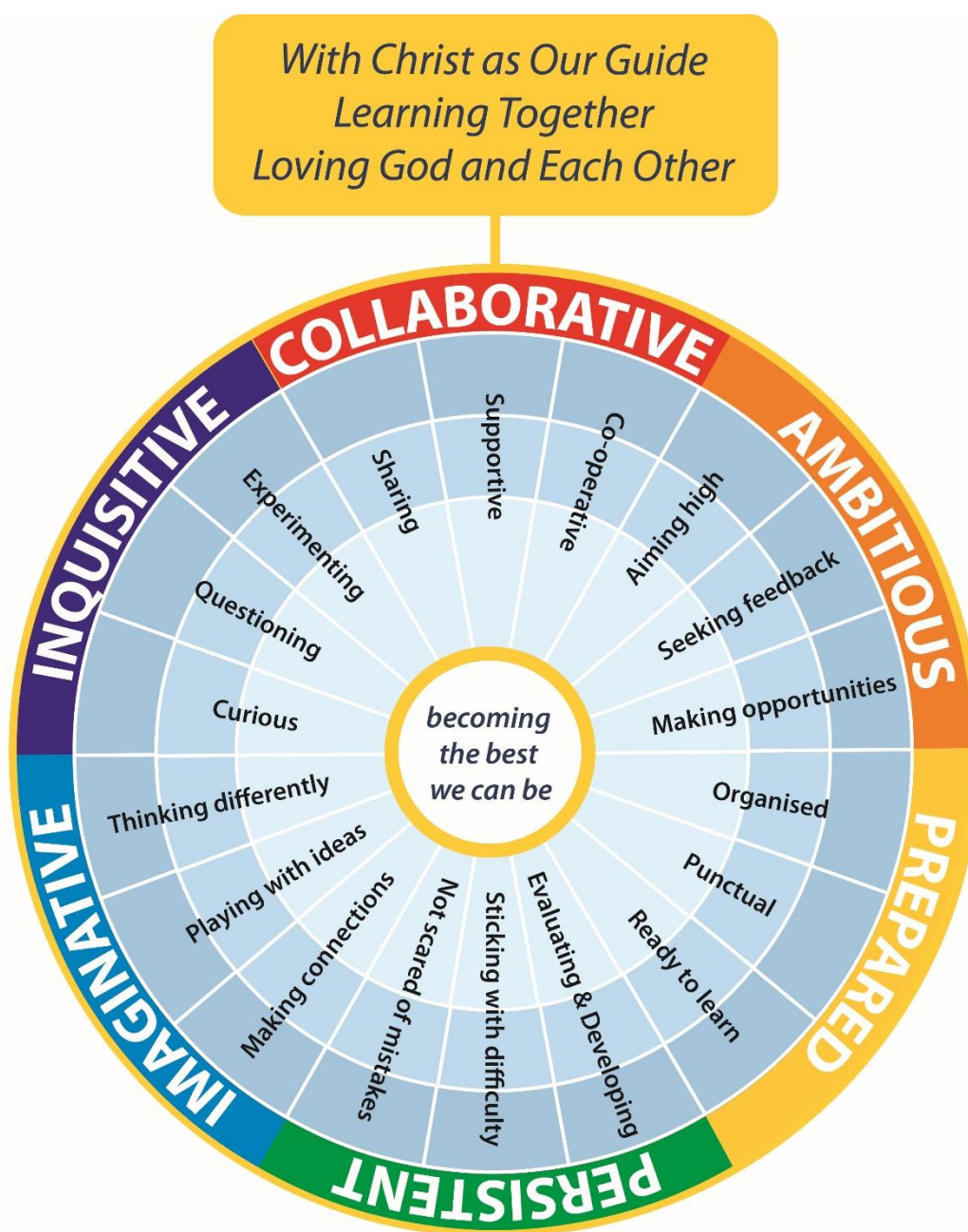
**SOCKS or TIGHTS:** Socks should be of one plain colour either white, black or navy. Tights should be black only, not patterned. Socks or tights must be worn at all times.

**JEWELLERY and MAKE-UP:** No jewellery on the body or face is allowed except for one plain stud in each ear lobe. No make-up of any kind is to be worn, including nail varnish (or false/ acrylic nails).

## Rewards and Awards

We always enjoy seeing students achieve and we celebrate success every half term in a 'Success Assembly'. Good work, contributions to the St Peter's School community, helpfulness and excellent behaviour are recognised and praised by teachers, and students are rewarded with 'Positive Comments'. Each week, the tutor group with the highest number of points is rewarded with an early lunch pass, along with the individual students who achieve the most positive comments. At the end of each term, there are lots of different prizes on offer!

These are all the aspects of Positive Behaviour for Learning that we are all trying to develop at St Peter's School:



# **FOOD!**

## **Parent-Pay**



We operate a cashless catering system in the canteen. This means that you pay for your food with money from your account with a thumb print or a four-digit pin code. You can top up the money in your account by putting cash into the machines in A block or by the entrance to the canteen, or your parents can top up your account online. They can also pay for trips, etc. using their Parent Pay account. There is a £5 spending limit each day.

## **Free School Meals**

If you are entitled to free school meals, you go to the till and when you present your thumb print or pin code, it will be automatically recorded in your account and your meal will be paid for. If you wish to have extra snacks, you will need to have some money in your account.

**Pupil Premium:** If you are currently receiving Free School Meals or have in the last six years, you will have some equipment provided for you and will have help towards paying for school trips. If this applies to you, ask in the Student Hub if you need anything.

## **Breakfast Club**



If you arrive at school early, you can go into the cafeteria and have breakfast. A selection of breakfast foods and hot and cold drinks are available. Once you have had breakfast, you should go outside and wait for the bell to go – you are not allowed to go straight into the building.

## **Breaktime**

Snacks are available to buy from the canteen. If the weather is dry, please go outside and make the most of the opportunity to have a break.

## **Lunchtime**

You can bring a packed lunch or buy a hot meal, sandwiches or salad from the canteen. Once you have finished your lunch you should go outside.



## **Wet Break and Lunch Times**



If it is very wet at break or lunch time, you will need to stay inside. Your tutor will tell you about wet weather arrangements if there are any rainy lunchtimes when you arrive in September.

## Illness or Injury



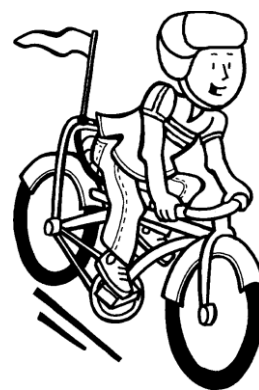
If you become unwell during the school day or are injured in any way, you should firstly let the member of staff you are with know that you are unwell or hurt. They will help you if they can, then send you to First Aid in the Student Hub. They will ask one of the first aiders in school to speak with you and if they think it is necessary, they will contact your parents or carers and send you home. If you have a vomit or diarrhoea bug, you should remain at home for 48 hours after the last episode of sickness to prevent spreading the illness.

## Cycling to School

You are allowed to cycle to school if your parents give their permission.

For safety reasons, there are four conditions for you to be able to cycle to school:

1. You must wear a cycle helmet.
2. You must have a substantial lock for your bike.
3. Your parents must consider that you are able to ride safely on the roads (or you should have passed a cycle proficiency test). They will need to complete a cycle permit form which you can get from the Student Hub and must be returned there.
4. Your bicycle must be well-maintained, safe and roadworthy.



Students who wear their cycle helmet every day receive signatures on their cycle card and when the cards are full, are entered into a prize draw.

## The School Council

At the beginning of the year, each tutor group will elect two form representatives. They will meet with the other representatives from your year group to discuss issues that affect you in school. Year 7 representatives meet with the whole school council on a regular basis. This is a great opportunity to contribute to school life.

## The Learning Resource Centre

The Learning Resource Centre (LRC) is a library and resource centre. There are a wide range of books – both fiction and non-fiction – that you can borrow. The LRC is open at break and lunch times; there is space for you to work if you wish to catch up on some home learning or you can find a cosy spot to read. If you would like to be a librarian, speak to the LRC manager. Make the LRC your first stop when you need to find out any information, if you need help choosing books, or just want to come and see what is available.



## Clubs and Activities

There are a wide range of activities that you can take part in, before school, during lunch times and after school. We hope that everyone will find something that they enjoy and will get involved with some clubs.

### Sport

In the Autumn and Spring terms, clubs such as football, rugby, basketball, netball, gymnastics and badminton take place. In the Summer term, there are rounders, athletics, tennis and cricket clubs. Regular participation in clubs might mean that there are opportunities to participate in the teams for inter-school competitions. During the summer term, Sports Day takes place.



### Music



Activities include choir, Soul Band and orchestra. If you play an instrument or enjoy singing, there are also opportunities to get involved in assemblies and Masses.

If you would like to learn an instrument, there are a number of specialist teachers who come into school each week. Speak to your music teacher if you would like to have lessons and learn a new instrument.

### Drama

There is a Drama Club which usually meets during a lunch time. Students are encouraged to attend performances held at our Southbourne theatre, and there are lots of opportunities for students to participate in these.



### Art



Art club usually takes place at lunch times and anyone who enjoys art is encouraged to attend. This is a great opportunity to be creative as well as chat to new people.

### Dance

Dance club usually takes place after school and everyone who enjoys all kinds of dance are welcome to attend. The biggest event in the school's dancing calendar is the Rock Challenge – an inter-school competition that is held each year.



### Games Club

If you enjoy playing games and want to meet new people, there is a games club that takes place every lunch time – go along and play a variety of games such a chess or card games.

## Emergency Evacuation Procedure

If there is an emergency, we need to be able to leave the school building safely. There will be regular practices, but you will not know whether the siren you are hearing signals a practice or an actual emergency, so it is essential that you follow the following instructions carefully in order to keep everyone safe.

On hearing the emergency siren (which is different to the school bell) you must:

1. Remain SILENT throughout the evacuation so that you are able to hear and follow important instructions that will keep you and others safe. Try to remain calm.
2. Leave your classroom immediately – do not take your belongings.
3. Go directly to the MUGA (or the field if senior teachers direct you there), IN SILENCE, by the nearest fire exit. DO NOT RUN.
4. Line up in your tutor group in alphabetical order – in straight lines WITHOUT TALKING. There are signs to show where each tutor group should stand.
5. Your tutor or another teacher will take your class register.
6. Wait silently for your instruction to return to class if it is safe to do so.

## Worried about something?

It is really important that if you are worried about anything at all, that you find someone you trust to talk to. Any adult that you trust in school will make time to listen to you and help you. If it is a problem in school, you may find it easier to speak with your parents and ask them to speak to someone on your behalf. Your tutor, Miss Johnson, Juliette and Liz are all available to help if there is a problem – take a friend with you if you are a bit anxious about it. Remember that you can talk to any of your teachers that you feel comfortable talking to.

If you are lost, need a new timetable, have a question, etc... go to the Student Hub and there will be someone there who can help you.

## School Chaplains

We are very fortunate to have chaplains at school: Juliette Malan is our lead chaplain. They organise liturgies and Masses, retreats and visits, as well as helping tutor groups with their daily reflections. They are also available to talk to if you are experiencing problems that you would like to share with an adult.



## Your Year Leader and Tutor Team

Miss Johnson will be your Year Leader. She is responsible, with your tutors for your care whilst you are in Year 7. They will be keeping an eye on your progress and are available to talk to if you have any worries.

Your tutor will meet with you during tutor time at the beginning of each day. There will be a time of reflection and prayer, as well as a range of activities including reading, careers and study skills. Each week your tutor will check and sign your home learning diary and they will keep you up to date with events that are happening in school.

Each tutor group (or college) is part of a House that is made up of two colleges from each year group. You will do activities during the year where you can earn points for your house as well as for yourself and your tutor team. These are the houses and colleges:

House	Person	College	Tutor Group Name	Symbol
Faith	St. Edmund	Edmund	7ED	Mitre
	St. Mary Magdalene	Magdalene	7MA	Jar
Justice	St. Josephine Bakhita	Bakhita	7BA	Candle
	St. Oscar Romero	Romero	7RO	Palm
Mission	St. Catherine of Siena	Catherine	7CA	Lily
	St. John Henry Newman	Newman	7NE	Chain links
Service	St. Teresa Benedicta	Benedicta	7BE	Book
	St. Francis of Assisi	Francis	7FR	Sun / Moon

Every term you will meet in your college group, which is made up of students from all year groups, from Year 7 right the way through to Year 13. This is a wonderful way to get to know other students and to feel part of the very special community that we have at St Peter's.

## The Brother Lionel Fund



Brother Lionel was a De La Salle Brother who used to be an art teacher at St Peter's School. He was a missionary in India for over 40 years. Sadly, he died in 2017 at the age of 92 years old but his work to help orphaned and very poor children still carries on and the St Peter's community continues to raise money to support the work that he began in one of the poorest parts of India.

For many years he lived and worked among some of the poorest people in India. His organisation, Reaching The Unreached (RTU), has built over 2000 houses, 8 schools and several medical clinics.

Students and staff at St Peter's have raised a huge amount of money to help with the work of educating children, treating the sick, feeding those who don't have enough food and caring for orphans and the elderly. Each week, your tutor group will have a collection which we send to Br. Lionel. If everyone gave just 2p a day (10p a week), the school community would raise over £5000 a year. Tutor groups often arrange cake sales to help raise some extra money.

If you would like to find out some more about the work of the charity, you can have a look at the charity's website: <http://www.rtu.org.uk/>