



**St Paul's**  
CATHOLIC SCHOOL

Ministerium Tuum Imple Love | Serve | Do the best that is possible

# Transition to St Paul's Parent Handbook



## 2026 - 2027

Ministerium Tuum Imple Love | Serve | Do the best that is possible



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## Ministerium Tuum Imple (2 TIM 4:5)

### Love. Serve. Do the best that is possible.

Dear Parents and Carers,

Welcome to St Paul's Catholic School! We are delighted that your child will be joining us in Year 7, and we want to take this opportunity to warmly welcome you and your family to our school community.

We understand that the move from primary to secondary school is a significant milestone for both students and parents. It's a time filled with excitement, curiosity, and sometimes a few nerves. Please be assured that at St Paul's, we place great importance on making this transition as smooth, positive, and supportive as possible.

Our dedicated team works closely with primary schools, families, and children to ensure that every student feels confident and cared for from their very first day. We take the time to get to know each child as an individual, helping them to settle in, form friendships, and quickly feel a sense of belonging.

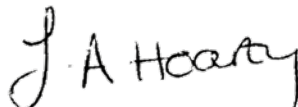
Pastoral care is at the heart of what we do at St Paul's and your child's wellbeing is our priority, and our experienced staff are here to support them every step of the way – academically, socially, and emotionally. We believe in strong partnerships with parents and carers, and we encourage open communication throughout your child's journey with us.



This transition book has been put together to give you a clear picture of what to expect and how we can all support your child as they begin this exciting new chapter. We hope it reassures you and answers many of your questions.

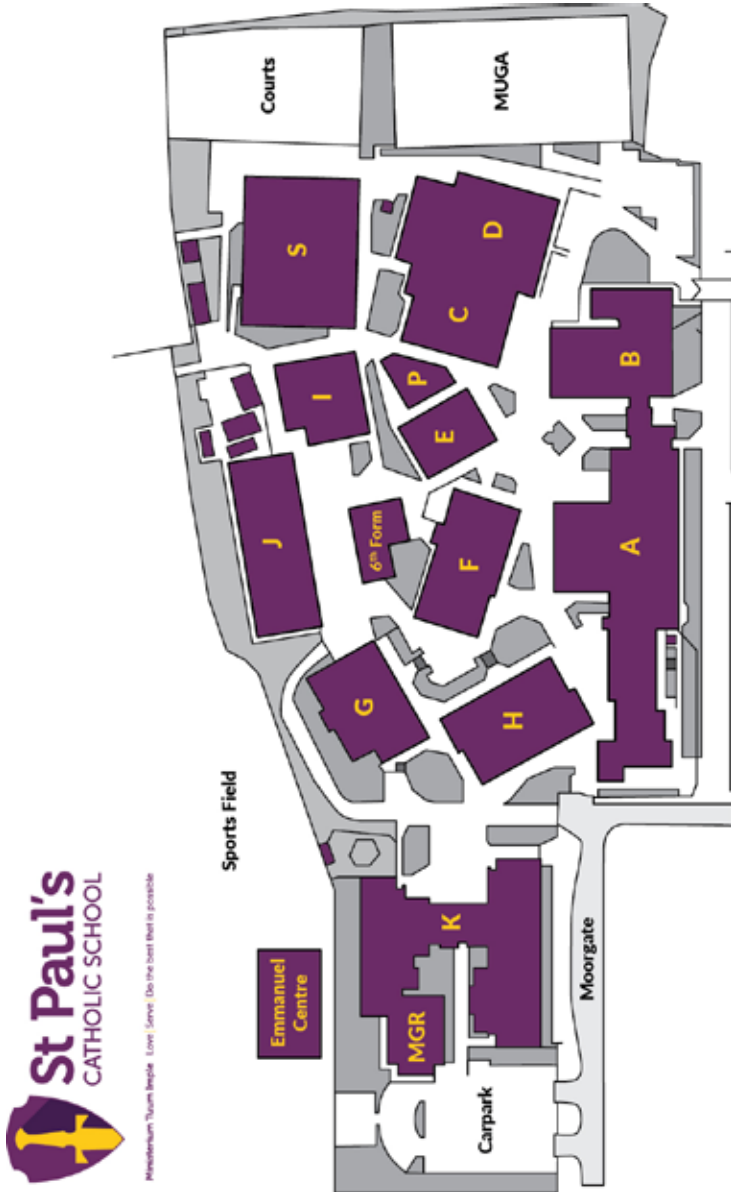
We look forward to working with you and to seeing your child grow and thrive in the years ahead.

Warm regards,





## Map of School Site



## Timings of the School Day



Approved by the Diocese of Parramatta on 14/06/2018

# Timing of the School Day

Monday		Tuesday/Wednesday/Thursday		Friday	
8.50am	Registration/Tutorial/ Collective Worship	8.50am	Registration	8.50am	Registration/Tutorial/ Collective Worship
9.30am	Period 2	9.05am	Period 1	9.30am	Period 1
10.20am	1st Break	9.40am	Period 2	10.10am	Period 2
10.35am	Period 3	10.20am	1st Break	10.50am	Break
11.15am	Period 4	10.35am	Period 3	11.05am	Period 3
11.55am	2nd Break	11.15am	Period 4	11.45am	Period 4/Lunch
12.10pm	Period 5a/Lunch	11.55am	2nd Break	12.25pm	Period 5a/Lunch
12.50pm	Period 5b/Lunch	12.10pm	Period 5a/Lunch	1.05pm	Period 5b/Lunch
1.30pm	Period 6/Lunch	12.50pm	Period 5b/Lunch	1.45pm	Period 6
2.10pm	Transition Time	1.50pm	Period 6/Lunch	2.30pm	End of Day
2.15pm	Period 7	2.10pm	Transition Time		
2.55pm	Period 8	2.15pm	Period 7		
3.35pm	End of Day	2.55pm	Period 8		
		3.35pm	End of Day		



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## The Year 7 Pastoral Team

### Year Leader

Ms Erin Noakes

### Chaplaincy and Pastoral Leader

To be confirmed in September 2026

### Assistant Headteacher

### with a Responsibility for Year 7

Mrs Elizabeth Bennett-Sulsh

### Year 7 Tutor Team

- 7 Angela • Mr James Amissah (Teacher of RE)
- 7 Benedict • Ms Medinat Aliyu (Teacher of RE)
- 7 Charles • Mrs Julia Rudland (Teacher of Geography)
- 7 Elizabeth • Ms Roisin Hickey (Teacher of RE)
- 7 Kolbe • Mr Lawrence Makokah (Teacher of RE)
- 7 More • Mrs Lauren Gunning (Teacher of History)
- 7 Neumann • Mrs Anum Bond (Teacher of Geography)
- 7 Rose • Mr Matthew Gunn (Head of Geography)
- 7 Teresa • Mrs Eleanor Percival and Mrs Emma Caton (Teachers of History)
- 7 Vianney • Mrs Amelia Tuck (Teacher of Geography)

### Year 7 Tutor Team Support

Mrs Katy Macpherson (Head of RE – on maternity leave)

Mrs Shaneen Digby (Head of RE – on maternity leave)

## Year 7: Key Dates

### Thursday 3rd September 2026

First day of school

(School is open from 7:30am. The school day starts at 8:45am)

### Thursday 10th September 2026

Information Evening:

Transition to secondary school and study habits. 6pm.

### Thursday 1st October 2026

Meet the Tutor Evening 1

### Thursday 21st January 2027

Information evening

### Thursday 18th March 2027

Meet the Tutor Evening 2

Attendance at these events is vital and will really help support your child during their education journey.

As parents you play a crucial role as your child's first educators, shaping their early learning and development.

Attending school events and engaging in school activities is a valuable way to reinforce this parental influence and positively impact a child's educational journey.

There are many benefits which include:

- ✓ *Positive Academic Outcomes*
- ✓ *Enhanced Learning and Motivation*
- ✓ *Improved Social and Emotional Development*
- ✓ *Stronger Family-School Partnerships*
- ✓ *Staying Informed*
- ✓ *Building Relationships*
- ✓ *Enhancing the Learning Environment*

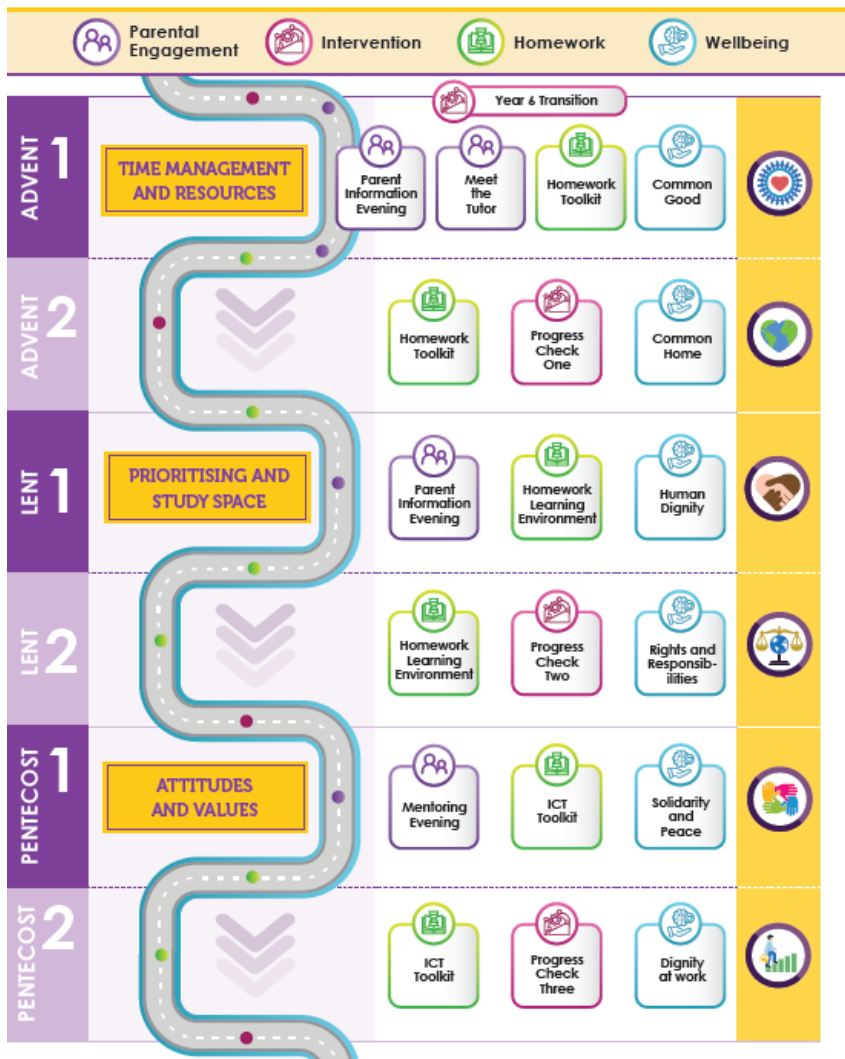


## Year 7 Study Curriculum




### Year 7

“ Be organised today to achieve tomorrow ”



1 Corinthians 14:40 <sup>40</sup> Everything must be done in a proper and orderly way.

## Study the St Paul's Way



# STUDY



The St Paul's Way >>>



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Materiam Tenet Spiritus. Locus Sane non est ubi est possibile

<p><b>What?</b> &gt;&gt;&gt;</p> <ul style="list-style-type: none"> <li> Review</li> <li> Consolidate</li> <li> Active retrieval</li> </ul>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Pupils need to...</p> <p style="text-align: center;">&gt;&gt;&gt;</p> <div style="text-align: center; border: 1px solid purple; border-radius: 10px; padding: 5px; background-color: #4b2c82; color: white; font-weight: bold; margin-bottom: 10px;">Be proactive</div> <p style="text-align: center;">&gt;&gt;&gt;</p> <div style="text-align: center; border: 1px solid purple; border-radius: 10px; padding: 5px; background-color: #4b2c82; color: white; font-weight: bold; margin-bottom: 10px;">Be reactive</div> <p style="text-align: center;">&gt;&gt;&gt;</p> <div style="text-align: center; border: 1px solid purple; border-radius: 10px; padding: 5px; background-color: #4b2c82; color: white; font-weight: bold; margin-bottom: 10px;">Take responsibility</div> <p style="text-align: center;">&gt;&gt;&gt;</p> <div style="text-align: center; border: 1px solid purple; border-radius: 10px; padding: 5px; background-color: #4b2c82; color: white; font-weight: bold; margin-bottom: 10px;">Think hard</div> <p style="text-align: center;">&gt;&gt;&gt;</p> <div style="text-align: center; border: 1px solid purple; border-radius: 10px; padding: 5px; background-color: #f1c40f; color: #4b2c82; font-weight: bold; margin-bottom: 10px;">Do the best that is possible</div>	<p><b>Where?</b> &gt;&gt;&gt;</p> <ul style="list-style-type: none"> <li> Home</li> <li> School</li> <li> Library</li> </ul>
<p><b>When?</b> &gt;&gt;&gt;</p> <ul style="list-style-type: none"> <li> Regularly</li> <li> Routinely planned</li> <li> Daily</li> </ul>	<p><b>How?</b> &gt;&gt;&gt;</p> <ul style="list-style-type: none"> <li> Commit</li> <li> Persevere</li> <li> Self regulate</li> </ul>	<p><b>Why?</b> &gt;&gt;&gt;</p> <ul style="list-style-type: none"> <li> Goals</li> <li> Choices</li> <li> Aspirations</li> </ul>

## Careers Curriculum

### Vision

At St Paul's we aim to fulfill our mission by ensuring we "love serve and do the best that is possible". Within our Careers curriculum this means we aim to ensure all we do is 'meaningful, aspirational and relevant'.

### Meaningful

To serve our students by providing them with meaningful careers advice and information so they are as well equipped as possible to make the best decisions for themselves.

We also aim to serve our community by ensuring our careers advice fits the local context and economic needs of our area.

### Aspirational


In order to ensure our students do the best that is possible we aim to ensure our careers curriculum inspires our students to be aspirational for themselves and their futures beyond St Paul's.

### Relevant

To love our students by ensuring all we do for them is relevant to their individual needs and contexts.


## "Who Am I?"

Year 7



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By the end of this year students at St Paul's should be able to identify their strengths and weaknesses and understanding what skills are considered valuable in the world of work. Students should complete Year 7 with a greater understanding of their own competencies likes and preferences

**Students will achieve this by:**

- Completing their "Who am I?" booklets.
- Introduction to Unifrog
- Visual workouts involving interaction directly with employers.
- Work related learning day activities focusing on 'how do I look after myself'

## Unifrog

The Unifrog platform helps students with the whole progression process - from exploring their interests, to recording the great things they've done, to finding education and training opportunities, to drafting their applications. Unifrog is a platform that your child will use from Year 7 -Year 13. We launch Unifrog in the first half term Sep/Oct, where you child begins their Career discovery journey.



We are very happy to announce that Unifrog have launched a parent profile account, where you will have access to the same information as your child on your own account.

There will be more resources shared nearer time.



## Prayer and Collective Worship at St Paul's

### What is prayer?

Prayer is the raising of one's heart and mind to God (Catechism of the Catholic Church).

- † Prayer is a two-way process where we talk to God but also listen to Him.
- † Catholics pray to God to develop spirituality and to strengthen their relationship with Him.
- † Prayers can be said out loud (vocal) or in the mind (meditative or contemplative).



### Praying at St Paul's

Every day begins with prayer in tutor groups or Collective worship.

We have a prayer bell at the end of the school day to signal our end of the day prayers which are said in subject classrooms before students leave.

There are opportunities to pray in our chapel both privately or by joining in with prayers led by our chaplaincy team.

All students are invited to participate in these opportunities.

## Collective Worship

- † In a Catholic school, collective worship involves a structured act of prayer and reflection, including readings, singing, and prayers.
- † Collective worship is designed to foster spiritual growth and a sense of community.
- † It's a time for students to engage with their faith, learn about the liturgical year, and reflect on their values and the teachings of the Church.
- † We encourage participation and response, whether through active involvement in the presentation of worship or through listening to and joining in.



- + Gather- come together as a year group
- + Listen – to the word of God
- + Pray – together for our intentions
- + Send –students out into the world to reflect the message we have heard.

## The Mass at St Paul's

The Mass is a memorial and sacrifice.  
We remember Christ's saving work, especially his sacrifice on the Cross.

### At St Paul's we celebrate Mass:

- To celebrate the start of the school year
  - To celebrate feast days
- To celebrate important dates in the church liturgical year



### Throughout Mass we ask students to:

- Be Prayerful and reverent as we are in the presence of Christ.
  - Allow people the silent time to reflect and pray.
  - Join in with the Mass by singing the hymns and saying the responses to key parts of the Mass.
- If a student has made their holy communion in a Catholic Church, we invite them to receive the body of Christ.  
Those that have not are invited to receive a blessing.

## Catholic Social Teaching

Catholic Social Teaching offers a set of principles to help us think about how we should interact with others (locally, nationally, globally). It forms the foundation of the choices we make, and how we view creation.

It is based on Scripture, Tradition and Church teaching, as given by popes, bishops and theologians.

*"I love you just as the Father loves me; remain in my love. <sup>10</sup> If you obey my commands, you will remain in my love, just as I have obeyed my Father's commands and remain in his love."*  
John 15

### Living the Mission at St Paul's

Catholic Social Teaching and Gifts we Grow



- Human Dignity**  
All life is unique and should be respected. We are all equal in God's eyes.  
"Before I formed you in the womb I knew you"  
Jeremiah 1:5  
**THE GIFTS WE GROW: Prophetic and intentional**
- Solidarity & Peace**  
We are all one family and are stronger together.  
"So far as you did this to the least of these brothers you did it to me"  
Matthew 25:40  
**THE GIFTS WE GROW: Attentive and discerning**
- The Common Good**  
We should be active in our community - we need to know what is right for everyone not just ourselves.  
"So see, who are one body in Christ"  
1 Corinthians 12:27  
**THE GIFTS WE GROW: Loving and compassionate**
- Option for the Poor**  
We should give extra help to the poor and vulnerable.  
"So fast were we to bring good news to the poor"  
Luke 9:18  
**THE GIFTS WE GROW: Hopeful and faith filled**
- Care for our Common Home**  
We are stewards of God's creation and must care for our planet.  
"God's spirit lies in the garden of Eden, to cultivate and care for it"  
Genesis 2:15  
**THE GIFTS WE GROW: Curious and active**
- Rights & Responsibilities**  
Everyone has the right to life and the responsibility to respect others.  
"You shall love your neighbour as yourself"  
Mark 12:31  
**THE GIFTS WE GROW: Eloquent and truthful**
- Dignity of Work**  
All work is valued and provides a source of purpose and dignity. All workers should be equally respected.  
"You are all one in Christ"  
Colossians 3:28  
**THE GIFTS WE GROW: Generous and grateful**

*"Love one another as I have loved you"*  
John 13:34

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Each element of Catholic Social Teaching is visited over the course of the year during tutor time and collective worship.

These are also linked to our curriculum areas so pupils will become very familiar with these ideas.

# Living the Mission at St Paul's

Catholic Social Teaching and Gifts We Grow



## Human Dignity

All life is unique and should be respected. We are all equal in God's eyes.

*"Before I formed you in the womb I knew you"*  
 Jeremiah 1:15

How can you make sure you treat everyone with respect?

 THE GIFTS WE GROW: Prophetic and intentional



## Solidarity & Peace

We are all one family and are stronger together.

*"So far as you did this to the least of the brothers you did it to me"*  
 Matthew 25:40

Do you support your community and help to make it stronger?

 THE GIFTS WE GROW: Attentive and discerning



## The Common Good

We should be active in our community - we need to know what is right for everyone not just ourselves.

*"So we, who are many are one body in Christ"*  
 Romans 12:5

Are you mindful of how your choices affect others?

 THE GIFTS WE GROW: Loving and compassionate



## Option for the Poor

We should give extra help to the poor and vulnerable.

*"He has sent me to bring good news to the poor"*  
 Luke 4:18

What do you do to care for those in need?

 THE GIFTS WE GROW: Hopeful and faith filled



## Care for our Common Home

We are stewards of God's creation and must care for our planet.

*"God settled him in the Garden of Eden, to cultivate and care for it"*  
 Genesis 2:15

How do you show you care for our planet?

 THE GIFTS WE GROW: Curious and active



## Rights & Responsibilities

Everyone has the right to life and the responsibility to respect others.

*"You shall love your neighbour as yourself"*  
 Mark 12:31

Do you act responsibly showing respect for yourself and others?

 THE GIFTS WE GROW: Eloquent and truthful




## Dignity of Work

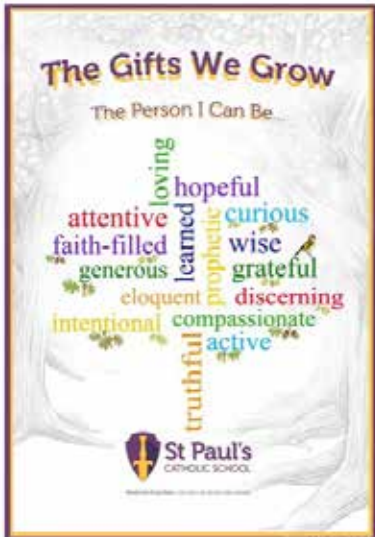
All work is valued and provides a sense of purpose and dignity. All workers should be equally respected.

*"You are all one in Christ"*  
 Galatians 3:28

Do you consider if people are respected and treated fairly for the work that they do?

 THE GIFTS WE GROW: Generous and grateful

## The Gifts we Grow



At St Paul's we wish to nurture and develop the gifts our pupils have during their time here at St Paul's. This is to enable them to grow to be the best possible versions of themselves

### Pupils at St Paul's are growing to be . . .

. . . **grateful** for their own gifts, for the gift of other people, and for the blessings of each day;

and **generous** with their gifts, becoming men and women for others.

. . . **attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

. . . **compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.

. . . **faith-filled** in their beliefs and **hopeful** for the future.

. . . **eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.

. . . **learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.

. . . **curious** about everything; and **active** in their engagement with the world, changing what they can for the better.

. . . **intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

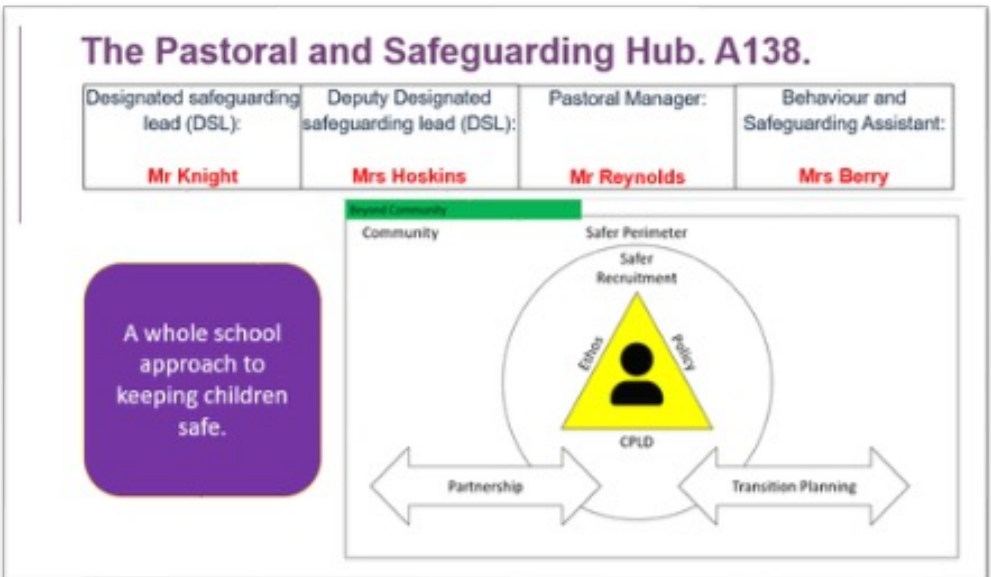


## Safeguarding at St Paul's

Safeguarding is the concern of everybody at St. Paul's Catholic School. We are committed to promoting the welfare of every member of the school community, ensuring that they are not only safe but also feel safe.

We strive to provide an environment where children, staff and parents/carers can talk about any safeguarding concerns and feel assured that they would be listened to. We have a designated Pastoral and Safeguarding Hub (shown below) where all members of the school community can bring forward any information that concerns them.

We look to ensure that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.



## Student Wellbeing

### Definition of bullying:



The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.

Source:  ANTI-BULLYING ALLIANCE

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

### Bullying behaviour can be:



- Physical - pushing, poking, kicking, hitting, biting, pinching etc.
- Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling.
- Emotional - isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
- Sexual - unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
- Online /cyber - posting on social media, sharing photos, sending nasty text messages, social exclusion
- Indirect - Can include the exploitation of individuals.



### I am being bullied



If you are being bullied it's important that you tell someone you trust.

- Tell someone that you trust (form tutor, year leader, chaplaincy and pastoral leader, the Sharepoint safeguarding button).

• Don't retaliate.

• Don't blame yourself.

- Be proud of who you are.





## How could I support my own wellbeing at St. Paul's?

- I could speak to my Year Leader and Chaplaincy Leader when I am worried or if I have any concerns.
- I should always engage with PSHE and Wellbeing Wednesday so that I know how to improve my own health and wellbeing.
- I must turn my phone off when I enter school site.
- I should actively participate in my weekly Sports and Exercise lesson to support my physical health.
- I could seek the Lords comfort through prayer.
- I could read a book from the student wellness section in the library.
- I could check the student wellness Sharepoint page weekly to identify strategies to support my own wellbeing.
- I could use my break times to recharge by body by eating healthy food and socialising with my peers.
- I could regularly see what extra curricular opportunities are available at St Paul's and participate where possible.

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Miserationem Totius Anglie Lovel: Servat: Deo the best that is possible



# Personal Development & Well-Being at St. Paul's



## Curriculum

The curriculum offer at St Paul's underpins the Personal Development of all our students.

## Mental Health & Well-being strategy

A comprehensive mental health and well-being strategy.



## Enrichment

Broad Extra-Curricular programme, encompassing curriculum enrichment and curriculum enhancement.

## Spiritual Development & Formation

Catholic Social Teaching, The Pastoral Cornerstones, PHSE, RSE & Religious Education.



## Careers, Education and Guidance

A coherently-planned 7 year journey of opportunities to prepare for the World of Work.

## Safeguarding

A strong culture of safeguarding and vigilance in our school.



## Study Curriculum

Designed to enable pupils to take responsibility for their own learning in a focused and strategic way.

## Intervention and Support

Strategic intervention programmes that are bespoke to meet individual needs.



## Prayer and Liturgy

Living our Mission to love, serve and do the best that is possible.

## Student Leaders & School Council

Student Participation and responsibility with in the school.



We are dedicated to building opportunities for pupils to achieve the highest academic standards, ensuring that they are well known as individuals and that their unique personality, talents and gifts are nurtured and developed to the full. We believe in providing a holistic education where the whole child is developed and where we provide opportunities for them to flourish within and beyond the classroom.

## Whole School Expectations

### Academic Excellence at St. Paul's

To ensure Academic Excellence at St. Paul's you will:

At St. Paul's you will take responsibility for your own learning by thinking hard.




**CONNECT**

**Actively learn** from the moment you enter the room

**Listen carefully** to the learning intention

Deliberately **develop your vocabulary**

**Use resources and strategies** to support your learning



**CHALLENGE**

**Be prepared and respond** to challenging questions

**Participate fully** in classroom talk that is focused on learning

Be absorbed in **practice to improve** and embed your learning

Use your **Learning Talents** to develop your scholarship



**CHECK**

**Demonstrate your thinking and learning** at every opportunity

**Respond positively** to the support you are given in lessons

**Actively participate** during live marking

**Respond to** developmental feedback

### Our Catholic Mission at St. Paul's

To ensure that you live out our Catholic Mission you will:

At St. Paul's you will take responsibility for your own behaviour by making the right decisions.



**RELATE**

Deliberately initiate **positive interactions**

Choose **communication** which preserves dignity

Follow the **routines** of the classroom environment for everyone's benefit

Intentionally point out the **positives**



**RESET**

**Respond positively** to both praise and correction

Ensure that you are **silent** during whole class listening activities

Use strategies to support **self-regulation**

**Accept formal warning or sanctions** when you have made the wrong decision



**RECONCILE**

**Accept and offer forgiveness and reconciliation** for a fresh start when needed

**Respond positively** to the reconciliation meeting following reflection

**Behave** in a way that promotes **belonging** in our community

Approach every interaction by modelling and **promoting our Mission Statement**



## Essential School Equipment


***The following items are absolutely essential for all pupils and will be needed at all times:***

- A sensible school bag
  - A black pen
  - Coloured pens
  - A whiteboard marker
- A 30cm ruler and protractor
- Pencils (including coloured pencils) and pencil sharpener
  - Rubber
  - Highlighter
  - Glue stick
- Maths set (no compass)
  - A Scientific calculator
- A dictionary and a bible are recommended for home study
  - Reading Book
  - School Lanyard
  - Phone Pouch

***Please note compasses and scissors are not allowed on site – they will be given out for use during lessons and are collected when the lesson has finished.***

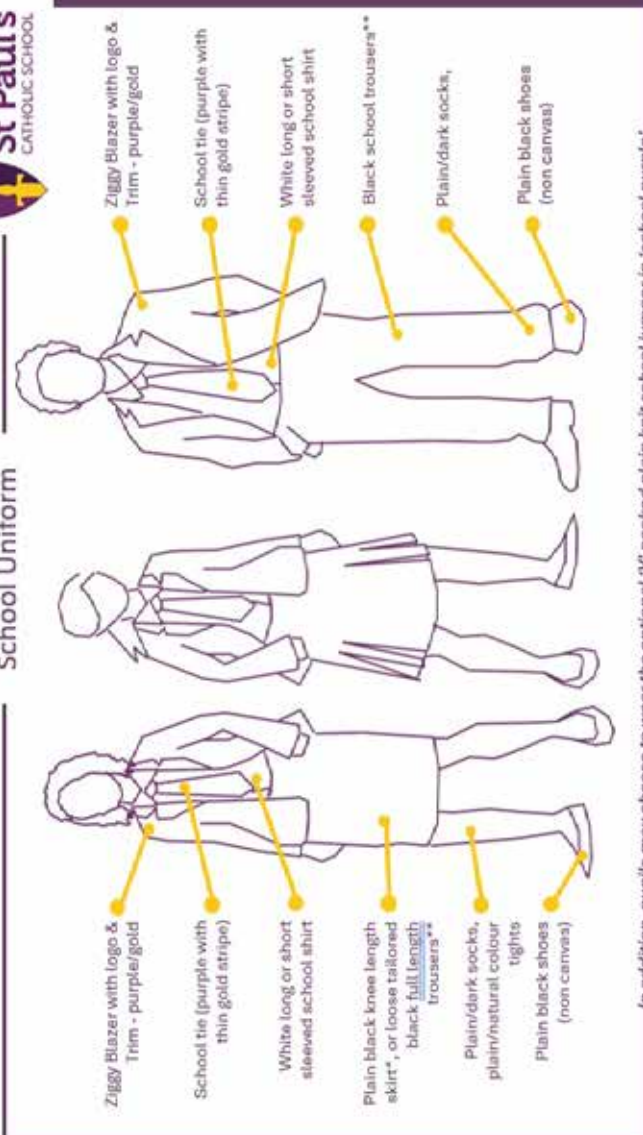


## Uniform Expectations



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**School Uniform**



Ziggy Blazer with logo & Trim - purple/gold

School tie (purple with thin gold stripe)

White long or short sleeved school shirt

Black school trousers\*\*

Plain/dark socks,

Plain black shoes (non canvas)

Ziggy Blazer with logo & Trim - purple/gold

School tie (purple with thin gold stripe)

White long or short sleeved school shirt

Plain black knee length skirt\*, or loose tailored black full length trousers\*\*

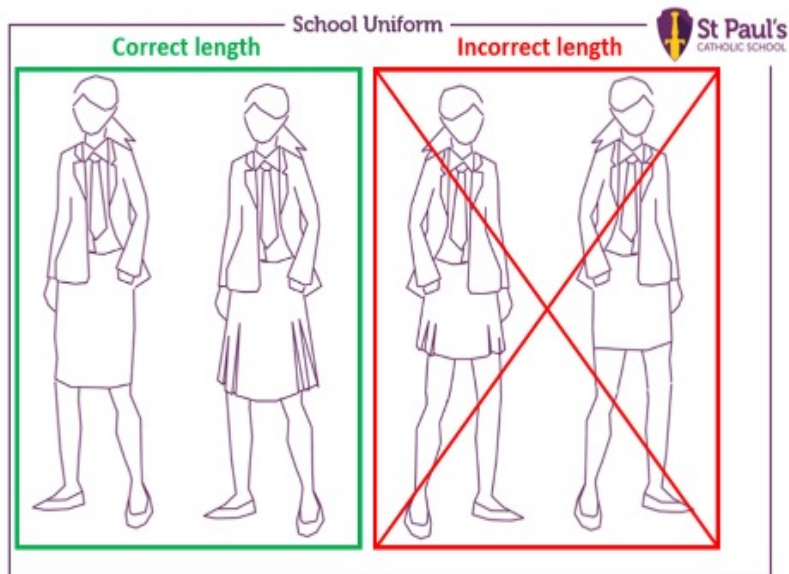
Plain/dark socks, plain/natural colour tights

Plain black shoes (non canvas)

*In addition, pupils may choose to wear the optional 'V' necked plain knit school jumper in 'school purple'.*

*\*skirts should be either straight, pleated or A-line. Bodysuits, tube skirts or any skirt made out of stretch fabric material are not permitted.*

*\*\*Trousers must be made out of black material and have no raised stitched seams, exposed zips, buttons or other attachments. Jeans, cargo style, jeggings or leggings are not appropriate. Black tailored shorts can be worn in the second half of the Pentecost term up until the end of September.*



## Parent Checklist

At St Paul's, we encourage parents to regularly use this checklist as a helpful guide to stay connected with the school and engaged in their child's learning journey. It serves as a simple reference to support communication, preparation, and involvement throughout the year.

### School Preparation

- Attend school induction days and parent information evenings
- Purchase uniform, PE kit, and school shoes (check school's dress code).
- Buy items on the equipment list.
- Label all clothes and items.
- Use the map to look at school's layout and talk through it with your child
- Set up and practise the new route to school with your child (walking, cycling, bus).

### Routine & Independence

- Establish consistent bedtime and wake-up routines.
- Practice using an alarm clock.
- Encourage packing their own school bag the night before.
- Encourage responsibility for remembering homework and checking Class charts routinely
- Set up a quiet, distraction-free homework area at home

### Social & Emotional

- Talk regularly about feelings and expectations.
- Reassure your child that it's normal to feel nervous or unsure.
- Encourage positive friendships and how to make new friends.
- Discuss peer pressure and staying true to themselves- encourage them to have confidence.
- Build Confidence and encourage independence, problem-solving skills, and positive self-talk
- Familiarise your child with where to go for help (tutor and pastoral team)

### Technology and Communication

- Set up and test our on lined portals, ClassCharts and WisePay.
- Discuss safe internet and social media use.
- Teach appropriate online communication with teachers and peers.
- Set screen time rules for school days.

### Academic & Learning Support

- Discuss subjects they will be studying and discuss any they're excited or worried about.
- Create a basic study timetable.
- Keep communication open with teachers if concerns arise

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## Attendance

Good levels of attendance to school are associated with better outcomes for pupils. One of the best things families can do to support their child's education is therefore, to support their child to have high levels of attendance.

School records attendance for two sessions each day; a morning session and an afternoon session. 90% attendance means 1 day of school is missed every two weeks (19 across a school year) and 80% attendance means one day of school is missed every week (38 days across a school year). We ask all pupils and parents/carers to aim for 97% attendance. A pupil with this level of attendance would miss just 6 days in an academic year.

### Absence (due to illness)

If your child is absent from school due to illness, you must call school before 8.30am each morning of the absence. Select option 4.

### Medical appointments

Where possible, medical appointments should be arranged out of school hours. Evidence should be provided for medical appointments during school hours.

### Punctuality to school

The first bell goes at 08:47am and students are expected to be in school no later than 08:50am. When students arrive to school after 08:50am they are late to school and are registered as they enter school at the pupil gate or main reception. A pupil who arrives late to school before the register has closed at 9.20am will be marked as late (code L). A pupil who arrives late to school after the register has closed will be marked as unauthorised (code U). Pupils who are late because a school bus service currently provided by Z&S is delayed, will not be counted as late for reporting purposes.

### Leave of absences

Headteachers are not able to authorise absences for family holidays during term-time although they may approve requests for leave of absence when there are "exceptional" circumstances. For leaves of absence of one day or more, the leave of absence request form should be completed via the school website.

School will share information and work collaboratively with the Local Authority and other partners where persistent or severe absence is a concern or when term-time holidays are taken. It is possible a fixed penalty notice will be issued. Please refer to the school attendance policy for more information.

## School Meals

Students can go to the Courtyard Café or Tuck Inn if they wish to purchase and eat a main meal and/or dessert. They can also purchase sandwiches and snacks, including pasta, at both breaks and lunchtimes. Pre-ordering of food is strongly encouraged to enable our food service to be as efficient as possible but is not essential. Main meals cost £2.35 and meal deals are also available at £2.70 for a main meal with a drink or dessert or £3.20 for a main meal with a drink and dessert. Pupils are requested to bring in their own re-fillable drinks bottle which is taken home each day for washing.

As a cashless school, meals should be ordered and paid for through parents' WisePay accounts. If you have any queries regarding WisePay please call our Finance Department or email them on [FinanceDepartment@st-puals.org.uk](mailto:FinanceDepartment@st-puals.org.uk).

### Healthy School Meals

As a school we are committed to providing healthy food choices at breakfast, break and lunchtimes. We recognise our responsibility to work with parents to protect children's health, and we hope to re-balance children's diets during the school day by providing healthy options. We aim to manage choice so that we can increase the variety of foods our children eat and make it easier for them to choose the healthy option. Please contact the school office if you would like to see our Healthy Food Policy.

### Allergens

A full list of allergens can be seen on WisePay and the list is also displayed in the canteens.



## Free School Meals

### Who is eligible and how to apply

You must be in receipt of one of the benefits below to be eligible for a Free School Meal for your child/children.

- Income Support
- Employment & Support Allowance – Income related
- Income Based Job Seekers Allowance
- Child Tax Credit only (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,500 a year (as assessed by earnings from up to three of your most recent assessment periods).
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

**To check eligibility and apply, please visit: <https://apply.cloudforedu.org.uk/ofsm/sims>.**

If your child received Free School Meals in primary school, you will need to re-apply for them to continue at secondary school. Applications can only be submitted once your child has left primary school, so you must apply after 31st July 2025 and before they start secondary school in September.

If your child qualifies for Free School Meals, please show the Application Summary to the school on your smartphone or print a copy for us.

Please register with the portal, even if you have applied and been unsuccessful in the past. By doing so Milton Keynes Council will have your contact details and can inform you straight away if your eligibility changes.

In signing up you will help us to find out whether we can claim pupil premium for your child. This is additional funding that we can spend on providing a range of resources such as revision clubs and materials, literacy and numeracy support, careers advice and work-related learning activities, extended curriculum courses and school trips.

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## Contact with the school

Parents and staff need to work together to ensure that every child gets the maximum benefit from his/her time at school therefore it is essential to work in close partnership.

### General Enquires:

- Ring and ask for any general information about the school. Telephone the School Office, the number is **01908 669735**.
- You can also email regarding general information to **enquiries@st-pauls.org.uk**
- The School Office hours during term time are **7.30am - 4.15pm on Friday and 7.30am - 5.15pm from Monday to Thursday**.
- Call and see us, but please make an appointment first.

### Other enquiries relating to your child:

The person who will be able to help you in most matters is the child's Form Tutor first, s/he can, if necessary, put parents in contact with other staff at the school. You may choose to email or leave a phone message for a form tutor and our policy is that they will make an initial response within 48 hours. Email addresses are all available on our website.

Most situations can be resolved through email or phone conversations, but parents are welcome to make an appointment to meet with a subject teacher to enable a more detailed conversation to take place. This is encouraged so that your child is able to maximise the progress they make in their subjects.

**Please make contact as soon as you require the support of your child's subject teacher because together, we can ensure that your child is successful.**

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## ClassCharts

ClassCharts is a key home-school communication system that enables parents and carers to see live updates and keep track of their child's daily achievements and behaviour. It is also the tool which teachers use to set homework tasks for pupils, which parents and carers are also able to view.

ClassCharts is a vital communication tool for school as it enables us to share announcements with pupils and notices to individual classes, year groups or the whole school. Pupils can also message staff directly using ClassCharts, should they require any support or have any questions.



Parent app and Student app are available for use on smart phones or other devices. ClassCharts can also be accessed through any web browser. We expect all parents, carers and pupils to access Classcharts regularly. If you have any problems logging in to ClassCharts or have not received a parent code, please email **[classcharts@st-pauls.org.uk](mailto:classcharts@st-pauls.org.uk)**.

## Using ClassCharts

Start at the school website and click on 'logins'. Then choose either 'Classcharts for pupils' or 'Classcharts for parents'. We do recommend that you only ever log in with your own account to encourage pupils to build their independence with the system.



Once logged in, on the left hand side will be a menu of each area:

- Behaviour – this will highlight any praise throughout the day and any areas of concern
- Announcements – this will have any whole school or whole year messages and should be checked regularly
- Homework – all homework will be recorded here, including due dates and instructions
- Timetable – will show all lessons and teachers names
- Messages – this is where your child can message their teachers



Pupils are encouraged to check their accounts daily, they are not allowed to use their phones during the school day and so we encourage them to log in at home before or after school each day.

There is an app for Classcharts that can be downloaded to personal devices.

## Green and Red Points on ClassCharts

At St Paul's, staff use ClassCharts to reward positive behaviour with green points and address concerns with red points. These points are visible to pupils and parents through their ClassCharts accounts. The images below show the reasons pupils can receive green or red points. *Please note that ClassCharts will be updated for September 2026, therefore this view may change.*



## Educational Visits and Trips for Year 7

At St Paul's, we are proud to offer a wide variety of educational visits and trips designed to enrich the learning experiences of our Year 7 pupils beyond the classroom. These opportunities aim to inspire curiosity, build confidence, and develop important life skills such as teamwork, resilience, and independence. From cultural visits and museum trips to outdoor learning adventures, these experiences help to bring the curriculum to life in exciting and memorable ways.



This year, some of the opportunities that have been on offer to Year 7 pupils include:

- Music Showcase
- Days of Recollection
- Harry Potter Studio Tour
- Rewards Christmas Event
  - Mendip Residential
  - Lion King theatre trip
- Duxford Educational Visit
- Natural History Museum
- Silverstone Educational Visit
  - Life of Christ
  - Wicked the Musical
- Whipsnade Zoo Educational Visit
- Explore Milton Keynes Educational Visit
  - NBA Tournament
  - Year 7 Kintbury trip
- MK Storehouse charity drop-off
  - Reward Easter Event
- Marks Meals Charity Support
  - Trent Bridge Test Cricket
  - Reward Summer Event



While we are committed to including as many pupils as possible on these trips, please be aware that, due to limited availability or specific trip requirements, we cannot always guarantee a place for every student.

## Extracurricular Activities

All staff and pupils of St Paul's are encouraged to fulfil their ministry and use their talents to the full so that they can bring Christ to each other and to the wider community of the school. Extra-Curricular activities are about "fun, friendship and futures for all" and we can see a clear link in increased academic performance from pupils who more regularly attend Extra-Curricular activities.



### Curriculum Enhancement Clubs

Where an extra-curricular activity directly contributes to the core curriculum, this is called "curriculum enhancement". This might be for pupils on a specific course, subject area or year group.

### Curriculum Enrichment Clubs

Where a member of staff shares a passion, hobby or interest and provides an opportunity to enrich pupils learning which is not directly linked to the core curriculum, this is called "curriculum enrichment".

Details of clubs running each Term can be found on our school's website:  
<https://www.st-pauls.org.uk/extra-curricular-1/extra-curricula>



## Extra-curricular provision – Advent term

<b>Monday</b>	<b>EAL homework club*</b> 07.45 - 08.10 Any EAL pupil years 7-13 Mr Jones & Mrs Reynolds EAL base (S113)	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Homework club</b> <b>Lunch break(s)</b> Pupils in years 7-13 Library staff Library	<b>Dungeons and Dragons</b> 15.45 – 16.45 Pupils in years 9-13 Charlotte Potts A207	<b>Computer club</b> 15.45 – 16.45 Pupils in years 7 & 8 Mr Stout J209	<b>Book club</b> 15.35 – 16.45 For all staff and pupils, Miss Schmidt Library
	<b>DoFE Support</b> 15.40– 16.50 For all pupils taking part in DoFE Sun Tingey D201	<b>Boys Basketball</b> 15.40 – 16:50 Year 7, 8 and 9 Mr Lloyd Sports Hall	<b>BSL Advanced*</b> 15.50 – 5pm Advanced BSL pupils Gemma Grace A111	<b>Homework club</b> 15.45 – 16.45 Pupils in years 7-13 Library staff Library	<b>Emmaus Homework club</b> 15.45 – 16.45 Pupils in years 7-13 Emmaus staff Emmaus Base	<b>VI Monday club</b> 15.45 – 16.45 Pupils in years 7-13 Mrs Gray (start in advert 2)

<b>Tuesday</b>	<b>EAL homework club*</b> 07.45 - 08.10 Any EAL pupil years 7-13 Mr Jones & Mrs Reynolds EAL base (S113)	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Homework club</b> <b>Lunch break(s)</b> Pupils in years 7-13 Library staff Library	<b>Art lunchtime club</b> <b>Lunchtime</b> Year 11 only (Y Band) Art teachers K Block	<b>Sing and Sign club</b> 15.35-16.30 Year 7-13 Mrs Ogden HS Base
	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Boys Basketball</b> 15.40 – 16:50 Pupils in Year 10 & 11 Mr Lloyd Sports Hall	<b>Chess Club</b> 15.45 – 16.45 Pupils in years 7-13 Mr Beckett A111	<b>Emmaus Homework club</b> 15.45 – 16.45 Pupils in years 7-13 Emmaus Staff Emmaus Base	<b>Ski Lessons</b> 9.09.25 – 9.12.25 After School Pupils in years 7-13 Mr Manders Snowzone - CMK

<b>Wednesday</b>	<b>EAL homework club*</b> 07.45 - 08.10 Any EAL pupil years 7-13 Mr Jones & Mrs Reynolds EAL base (S113)	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Open Prayer Session</b> <b>Second break</b> Pupils in years 7-13 Mr Dunage The Chapel	<b>Homework club</b> <b>Lunch break(s)</b> Pupils in years 7-13 Library staff Library	<b>Art lunchtime club</b> <b>Lunchtime</b> Year 11 only (X Band) Art teachers K Block	<b>Youth SVP</b> 15.40 – 16:50 Year 7-13 Miss Hickey A111	<b>Theatre club</b> 15.45 – 16.45 All Pupils Run by 6th Formers Theatre
	<b>Football boys &amp; girls</b> 15.40 – 16.50 Pupils in Year 7 -11 PE staff School field	<b>Badminton</b> 15.40 – 16.50 Pupils in Year 7 -13 PE staff Sports Hall	<b>Table Tennis</b> 15.35 -16.35 Pupils in Year 7 -13 PE staff Dance studio	<b>Warhammer</b> 15.35 -17.00 Pupils in Year 7 -13 Mr Stout Tbc	<b>D &amp; T NEA club</b> 15.35 – 16.35 Pupils in years 10-13 DT Teachers F118, G109, G112, G102	<b>Homework club</b> 15.35 – 17.30 Pupils in years 7-13 Library staff Library	<b>Emmaus Homework club</b> 15.35 – 16.30 Pupils in years 7-13 Emmaus staff Emmaus Base

<b>Thursday</b>	<b>EAL homework club*</b> 07.45 - 08.10 Any EAL pupil years 7-13 Mr Jones & Mrs Reynolds EAL base (S113)	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Homework club</b> <b>Lunch break(s)</b> Pupils in years 7-13 Library staff Library	<b>Homework club</b> 15.35 - 17.30 Pupils in years 7-13 Library staff Library	<b>Netball</b> 15.40 – 16.50 Year 7-13 PE staff MUGA
	<b>Volleyball</b> 15.40 – 16.50 Year 7-13 PE staff Sports Hall	<b>Weights club</b> 15.40 – 16.50 Year 9-11 Mr Manders Fitness Suite	<b>Rugby</b> 15.40 – 16.50 Pupils in Year 7 -13 PE staff School field	<b>BSL Beginners*</b> From October 24th 15.50 – 5pm Year 7-13 & Staff Gemma Grace A111	

<b>Friday</b>	<b>EAL homework club*</b> 07.45 - 08.10 Any EAL pupil years 7-13 Mr Jones & Mrs Reynolds EAL base (S113)	<b>Homework club</b> 07.30 - 08.45 Pupils in years 7-13 Library staff Library	<b>Homework club</b> <b>Lunch break(s)</b> Pupils in years 7-13 Library staff Library	<b>Homework club</b> 14.30 - 15.45 Pupils in years 7-13 Library staff Library	<b>Girls Basketball</b> 14.35 – 15:30 Year 7-13 Mr Lloyd Sports hall

Choir will run during the school day at different times to accommodate different Year Groups. Please sign up with the Music Department who will advise pupils of when they should attend.  
PLEASE CHECK THE START DATE OF THE CLUB WITH THE TEACHER AS TIMINGS MAY DIFFER

\* Club requires prior sign up.

