



St. Bede's Catholic College

Parent Information Booklet

To be retained at home

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College Contact Details

**St. Bede's Catholic College
Long Cross
Lawrence Weston
Bristol
BS11 0SU**

Main Reception: 0117 3772200

Attendance Line: 0117 3772200 Option 1

Email: contact@stbcc.org

Website: www.stbedesc.org



St. Bede's Catholic College

Attendance

[Section 7 Education Act 1996](#) places a duty on parents to ensure that their child of compulsory school age receives a suitable education either by regular attendance at school or otherwise.

If a child of compulsory school age is registered at a school, it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential.

You can demonstrate your commitment to your child's education by not making non-urgent medical appointments or taking holidays during term time. Any child or young person who is absent from school will miss out on important learning and will fall behind with their school work. In each Academic Year there are a maximum of 190 statutory school days – this allows plenty of time for holidays to be arranged outside of term time. You must request permission from the college principal if you want to take your child out of school during term time. Absences can only be authorised where there are exceptional circumstances.

You can only do this by completing a Student Term Time Absence Request Form. This can be found on the college website under Key Information "Attendance and Welfare" or a paper copy can be collected from the college Reception. This form must be submitted in advance (by the parent/carer the child normally lives with)

It is the Principal's decision as to how many days your child can be away from school if leave is granted. Absence taken during term time without permission will be categorised as an unauthorised absence. This may lead to a fine.

If your child is too ill to attend school, please ring our **24 hour Attendance line** on **0117 377 2200 Option 1** as early as possible on the first day of absence. This will help us to take action more quickly when a child is absent without an explanation.

Please always send your child in with a note explaining their absence when they return to college.

We very much appreciate your co-operation in this matter.

Please refer to the College website <http://www.stbedesccl.org> for further details



St. Bede's College Code of Conduct

St. Bede's is a Catholic college and we wish to educate all pupils in a caring Christian environment.

- We should all behave in a way which recognises that each one of us is a unique and special part of God's creation.
- We should set ourselves high standards of behaviour if we are to expect the same of others.
- Our Christian values should affect our own behaviour and the way in which we treat others.
- Each individual has a part to play in making sure that they contribute to the success of our College.

Attendance at College

It is very important to attend College every day.
Be on time for College and lessons.
Always report to the College reception if you are late.
Bring a note to explain every absence.
Inform your tutor if you know you are going to be absent.

Relationships with others (pupils/staff/visitors)

Please show respect at all times by treating others as you would like to be treated yourself.
Be polite at all times.
Be thoughtful and considerate in your actions.
Be helpful.
Accept others as they are.
Avoid violence, unkind words, bullying and rudeness.

Preparation and quality of work

Check your timetable and pack your bag on the night before college.
Bring all the necessary books and equipment to lessons – (pen, pencil, ruler and rubber).
Set yourself high targets for achievement.
Make sure that your class work and home learning are completed to the very best of your ability.
Make sure your work is neat and tidy.

Behaviour in class

Show respect for one another.
Enter the classroom quietly and in an orderly fashion.
Listen to instructions carefully and follow them.
Do as you are instructed first time.
Put your hand up if you wish to ask a question – never call out.
Focus on your work.

Behaviour in the lunch hall

Queue in an orderly fashion at the correct time and at the correct hatch.
Remember your table manners.
Always clear away properly after you have eaten.
Respect supervising staff at all times.

Behaviour inside and outside of the College building

Show good behaviour inside and outside of the college building at all times.
Settle arguments peacefully.
Set a good example to others.
Move through the building in an orderly fashion.
Remember that smoking or vaping by any pupil is totally forbidden.

Behaviour on the way to and from College

Show pride in yourself and your college.
Be polite and courteous to all people you travel with.
Treat coach drivers and prefects with respect.
Have coach passes available for inspection at all times.
Remain seated and always wear a seatbelt if provided.
Keep the coach clean and tidy.
Be respectful of local residents.
Never behave in such a way that would bring you or the college a bad name.

Uniform

Be smart, neat and tidy by wearing the correct uniform.
Keep your shirt tucked in.
Wear your tie properly.
No Make-up.
No trainers.
Students, if they wish, may wear an appropriate number of plain, discrete studs in their ears. If students have a nose stud, they should use a clear nose stud.

The College environment

Respect your environment so that it is a pleasant place to work.
Keep the College clean and tidy.
Take care of the facilities.
Create a pleasant atmosphere.
Keep to the permitted areas.
Avoid litter, vandalism, chewing gum and graffiti.

Remember, we are a Christian Community Learning and Growing Together



St. Bede's Catholic College

"A Christian Community Learning and Growing Together"

College Aims

- Promote catholic values
- Secure and celebrate achievement
- Develop high esteem and confidence in all pupils
- Provide learning opportunities which will prepare pupils for their future

Within St. Bede's

- Christian principles form the basis of our work with the young people
- Religious Education and Formation based on the teachings of the Catholic Church are a key part of every child's experience
- Catholic practices of prayer and worship form an integral part of college life
- Pupils are helped to develop understanding and respect of other religions and cultures
- Pupils have equal right of entitlement to an appropriate and worthwhile education
- Pupils are provided with a range of enrichment activities
- A wide and varied definition of success is fostered which enhances pupils' self-esteem and self-respect
- Opportunities for learning are offered in such a way as to ensure that all pupils are encouraged to give of their best academically, technically, physically and creatively
- The well-being of the child is central to our work

The St Bede's Way

- The St Bede's Way is a practical guide to the culture of St Bede's Catholic College. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all to succeed. It is the aim of all our community, both adults and students, to **Work Hard, Be Kind and to Do The Right Thing.**



Home College Agreement

Governors and staff believe that parents and carers are the first and foremost educators of their children and wish to support them in their task of nurturing their children in faith, love and human growth.

We hope that through our college, we will enable parents and carers to share in the life of a vibrant, Christian community. To achieve this we will reflect annually on our practice, celebrate and consolidate our successes and realistically explore ways of journeying together more closely.

During the course of your child's education, St. Bede's will:

- Provide a safe and secure Christian environment in which to learn
- Provide a good education based on Christian values including opportunities for prayer and worship
- Provide good teaching
- Ensure that the work expected of each pupil is appropriate and marked regularly
- Have in place a broad, balanced and differentiated curriculum
- Ensure that every pupil is well known by the tutor and Head of Year/House and that both parents/carers and the child know who is the point of contact in the college to discuss progress and other issues
- Regularly monitor and inform parents and carers of their child's progress through reviews, reports, parents and carers' evenings, records, newsletters and other means as appropriate
- Make each pupil aware of the college's expectations regarding work and behaviour
- Provide guidance and counselling as appropriate
- Encourage progress through a system of rewards and commendations
- Discipline justly through appropriate sanctions
- Celebrate achievement at all levels
- Provide a range of enrichment activities

The college and parents/carers must work in harmony in order to ensure the very best opportunities for pupils.

It is therefore important that you support your child's work in college by:

- Celebrating at home the Christian values of our college community
- Showing by example that you support the college in setting and maintaining high standards
- Ensuring that your child comes to college regularly, on time, refreshed, alert and prepared for work

- Ensuring that your child is correctly dressed in full college uniform at all times
- Informing the college promptly if your child is absent for any reason
- Taking an active and supportive interest in your child's work and progress
- Informing the college of any matter which may affect your child's behaviour and progress at college
- Attending parents and carers' evenings and other occasions when it is necessary to meet the teachers
- Making available a quiet place for home learning to be done – knowing when home learning is set, contacting the college promptly if there is a concern.
- Supporting the authority and discipline of the college and in so doing helping your child to develop good self-discipline and self-control
- Encouraging your child to show kindness and consideration to others
- Helping your child maintain a balance between college work and leisure activities
- Ensuring that all books, equipment and resources loaned to your child are returned and in good condition

Pupils have a key role to play in determining the success they make of the opportunities available to them.

In order to do this pupils must:

- Attend college regularly, on time, equipped, suitably dressed and ready to learn
- Aim for the highest standards in all aspects of college life
- Fully adopt the college ethos to be kind, work hard and do the right thing
- Complete home learning and on time
- Co-operate with staff and behave in accordance with the Code of Conduct of the college. This includes behaviour when representing the college in the community
- Recognise that others have the right to learn, to be respected and to feel safe
- Keep the college and its environment clean and tidy
- Tell a member of staff if anything is causing them concern
- Take part in co-curricular activities whenever possible
- Take responsibility for their actions
- Take good care of books and equipment loaned to them

Signed on behalf of the Governor's T Gilpin

Date: June 2023



St. Bede's Catholic College Uniform – Year 7 - 11

Uniform must be worn by all students in years 7 - 11. All items of uniform and personal equipment should be clearly marked with the owner's name. The uniform, as identified below, may be purchased at our Uniform Shop.

Girls

Blazer - Navy with woven badge
Trutex 2 pleat skirt or
Trutex Harrow grey girls twin pocket trouser
Navy sweater with college crest
White shirt-style blouse buttoned to the neck
College House Tie
Black flat shoes*
Black or navy tights/Black or white socks
Outdoor coat
Apron for Technology lessons

Physical Education Girls

White/Red Polo shirt with college logo
Navy shorts with college logo
White short socks, Red football socks
Reversible Rugby shirt with college logo
Football boots** and Trainers/Astro Trainers
School Tracksuit with **college logo** (optional)

Boys

Blazer - Navy with woven badge
Trutex Slim Leg Trousers (see footnote)
Trutex Sturdy Fit Trousers (see footnote)
Navy sweater with college crest
White shirt buttoned to the neck
College House Tie
Black flat Shoes*
Outdoor coat
Apron for Technology lessons

Physical Education Boys

White/Red Polo shirt with college logo
Navy shorts with college logo
White short socks, Red football socks
Reversible Rugby shirt with college logo
Football boots** and Trainers/Astro Trainers
School Tracksuit with **college logo only** (optional)

Only the college crested tracksuit or top may be worn.

***Canvas, suede or any brand of trainer shoes are not permitted as school shoes.**

Shoes must not have a heel in the interest of safety.

**** Football boots must be moulded/plastic studs. No metal**

For Summer, a short sleeved blouse/shirt of the same style may be worn

Outdoor coats must be removed once in the building. Students should wear full uniform on their journeys to and from college.

Non permitted items of clothing include polo shirts (except for PE), stretch fabric skirts, footless tights, jeans, cords, boots, daps or lace up canvas shoes. School shoes are ones that are patented or can be polished. Trainers may only be worn during PE lessons.

Note: The designated uniform for boys is the Trutex Charcoal Slim Fit Trousers. However, it has come to our attention that the slim fit trousers is not appropriate in all cases and therefore, an alternative sturdy fit trousers may be purchased through the college uniform shop.

The college operates its own Uniform Shop. Please contact Mrs Mason in Reception (Telephone 0117 3772200) for collection times and procedures.

HAIR STYLES

Hair should be tidy, of a reasonable length, no shorter than Number 2 on the clippers. Extremes of hair styles and non-natural colour are never acceptable. Students may be sent home to attend to problems arising from a breach of these rules.

Note: St Bede's has made the Halo Code pledge (more details can be found on our website under Key Information - Uniform - Hairstyles)

JEWELLERY & NAIL VARNISH

Students, if they wish, may wear an appropriate number of plain, discrete studs in their ears. If students have a nose piercing, they should use a clear nose stud. In the interest of Health & Safety, students are never allowed to wear hooked earrings, nose rings, or other facial jewellery, or rings. The only additional visible jewellery permitted is a watch. Coloured nail varnish and nail extensions are not permitted.

ITEMS OF EQUIPMENT

Every student should own and bring to college daily the following items of equipment: bag or rucksack, pencil case containing a pen, pencil, ruler, rubber, calculator and a reading book. Students should also carry their books needed for the day, PE equipment and Food Technology supplies when appropriate. Personal items should be marked with the owner's name. Lockers are available within college for students' use.

Valuable personal items must not be brought into college. St Bede's will not accept responsibility for damage or loss of any items.

MOBILE PHONES

Students may bring a mobile phone to college but it must be kept out of sight, either in their bag or in their locker, switched off. A failure to keep mobile phones "out of sight" will result in them being confiscated. Collection of confiscated items by parents from the college reception can be arranged by appointment.

HEADPHONES/EARBUDS

Headphones and earbuds are not permitted for use on the college site unless they are being used in a class for educational purposes under the guidance of a member of staff.

Uniform Checklist

The college operates its own Uniform Shop. Please contact Mrs Mason in Reception (Telephone 0117 3772200) for opening times and procedures.

Items that must be purchased from the College Shop.

Girls	Boys
Blazer <input type="checkbox"/>	Blazer <input type="checkbox"/>
Sweater <input type="checkbox"/>	Sweater <input type="checkbox"/>
College House tie <input type="checkbox"/>	College House tie <input type="checkbox"/>
Skirt or Trousers <input type="checkbox"/>	Trousers <input type="checkbox"/>
Apron <input type="checkbox"/>	Apron <input type="checkbox"/>
Polo Shirt <input type="checkbox"/>	Polo Shirt <input type="checkbox"/>
College tracksuit (optional) <input type="checkbox"/>	College tracksuit (optional) <input type="checkbox"/>
Shorts <input type="checkbox"/>	Shorts <input type="checkbox"/>
Socks <input type="checkbox"/>	Socks <input type="checkbox"/>
Reversible Sports Shirt <input type="checkbox"/>	Reversible Sports Shirt <input type="checkbox"/>

Items that may be purchased from the College Shop or another source.

Shirt – White, shirt style buttoned to neck <input type="checkbox"/>	Shirt – White, shirt style buttoned to neck <input type="checkbox"/>
Black or Navy tights <input type="checkbox"/>	
Black or white socks <input type="checkbox"/>	
NOT AVAILABLE FROM THE COLLEGE	NOT AVAILABLE FROM THE COLLEGE
Black flat shoes <input type="checkbox"/>	Black flat shoes <input type="checkbox"/>
Note: Shoes must be patented or polished	Note: Shoes must be patented or polished

Additional Items for girls and boys.

School bag <input type="checkbox"/>
Pen, pencil, ruler, eraser <input type="checkbox"/>
Compass and calculator <input type="checkbox"/>



Welcome to St Bede's College Library

Opening Hours

Monday to Thursday	8.40am – 4.30pm
Friday	8.40am – 3.00pm

Year 7 Library Inductions

Library staff run library inductions with Year 7 students during term 1 to help them make the best use of library resources.

Borrowing Books

You can borrow a total of 3 books at any one time. They are issued for 3 weeks and the return date is stamped on the inside cover of the book. If your book is overdue you will receive a reminder. Please talk to library staff if you would like to renew your book. Books that are lost/damaged beyond repair/not returned for any reason will be charged at £7 a book unless extenuating circumstances apply. If you are worried that you can not return a book come and see the Librarians.

Fiction Books

The library has a wide range of fiction books including a quick read section, graphic novels and short stories. Some are restricted to older students, but we have a comprehensive collection available to all.

Non-Fiction

Non-fiction books contain information.

All non-fiction books have numbers on their spines. They are grouped together in subjects. There is a subject index file to help you find what you are looking for and library staff are there to help.

Magazines

We take a selection of magazines in the library, including some leisure titles and 'Teen Breathe.'

Library Computers

You can use the library computers to find information and do homework at break and lunchtime. They are first-come, first-served at break and can be booked ahead for lunchtimes.

Year 7 Lunchtime and Book Club

Please note, one lunchtime a week (currently Thursday) the library will be open for Year 7s only. There will also be a Year 7 book club running in the library during this time. Year 7s are, of course, welcome every day.

Suggestions

You are welcome to make suggestions for books to purchase, authors you would like to see and activities you would like to take place.

Further Information and Reading Ideas

We have a selection of reading lists and book guides in the library to help students choose something new to read which suit all ages, interests and abilities.

For useful information on the best new reads, authors, book reviews and book finder tools the following websites are useful:

www.lovereadings4kids.co.uk

www.booktrust.org

www.goodreads.com

Further information can be found on the Library page on the College's website, under the College Life tab

Please do ask the library staff if you need help finding or choosing a book.

Supporting young people online

Information and advice for parents and carers



The internet – an inspiring and positive place

The internet is an amazing resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices. However, the internet is always changing, and being able to keep up to date with your children's use of technology can be a challenge. You may sometimes feel that your child has better technical skills than you do, however children and young people still need advice and protection when it comes to managing their lives online. Issues that your child may encounter on the internet will vary depending on their age and online activities. We have grouped potential online risks into these 4 categories.

Conduct: Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet. It's easy to feel anonymous online and it's important that children are aware of who is able to view, and potentially share, the information that they may have posted. When using the internet, it's important to keep personal information safe and not share it with strangers. Encourage your child to be respectful and responsible when communicating with others online, and to consider how what they share may reflect on them. Discuss with your child the importance of reporting inappropriate conversations, messages, images and behaviours and how this can be done.

Content: Some online content is not suitable for children and may be hurtful or harmful. This is true for content accessed and viewed via social networks, online games, blogs and websites. It's important for children to consider the reliability of online material and be aware that it might not be true or written with a bias. Children may need your help as they begin to assess content in this way. There can be legal consequences for using or downloading copyrighted content, without seeking the author's permission.

Contact: It is important for children to realise that new friends made online may not be who they say they are and that once a friend is added to an online account, you may be sharing your personal information with them. Regularly reviewing friends lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each friend is able to access. If you have concerns that your child is, or has been, the subject of inappropriate sexual contact or approach by another person, it's vital that you report it to the police via the Child Exploitation and Online Protection Centre (www.ceop.police.uk). If your child is bullied online, this can also be reported online and offline. Reinforce with your child the importance of telling a trusted adult straight away if someone is bullying them or making them feel uncomfortable, or if one of their friends is being bullied online.

Commercialism: Young people's privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online, for example within apps. Encourage your child to keep their personal information private, learn how to block both pop ups and spam emails, turn off in-app purchasing on devices where possible, and use a family email address when filling in online forms. Make your child aware of scams that may seek to gain access to their accounts, and advise them to be wary in following links or opening attachments in emails that appear to be from organisations such as banks and service providers.

There are real advantages in maintaining an open dialogue with your child about their internet use. Not sure where to begin? These conversation starter suggestions can help.

- 1** Ask your children to tell you about the sites they like to visit and what they enjoy doing online.
- 2** Ask them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and not OK to share?
- 3** Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.
- 4** Encourage them to help someone! Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.
- 5** Think about how you each use the internet. What more could you do to use the internet together? Are there activities that you could enjoy as a family?

Find out more ways of starting a conversation about online safety at www.childnet.com/have-a-conversation

What can I do right now?

- ☐ Maintain an open dialogue with your child and encourage them to talk to you about their internet use: for example who they're talking to, services they're using, and any issues they may be experiencing.
- ☐ Create a family agreement to establish your children's boundaries, and your expectations, when on the internet. A template agreement can be found at www.childnet.com/have-a-conversation
- ☐ Give your child strategies to deal with any online content that they are not comfortable with – such as turning off the screen, telling an adult they trust and using online reporting facilities.
- ☐ Consider using filtering software to block unwanted content. In addition to filtering, remember that discussion with your child, and involvement in their internet use, are both effective ways to educate them about the internet.
- ☐ Encourage your child to 'think before you post.' Online actions can impact not only yourself but the lives of others. Content posted privately online can be publicly shared by others, and may remain online forever.
- ☐ Understand the law. Some online behaviour may break the law, for example when downloading or sharing content with others. Be able to recommend legal services.
- ☐ Familiarise yourself with the privacy settings and reporting features available on popular sites, services and apps.
- ☐ If your child is being bullied online, save all available evidence and know where to report the incident, for example to the school, service provider, or the police if the law has been broken.
- ☐ Familiarise yourself with the age ratings for games and apps which can help to indicate the level and suitability of the content. Also see if online reviews are available from other parents as these may be helpful.
- ☐ Set up a family email address that your children can use when signing up to new games and websites online.
- ☐ Encourage your child to use nicknames (where possible) instead of their full name online, to protect their personal information, and create strong passwords for every account.

Sign up to our Childnet newsletter at www.childnet.com.

Help make sure that your children know how to stay safe online, by using our SMART Rules for primary aged children, or 6 Tips for Teens.

SMART Rules for primary aged children:

- S Safe:** Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too.
- M Meet:** Do not meet up with someone you only know online, even a friend of a friend, as they are still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/ videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk
- A Accepting:** Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) and do not accept something if you are unsure who the person is or what they've sent you.
- R Reliable:** You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. Always compare 3 websites, check in books and talk to someone about what you find online.
- T Tell:** Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. You could talk to a teacher, parent, carer or a helpline like **Childline 0800 11 11**.
- Heart:** Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

6 Tips for Teens:

- 1 Protect your online reputation:** use the tools provided by online services to manage your digital footprints and 'think before you post.' Content posted online can last forever and could be shared publicly by anyone.
- 2 Know where to find help:** understand how to report to service providers and use blocking and deleting tools. If something happens that upsets you online, it's never too late to tell someone.
- 3 Don't give in to pressure:** if you lose your inhibitions you've lost control; once you've pressed send you can't take it back.
- 4 Respect the law:** use reliable services and know how to legally access the music, film and TV you want.
- 5 Acknowledge your sources:** use trustworthy content and remember to give credit when using other people's work/ ideas.
- 6 Be a critical thinker:** not everything or everyone is trustworthy; think carefully about what you see and experience on sites, social media and apps.



Co-financed by the European Union
Connecting Europe Facility

Further advice and resources: www.childnet.com www.saferinternet.org.uk Copyright ©2018 Childnet International



Normal College Day

Morning Registration at 8.45 am

Period 1 9.10 am - 10.10 am

Period 2 10.10 am – 11.10 am

Break 11.10 am – 11.25 am

Period 3 11.25 am – 12.25 am

Lunch 12.25 am – 1.15 pm

Period 4 1.15 pm – 2.15 pm

Period 5 2.15pm – 3.13pm (Lower School)

Period 5 2.15pm – 3.17pm (Upper School)

A bell is rung to signal the start and finish of each lesson.
The last bell of the day is 3.13pm (Lower School)
3.17pm (Upper School)