



St Benedict's Catholic College



PARENT/CARER HANDBOOK 2023 - 2024



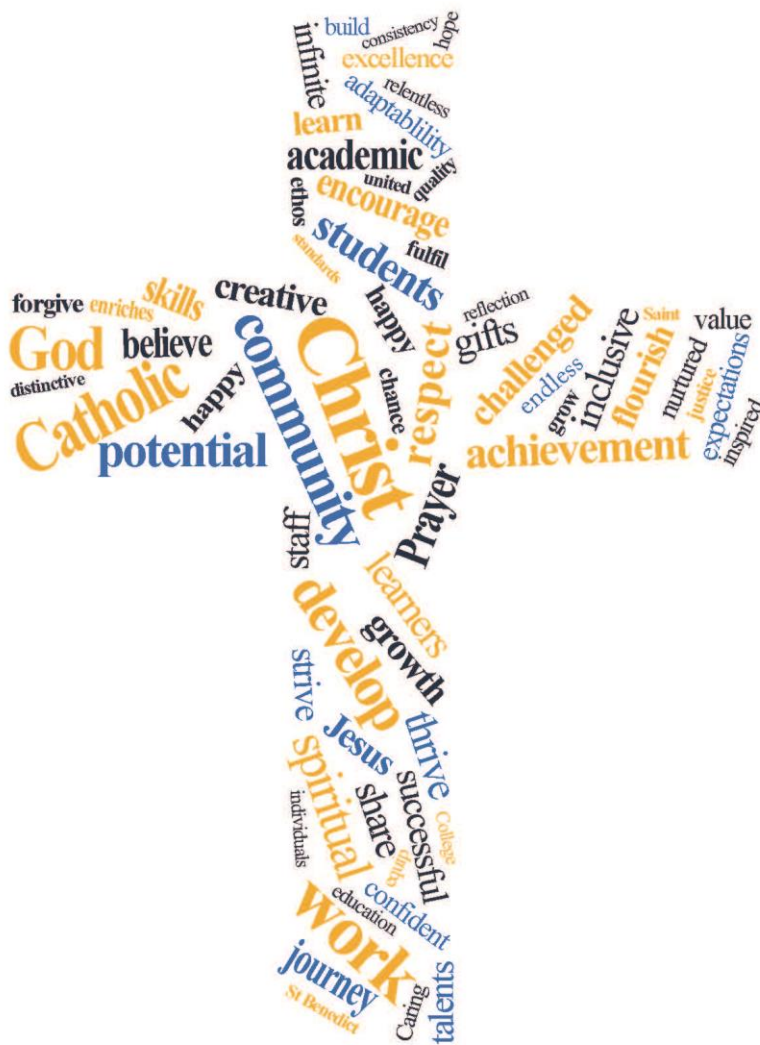
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Mission statement

St Benedict's Catholic College



We are an inclusive community with Christ at the Centre
 We nurture spiritual, emotional and academic growth
 We develop our gifts and talents through prayer, work and respect
It's what we do and believe



Principal's welcome

Dear Parents and Carers

Welcome to St Benedict's Catholic College

I am delighted that you have chosen St Benedict's Catholic College for your child and look forward to building a relationship with you and your children over the years to come. I would like to welcome you most warmly.

I hope we will develop a spirit of co-operation and so ensure that your child receives the best possible education in these rapidly changing times. I hope they will take pride in being members of the college and that they will be prepared to add their own special contribution to its life.

This booklet tells you of the opportunities offered by the college, and other useful information. You will not find a long list of college rules. There are rules, however, as there must be in any community. They stem from care, courtesy and consideration for all.

If there are any questions that remain unanswered I, or any of the staff, will do our best to answer them.

When your child starts at St Benedict's Catholic College, I will keep in touch through our weekly newsletter to parents, which goes out every Friday by e-mail and is published on our website.

Yours faithfully

Mrs J E Santinelli
Principal





General information and term dates

GENERAL INFORMATION

COLLEGE ADDRESS: St Benedict's Catholic College, Norman Way, Colchester, CO3 3US

TELEPHONE: 01206 549222
ABSENCE LINE: 01206 516817

Email: admin@stbenedicts.essex.sch.uk
Website: www.stbenedicts.essex.sch.uk

TERM DATES

The dates for the academic year 2023 – 2024 are:

AUTUMN TERM Tuesday 5th September 2023 (years 7 & 11 only)
Wednesday 6th September 2023 (all years) – Wednesday 20th December 2023
Half term: Monday 23rd October 2023 - Friday 27th October 2023

SPRING TERM Thursday 4th January 2024 – Thursday 28th March 2024
Half term: Monday 19th February 2024 - Friday 23rd February 2024

SUMMER TERM Monday 15th April 2024 – Friday 19th July 2024
Half term: Monday 27th May 2024 - Friday 31st May 2024

Bank Holiday: Monday 6th May 2024

Non-pupil Days: Monday 30th October 2023
Monday 26th February 2024

COLLEGE HOURS 9.00 am - 3.30 pm



Spiritual life

Chaplaincy

We are firmly and fully committed to supporting the faith journey of all members of this college community. The college has a Chaplain and college chaplaincy team who are supported by local Catholic clergy in Masses and special liturgical events. They also organise various pilgrimages and retreats. Members of the team are also available to speak with or sit and listen to students as required.

Prayer

At morning registration students share a time of collective worship together. Our chaplain is available to students and staff who need support and guidance.

Assemblies

Year assemblies are held once a week. We celebrate Mass as a whole community on days of Holy Obligation and special occasions. There is also a weekly Mass for staff and students before college on a Wednesday and all students attend a class Mass as part of their RE timetable.

Retreats

Day retreats for years 7 and 9 are organised by our Chaplain. We are also involved in the annual diocesan pilgrimage to Lourdes with Brentwood Catholic Youth Service where year 10 and 11 students assist the sick pilgrims.

RE

The entire philosophy of the college rests upon Christian values and experience. RE is a compulsory subject that is taught throughout the college. Almost all students are entered for GCSE RE and achieve consistently higher pass rates than the national average. St Benedict's is a Catholic college and students are encouraged to explore their own faith within a Catholic context.



St Benedict

You may like to know a little about St Benedict and the meaning of our badge.

St Benedict was born the son of wealthy Roman parents, in the beautiful Italian province of Umbria in the 5th Century. As a young man, he was sent to study in Rome. There, he was shocked by the wickedness of the city and he fled into the Roman countryside to live as a hermit. A group of hermits living nearby asked Benedict to become their abbot but when he began to rule, they tried to poison him. These events are recorded in our official badge. On the right hand side of the badge, there is a raven with a loaf in its beak. The loaf had been poisoned; it was intended for Benedict but the raven flew off with it and so saved the saint's life. On the left hand side of the badge, there is a cup or chalice with a serpent twined round it. This represents another attack on Benedict's life. This time his wine had been poisoned, but when Benedict made the sign of the cross over his food the serpent emerged and once again Benedict was safe.

Eventually, Benedict moved further south to Monte Cassino and there founded the great monastery which was to be the mother house of the monks of St Benedict. The rule of life which Benedict drew up for his monks was soon being followed all over Europe. The monks were encouraged to follow a life of prayer and work; this too, is shown on our badge ORA ET LABORA (prayer and work).

Also featured on our badge is St John's Abbeygate, Colchester, a Benedictine foundation, with which our college is linked in name and the rule of prayer and work. The raven on the badge seems to be standing on an arrow of gold; this is to do with the geographical siting of the college. It commemorates the death of St Edmund (King of East Anglia), who was martyred by the Danes.

The badge was designed by Dr Swan of the Royal College of Heraldry and we hope that all our students will wear it with pride.

We also hope that the ideals of our patron will inspire all the members of our college community, as they have done countless thousands of Christian men and women throughout the ages, to make full use of all their God given abilities.





Whole college curriculum

Curriculum allocation (hours per fortnight) – September 2023

	Year 7	Year 8		Year 9	Year 10	Year 11
English	6	7	English	7	7	7
Maths	6	7	Maths	7	7	7
Science	7	7	Science	7	9	9
RE	5	5	RE	5	5	5
MFL	4	4	MFL	5	5	5
Core PE	4	4	Core PE	4	2	2
Geography	4	3	Pathway 1	5	5	5
History	4	3	Pathway 2	5	5	5
CPA *	4	4	Pathway 3	5	5	5
Technology	4	4				
Computing	2	2				
Total	50	50		50	50	50

- Students study French throughout their time at the college
- Students study Personal, Social, Health and Economic Education (PSHE) during designated sessions.

* Creative and Performing Arts



Attendance and punctuality

As a parent or carer, you are legally responsible for making sure your child receives a full time education. “The aspirational attendance level for all students is 100%. Except in **exceptional circumstances**, all students of compulsory school age are expected **to attend all school sessions.**”

If your child is absent you should inform the college on the first day of absence, and every subsequent day of absence, either using Class Charts, on telephone number **01206 516817**, or email attendance@stbenedicts.essex.sch.uk and if possible give the expected day of return. The college should be kept informed if this period of time becomes longer than expected.

Generally lateness is not acceptable and can legally be counted as unauthorised absence. A student arriving late should bring a note explaining the reason for their lateness and sign in at Student Services.

Where possible, every attempt should be made to arrange medical appointments outside college hours. If this is impossible, a request should be sent to college prior to the appointment enclosing a copy of the appointment letter or card. Students will be released from college in sufficient time to attend and should return to college after the appointment where possible. Students leaving the college premises during the college day must obtain an ‘*out of college pass*’ from Student Services on presentation of parental request. Students must report to Student Services on their return. Appointment cards for medical or dental appointments are required.

Authorised absence

Only the college can authorise an absence. An authorised absence is where the college has given approval in advance or has accepted an explanation offered afterwards. By not authorising an absence, the college is saying that either a reason has not been provided, or the reason provided is not acceptable.

You should contact the college as early as possible to explain why your child needs to be absent and to obtain permission. The college can only authorise absences due to exceptional circumstances.

Leave of absence

There is no entitlement for you to take your child on holiday during term time. You can be fined for taking your child on holiday during term time without consent from the college. Absence during term time should be avoided because children can fall behind with their work and may find it difficult to reintegrate.

An application for leave must be made in writing to the college on our leave of absence form, which can be found on the College website, detailing the **exceptional circumstances**.

The Principal must be satisfied the circumstances warrant the granting of leave. Leave of absence may not be granted during term time unless there are exceptional circumstances. The principal will determine the number of college days a child can be away from college if the leave is granted.

If you do not apply for leave of absence in advance, the absence will be recorded as unauthorised. If your child is away for longer than was agreed, any extra time is recorded as unauthorised.

For further details please see the college attendance policy on the college website, www.stbenedicts.essex.sch.uk



College organisation

Pastoral care

The college operates a year system from years 7-11 co-ordinated by our Director of Achievement and Behaviour with the senior tutor and pastoral leads responsible for the day-to-day administration of their groups. Close liaison exists between the pastoral staff and form tutors who are an integral part of the guidance system. The form tutor is responsible for the welfare and happiness of students in that group and students are encouraged to ask their form tutor if they have any questions that need answering or help in solving problems that may arise. Where possible, our aim is to keep form tutors with their form group throughout their five years at St Benedict's Catholic College.

As well as form tutors, year 7 students will have a small group of year 10 students who will work with them. These students are called year 7 mentors and their job is to help your son/daughter settle into St Benedict's Catholic College and answer any questions that they might have. They will help them on their induction days and first day at college in September. They will also continue to support them throughout years 7 and 8.

Teaching groups

In years 7, 8 and 9 students are taught in mixed ability groups for some subjects, although most are timetabled to allow setting by ability.

Special Education Needs and Disabilities Department (SEND)

Our college is committed to providing an inclusive education to students with SEND, ensuring that all students are supported to reach their full potential across the curriculum. We offer a holistic approach to support individuals' academic, spiritual, social and emotional development through consistent communication with parents, carers, students, staff and outside agencies.

Our learning support staff have specialist training in a range of educational needs and provide strategies in and outside of the classroom. We are committed to identifying, assessing and reviewing the needs of students to ensure a person-centred approach which gives SEND students equal opportunities. Our department contains a regulation space alongside a dedicated intervention room. Our college is wheelchair accessible and has disabled toilets, showers and a specialist treatment room.

Various intervention programmes are introduced across the key stages based upon students individual needs. Our interventions are designed holistically in order to support with all aspects of a student's development. In KS4 we focus on supporting through interventions centred around exam technique and revision whilst developing independence and life-skills. Additional support centred around the transition to post-16 institutions is provided to ensure smooth progression onto the next stage in a student's educational journey.



College organisation

Medical room

The medical room assistant can provide basic first aid and will naturally help any student in distress. Please note, tablets or medicine cannot be dispensed without prior written consent from a parent or carer. Any medication given will be recorded in students contact books. In the case of illness during college hours, a parent or carer will be contacted as appropriate.

Please note that students should not attend college if they have had vomiting and diarrhoea until they have had 48 hours clear from symptoms.

For further details please see the college medical and first aid policy on the college website, www.stbenedicts.essex.sch.uk

Accommodation

The college is housed in modern buildings set in their own pleasant grounds, which include hard play areas, playing fields and tennis courts. All areas are accessible to those with disabilities.

There are specialist rooms for the teaching of science, music, art, drama, all aspects of design technology and three computer suites with a network for information technology. There is also a purpose-built chapel, a sports hall and a college hall used by the PE department and for whole college Masses and assemblies.

Progress reports and parents' evenings

The college works in close partnership with parents. The 'Statement of Partnership' that is included in our Student Admission Form for yourself and your child to read shows the close and interdependent relationship that exists between students, parents and college. We believe that the quality of co-operation between college and home has a significant effect on children's performance. Parents' evenings are held once a year. Termly effort and attainment grade reports are made available through our parental engagement software, Class Charts and EduLink One, which enables parents and carers to access at any time many up-to-date aspects of their child's life in college. A secure login is provided to parents and carers.

Students' attainment, progress and conduct are monitored carefully and continually throughout their time at college. Parents are invited at any time to discuss their child's progress by appointment with a Raising Standards Leader or other appropriate member of staff. A calendar of dates for the issue of reports and parents evenings and an explanation of the system of reporting will be issued early in September.



College organisation

Homework

At St Benedict's Catholic College we believe in setting homework that is relevant and helps students learn directly. Class Charts, an online homework tool, helps you keep track of your child's homework. Class Charts will allow you to see the details of the learning your child has been set, as well as when it is due and any resources that might be required. Homework will vary by subject. In some subjects, such as mathematics and modern foreign languages, it is recognised that short, focused homework provides the best learning, whereas in subjects such as English and geography, longer pieces are more appropriate. All subjects set homework when it is relevant to students' learning.

Relationships and sex education (RSE)

Relationships and sex education is part of the curriculum. It can be a sensitive and difficult subject and we rely on parental support to help students acquire the relevant knowledge and understanding in their growth towards maturity. The course covers the physical aspects of reproduction, pregnancy and birth, relationships and social issues including HIV and AIDS. Our RSE course is delivered through RE, science and PSHE. All of our teaching reflects Catholic values and beliefs, and our approach to relationships and sex education is set within a clear moral framework and within the guidelines prescribed by the Church.

Safeguarding / child protection

At St Benedict's Catholic College the welfare of all the students is of paramount importance to us. If there is an occasion when we become concerned about the welfare of one of our students we may consult with other agencies. In safeguarding our students we follow the SET (Southend, Essex and Thurrock) and KCSIE (Keeping Children Safe in Education) procedures.

Please see the college policy on safeguarding on the college website, www.stbenedicts.essex.sch.uk

Student planner

All students are issued in September with a planner for the year to help them plan their week. Parents are asked to inspect and sign the planner weekly. The planner may also be used by parents for notes to their child's tutor. If lost, replacements will cost £3.50, which is paid by ParentPay.



College organisation

EduLink One

The safety of students and effective communication with parents and carers is of paramount importance to us. The EduLink One system is a secure system that sends text messages, automated voice broadcasts and emails direct to parents and carers.

If your child is absent, and we had not already heard from you, you may receive a text or voice message informing you of the absence and requesting that you contact the college to explain this. You may also receive messages from time to time for other reasons such as college closure due to inclement weather.

Weekly newsletter

A weekly newsletter is distributed on a Friday afternoon via our EduLink One email system. This is our main form of communication to parents. The newsletter, as well as copies of letters sent home, are also available on our website, www.stbenedicts.essex.sch.uk

Student council

The student council at St Benedict's Catholic College supports, promotes and encourages student voice and is highly regarded by the students. Elections are held in September each year, with every student voting for two boys and two girls in the year group. The council is chaired by students on a rota basis and the senior prefects also attend. The council aims to encourage students, staff and all other members of the college community to work together for the benefit of the whole community. It also aims to allow every member of the college community to have their say in the development of the college. It is an excellent example of democracy and citizenship within the college community.

Brentwood Catholic Children's Society

The college benefits from the work of the Brentwood Catholic Children's Society in that the society provides us with a counsellor who is available to students on a confidential basis on two days each week. The counsellor is not an employee of the college and is available to students and/or parents.



Behaviour for learning @ St Benedict's

We are an inclusive community with Christ at the Centre
We nurture spiritual, emotional and academic growth
We develop our gifts and talents through prayer, work and respect
It's what we do and believe

The way students are expected to behave and the way they are treated is implicit in the Mission Statement.

At St Benedict's Catholic College we believe that all members of our community, including staff, students, parents and governors, have a role to play in ensuring good behaviour as defined in our Statement of Partnership.

As a Catholic college our attitude towards behaviour and discipline is based on the fact that every member of the college community is of equal and infinite importance in the eyes of God.

Students at St Benedict's Catholic College should show through their actions that they know what constitutes appropriate behaviour, that they understand what is expected of them and that they respond accordingly.

All members of the college community are expected:

- to be considerate and courteous
- to relate well to each other
- to take responsibility for their own actions (appropriate to their age and maturity)

Students are encouraged and supported to develop self-esteem and self-discipline and to adhere to high standards of behaviour, which contributes to effective learning.

Partnerships with parents, carers and families

Our partnership with parents and carers has a vital role in fostering good behaviour. For our college Behaviour for learning policy to be effective, parents and carers need to work with staff in the college in matters of discipline and reinforce the college's efforts at home.

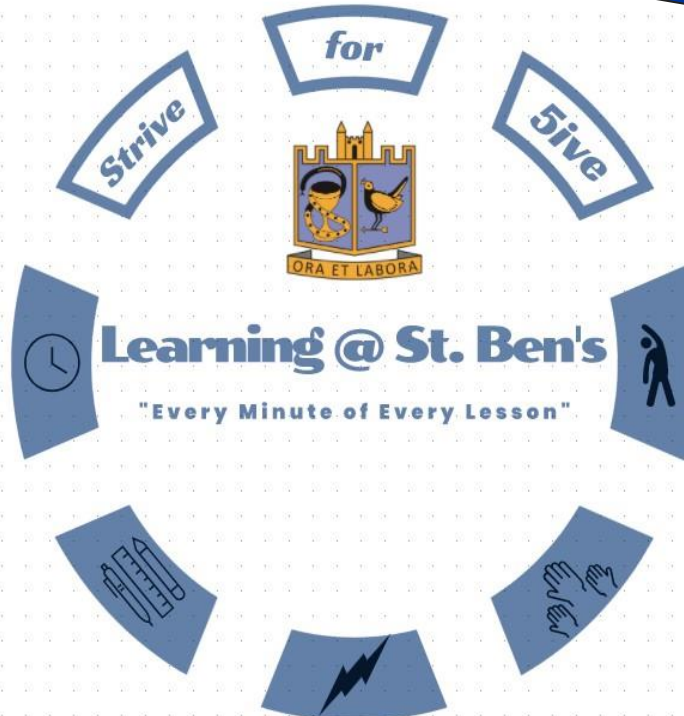
St Benedict's Catholic College encourages parents and carers to support good attendance and behaviour through the Statement of Partnership, parent/carer meetings and by supporting their children in the completion of homework.

Parents and students are aware that the college has an equal opportunities policy and monitors the impact of their policies and procedures on different groups by race, gender and disability.

Parents and carers will be expected to take responsibility for the behaviour of their child both inside and outside college. They will be encouraged to work in partnership with the college to assist it in maintaining high standards of behaviour and will have the opportunity to raise any issues arising from the implementation of this policy.



Behaviour for learning @ St Benedict's



1. ON TIME!

All learners must be on time for every lesson to ensure that learning can begin promptly without disruption. Learners must ensure they leave the field promptly when the warning bell sounds at break and lunch.

2. EQUIPPED!

All learners will be organised and ready to learn. They must have all the equipment they need for all subjects to ensure lessons and learning are not disrupted.

3. DO NOW!

As soon as learners sit down, they will begin the activity, worksheet or discussion topic their teachers have prepared to help cement and secure key skills and knowledge and ensure every minute of every lesson counts.

4. ALL IN!

All learners must be fully active and engaged; pushing themselves to get involved in discussions, group-work - always striving to make the progress they are capable of - always determined to fulfil their potential.

5. STRETCH AND CHALLENGE!

All learners must push themselves to ensure their work - both written and verbal - is the best it can be. All learners should strive to complete tasks on time, seek extra support/work and then strive to seek out opportunities outside of the classroom to independently deepen their knowledge.



Electronic payments

ParentPay

This is our secure payment portal which is used to pay for all visits, meals and extra-curricular activities such as music lessons. All parents will be issued with a unique username and password as soon as the information becomes available.

Lockers

Lockers are available for all students at a one-off cost of £20 per student. Lockers can be requested by the payment of £20 via our ParentPay website.

Cashless catering

At St Benedict's Catholic College we operate a cashless catering system. A minimum of £4.00 can be paid into a student's account by ParentPay, and any money spent on food and drink is deducted on a daily basis. The method of payment for 'topping up' accounts is by ParentPay. A daily 'spend limit' is programmed into the system and by default this is £5 per session. The limit can be increased or decreased for an individual student by making a written request to the college office.

There are enormous benefits to this system. For example:

- queues at the canteen are shorter
- allergies can be noted on the account to ensure no items are purchased to which students are allergic
- if students are entitled to free school meals no one else is aware of this

A 6 digit numerical PIN code will be allocated to every student which they use to access the cashless system.

To check if your child is eligible for free school meals, please go on-line at <https://pps.lgfl.org.uk> and click on 'check eligibility'. If you are eligible you will receive a certificate of eligibility which you will need to send to us.

Music tuition

Music is an exciting and integral part of life at St Benedict's Catholic College, and to enhance this we offer a full range of 1-to-1 instrumental lessons. Learning a musical instrument can have many positive effects on a child's social, personal and educational development as well as giving them a great sense of enjoyment and achievement. The lessons are contracted to Essex Music Services and there is a charge for all lessons. Lessons take place before and during the college day in our specialist music facilities. Lessons can be booked in 15 minute slots, and the current cost is equivalent to approximately £32 per hour. Further details can be found at www.essexmusicclub.org.uk



Electronic payments

Policy for charging for incidental events

The governors reserve the right to ask parents to contribute to the cost of breakages and loss or damage to books and equipment other than wear and tear.

Parents who indicate in advance that they wish to own the finished product of a practical activity, for example in technology, will be asked to pay for the materials.

Parents who have any questions about charging for college activities are asked to contact the business manager.

Trips and visits

All schools are required to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At St Benedict's Catholic College we seek to ensure that the national curriculum is delivered to all students, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our students we also offer a range of educational visits and other activities that complement and supplement what they learn in college.

The national curriculum defines what we teach the students in college. This is the basis of the programme of learning for each college year. In addition, teachers, the senior leadership team and governors agree the corresponding programme of visits and activities in advance of each academic year. Within programmes of work, teachers plan educational visits and activities that support the students' learning. Parents are given details of these activities well in advance of the event.

Visits and activities usually take place within the college day. Day visits are approved by the Educational Visits Coordinator and Principal. Residential, overseas and adventure activities are approved by the business manager, principal and governing body. We follow the Local Authority's guidelines relating to health and safety and risk assessment.

We ask parents to give written permission for their child to take part in any activity that takes students off the college site. If we do not receive consent, the student will be unable to participate. For local activities, such as sporting fixtures, offsite education and local visits, a consent form is contained within the admission form. This will be updated annually. It is very important for you to inform the college as soon as possible should any of your personal details change during your child's time here so that up-to-date records are always maintained.

All education during college hours is free. We do not charge for education visits that are undertaken as an essential part of any national curriculum course.

Where an educational visit is optional and designed to enhance the learning of students, a contribution will be requested that covers entrance to the activity, board and lodging (where appropriate), transport, insurance, cost of staff cover and administrative costs. No profit is made from such trips. The governing body has a charging and remissions policy that details the full range of activities where a charge can be made.



Assessment and target setting

Summary of assessment and target setting at St Benedict's Catholic College

At St Benedict's Catholic College we always make ourselves aware of any changes nationally and ensure our own curriculum is suited to your child's needs; we want every child to have the best possible opportunity to make progress and succeed throughout their time with us. The new national curriculum gives us more freedom to concentrate on what is really important in each subject; information on this is available on our website.

Following changes to the national curriculum we took the opportunity to have a fresh look at how we assess the progress students are making in their learning. When our young people join us we use key stage 2 test and primary teacher assessment information in English and Mathematics to put students into four broad bands in those subjects; other departments use the Fisher Family Trust "Aspire" analysis, but some subjects may also use other key stage 2 information available in their subject as well as their own baseline test assessments to judge students against 'age-related expectations'. The five bands are: well above, above expected, expected, emerging, below expected. In the Autumn and Spring term, parents will be able to access a report outlining attainment and progress, using our parental engagement software.

Years 10 and 11 have additional reporting cycles. We strive to support all students in reaching their chronological reading age by the end of each academic year. Reading age tests are undertaken and used to support academic interventions and also form a key part of our academic reports.

In addition, we also use a baseline test called CATs (Cognitive Abilities Test), which is run by GL Assessment; two thousand schools use this system, which measures students' underlying learning potential and skills, rather than just achievement based on curriculum learning objectives. The results allow us to identify potential high-attainers, as well as those struggling with an element of the test, who may require additional support. Students sit three tests, which give a score used to determine areas of strength and weaknesses and also their target grades for their time at St Benedict's Catholic College.

We plan carefully within each subject for each year group to ensure that as many as possible reach and exceed the expected standard. We show all students how they can make progress in what is important in a subject, whatever their starting point.



Uniform and equipment

PLEASE ENSURE ALL UNIFORM AND EQUIPMENT IS NAMED

All students are required to wear college uniform at all times, including travelling to and from college, and so demonstrate their pride in St Benedict's Catholic College. We expect that the appearance of all students will reflect credit on the individual, the family and the college itself. Only with the co-operation of parents and carers can a high standard of personal appearance be maintained. The uniform is intended to be simple and practical and not to follow fashion. This gives continuity and ensures that parents and carers, students and staff know exactly where they stand.

Unfortunately some retailers stock items under a "school uniform" label that are essentially fashion items. We ask that parents consult the booklet "**DRESSING FOR EXCELLENCE**" when purchasing items of uniform. This can be found on the college website, www.stbenedicts.essex.sch.uk/parents/uniform

We offer a totally on-line service for the purchase of college uniform from our current suppliers, SWI.

There is a link available on our website taking you directly to the designated St Benedict's Catholic College section of SWI.

'The Direct to Parent' supply solution will provide you with the ability to order uniform and PE kit 24 hours a day. Orders can be placed either online, by phone or post. Deliveries can be made to home or college.

Placing your order for uniform

Online: visit the website www.swischoolwear.co.uk and order via 'Direct to Parents'

By telephone: Call SWI on 01928 752610

Delivery

- Orders over £70 are delivered to home free of charge.
- Orders under £70 sent to a home address (or other specified) incur a £4.50 delivery charge.
- During term time and during the summer holidays, SWI operates a FREE OF CHARGE weekly delivery service into college.



Uniform and equipment

Equipment

It is vital in the early days that students feel adequately prepared for all lessons as it helps build their confidence. It is useful if each evening your son / daughter goes through the timetable for the next day and ensures that the right books and equipment are packed and ready for college.

Below is a guideline to the equipment that is used in the course of a college day.

Essential items:

- pen
- pencils
- coloured pencils
- highlighter pens
- ruler
- eraser and sharpener
- mathematical set
- an A4 folder to carry work done on file paper to and from college
- a strong sensible school bag large enough to accommodate A4 sheets/folders
- Good News Bible for use at home

Students do not need to provide aprons for design technology as these are provided by the college.

Mobile phones

St Benedict's Catholic College has an Acceptable Use Policy for mobile phones and communication devices to provide staff, students, parents and carers with guidelines for their appropriate use, in particular, during college hours. A brief synopsis is given below.

Mobile phone/device: management

Mobile phones and devices must be **switched off** and **out of sight** once students enter the college grounds. Students will have their phones **confiscated** until the end of the day if in breach of this.

The use of mobile communication devices and the recording of images, audio or video are not allowed in the college except with the permission of a member of staff and only under supervision to support learning.

The college cannot accept responsibility for any damage caused to or loss of the phones or electronic devices when they are on the college premises.

Parents or carers are reminded that in cases of emergency, the college office reception remains the first appropriate point of contact and will ensure your child is reached quickly and assisted in any relevant way. Passing on messages through college reception also reduces the likelihood of inadvertently disrupting lessons.



Careers education, information, advice and guidance

As a college we are committed to providing careers education, advice and guidance for all our students. Information about learning options and careers is presented impartially and in the best interest of the students. Our programme has been designed to meet the needs of the six “principles” of good quality, impartial careers education and guidance:

- to empower young people to plan and manage their own futures
- to respond to the needs of each learner
- to provide comprehensive information and advice
- to raise aspirations
- to actively promote equality of opportunity and challenges stereotypes
- to help young people to progress

All students are required to continue with their learning when they leave college through either an academic, vocational route, or both. We are therefore committed to ensuring that every student is guided towards an informed and ambitious decision about their career choices throughout their college life.

There is a carefully planned careers education, information, advice and guidance programme with clearly identified learning outcomes for each year group (an overview of this programme can be viewed on the college website). In addition, students explore aspects relating to careers education within PSHE and through curriculum subjects.

Our careers co-ordinator will provide a high level of support for students at all times. The college works closely with a range of further education (FE) providers, organisations and professions who provide business links, visits and talks.

Employment after college hours

There are Essex County Council regulations about children working for an employer. No child under 13 years of age may have a paid job of any kind. Children may be employed over the age of 13 but only for a limited number of hours, provided they have a permit from the Essex County Council. Employers should obtain forms from Essex County Council. Parents can contact a child employment officer for further information: 0333 013 8967



Other information

College governors

The majority of governors on the governing body are appointed by the diocese as foundation governors. Others are nominees of the local authority or elected by parents and or staff. The Principal is a member of the governing body.

The governors are responsible for monitoring the work of the college, in particular the employment of staff, the curriculum, pastoral care and discipline.

Compliments and complaints procedure

As a college community we pride ourselves on the way we acknowledge success, hard work, good behaviour and service to the community undertaken by our students. In addition to our annual prize giving, we have regular award ceremonies to recognise positive aspects of college life. These aspects are also celebrated in assemblies and in the weekly newsletter.

If on reflection you are unhappy with the response of a member of staff to a particular matter please ask for a copy of our compliments and complaints leaflet which will explain the steps you should take. The leaflet is also available on our website, www.stbenedicts.essex.sch.uk





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