

# St Monica's R.C. High School

## Guide to our Rules and Expectations



St Monica's is a Catholic community working in partnership with families, schools and parishes to teach the Catholic faith as a way of life. We provide a caring, supportive environment where everyone is of equal worth. Jesus Christ is central to our school and our main aim is that everyone can develop their God given talents and gifts to the full, whilst growing in faith through prayer and service.

School is a place of learning and we need to ensure that when pupils come to school, they are ready to learn, respectful of the school and the staff's role in helping them to learn in a safe learning environment.

In order to maintain high standards and foster a culture of high expectations, we have decided to streamline our behaviour policy. The aim is to make it easy for everyone to understand from a parent, pupil and staff point of view in line with our mission statement of "working in partnership".

Our rules all focus on three areas:

**Ready** – making sure pupils are ready to learn. This includes being in school, on time, in the correct uniform and with the right equipment. This includes pupils leaving mobile phones at home, in the school office or having them switched off and out of sight at all times in school.

**Respectful** – the word respect means *"due regard for the feelings, wishes, or rights of others."* The focus will be on pupils respecting the right of the teacher to teach and other pupils to learn. It also means that all members of our community need to show respect for the environment by being tidy, not dropping litter, and staying in their own designated areas. This includes showing respect on the way to and from school.

**Safe** – The safety of the people in our community is paramount. Bullying will not be tolerated and everyone has a responsibility to report any concerns to a member of staff.

### How can I help my child to be Ready for school?

**Faith** – You have made the decision to send your child to a Catholic school. We start each day with prayers, and have Mass and other religious liturgy regularly throughout the year. The best way you can ensure that your child is ready is to go to Mass with your child regularly. It can be very embarrassing for a child not to know prayers or responses during school services. Help them to know their faith and live out the school motto of "Prayer and Service."

**Uniform** - The first thing is to check the school uniform policy – there is a list online and in the school journal. There is also a visual guide online. Please ensure that your child is dressed appropriately, and does not have makeup, false nails, fake tan or jewellery on. Trainers are not allowed.

**Punctuality** - It is vital that pupils are on time for school to make sure they are ready to learn. Pupils need to be on site by the time the warning bell sounds at 8.25am. Parents/carers are responsible for ensuring that children are on time. Please plan the journey to school with your child, including any visits to the shops/plans to meet with friends on the way to school, to ensure they have enough time to get to school punctually.

**Attendance** - Pupils need to attend every day, unless they are too sick to attend. In this case we would ask that you contact the school attendance officer Mrs Towers on the first day of absence. Please do not book holidays in term time as it we are not able to authorise holidays and you may be subject to a fine.

**Mobile Phones** - Please ensure that you and your child understand the mobile phone policy. In order to be ready to learn pupils need to be free from distractions. Phones are not allowed. If pupils wish to bring phone to school, they can hand it in at the office at the start of the day for safe keeping and collect at 3pm. Alternatively, pupils can keep phones out of site and switched off before the enter the school gates.

The school has a three strikes policy. If a child is caught with their phone out the first time in a term\* it will be confiscated until the end of the day and kept in the office for them to collect at 3pm. If they are caught a second time in a term, it will be confiscated and a parent/carer will have to collect from school the next school day, any time between 8am-5pm. If a child breaks the rule a third time in a term it will be held until the last day of that term/half term. Please do not give your child your work phone to bring to school as if they are confiscated a third time then you will not be able to get it back until the end of the term/half term. (\* school has three terms a year – Autumn, Spring and Summer.)

**Homework** needs to be completed to the best of each child's ability and handed in on time. All homework instructions are posted online on Show My Homework. (please see the school website for information.) Pupils, parents and carers can all log onto Show My Homework to see what homework has been set.

**Equipment** – Get to know your child's timetable. This will help you to know when they will need their PE kit, cooking ingredients, calculator etc. Make sure your child has a place to keep their books and equipment and encourage them to pack their bag each night to avoid rushing in the morning.

### **How can I help by child to be Respectful in school?**

You are the primary role model for your child. How you talk and act influences your own child's behaviour. Please ensure that when you are contacting school by letter, phone, email or in person you are respectful to the staff.

Teach your child to respect the rights of others, even if they do not agree with another person's point of view. Challenge any stereotypes and explain to them why certain words are not appropriate.

Teach your child how to tidy up after themselves. Give them chores at home to give them a sense of responsibility for the environment around them. Reinforce the importance of putting rubbish in a bin.

Watch the news with your child – teach them about the world around them and help them to realise that not everyone has the same chances as them. Encourage them to think of others and get involved in charity events in school.

### **How can I help my child to be Safe at school?**

The first thing you can do is to let us know if your child is not going to be in school. Every day we need to ensure the whereabouts of pupils who are not in school. Please ring in and speak to Mrs Towers. Ring the main school number 0161 773 6436 and press the option for the attendance officer. If a child is not in school and we do not know why, or no contact has been made we may conduct a home visit.

Sometimes children get sick whilst at school, or we need to contact you for another reason. It is vital that we have up to date contact details and addresses. Please keep us informed of any changes and let us have details for at least two contacts we can get in touch with in the case of an emergency.

**Medical Appointments in school time** – We appreciate that sometimes children might need to attend an appointment during the school day. The school does not allow pupils to leave school unaccompanied for such appointments. Please ensure that you or another adult collects your child to take them for an appointment. If the person collecting the child is not on our contacts list, you will need to ring the office to make arrangements, otherwise the child will not be allowed to go with them.

**E-Safety** – It is vitally important that you know what your child is up to online. Get to know their profile online – what are they posting? What information are they sharing? How do they look to the outside world? Who are they in contact with? Have conversations with them before any issues occur. Our school website has advice on e-safety matters.

**Bullying** – Please get to know our anti bullying policy, available online. Encourage your child to understand what bullying is, how to recognise it and how to report it. If you have any concerns, please get in touch with school.

**Personal Safety** – Please reinforce the basics like how to cross the road safely, not to use phones whilst crossing the road, not to walk on the road, stick to known paths etc. Your child is growing in independence and needs to know how to look after themselves. Also educate your child on the dangers of drugs and other substances, and what to do if they are offered anything. You can get help from the website FRANK or Early Break for advice.

**Safeguarding** – If you have any concerns about your own child or any other child please get in touch with Mrs Walker, the Designated Safeguarding Person at school on 0161 773 6436.

We hope that you have found this information useful. Please remember that we are only ever a phone call away if you need any support. If you have any questions about what you have read please get in touch with Mrs Walker, the deputy head, or your child's form tutor or Head of year.