

INFORMATION FOR PARENTS / CARERS



St Bernard's is a school community which aims to live by Jesus' commandment
'Love one another as I have loved you'.

St Bernard's High School
Milton Road
Westcliff
Essex
SS0 7JS

Tel: 01702 343583
E-Mail: office@stbernards.southend.sch.uk
Office opening hours: 8am-4.30pm

Contents:

1. General Information
2. School Term Dates & Timings
3. Reports and Parents' Meetings
4. School Uniform and Equipment
5. School Rules & Procedures
6. Extra Curricular
7. Top Tips from the PTFA

Main Contact Details:

School Office: 01702 343583

School Email: office@stbernards.southend.sch.uk

Parental Concerns: parentalconcerns@stbernards.southend.sch.uk



General Information

Houses: Your daughter will stay with her form group until she enters the Sixth Form: e.g. 7A becomes 8A, 9A, 10A, 11A.

There are six Houses in the school; Annay, Clairvaux, Fountains, Hying, Melrose, Rievaulx

The Houses exist to give students the opportunity to experience working and co-operating with girls from other age groups in activities such as Inter-House competitions and fund raising events for charity and your daughter will remain with her House until she leaves St Bernard's.

Forms: Your daughter has been placed in one of the six year 7 forms: 7A, 7C, 7R, 7F, 7M 7H. All lessons are of mixed ability (except Maths).

The First Day: Time of arrival for students on their first day is 8.30 a.m. on **Monday, 4 September, 2023** via the side entrance of Milton Road. The girls will meet in the dining hall and will be taken to their form bases by their form tutor who will issue timetables, planners etc. and help the girls settle in until they begin lessons. They will be dismissed on the first day from the same gate.

Settling in: Secondary school is very different from Primary school and, although it may take your daughter a little time to adjust, students are given a lot of support by all the teachers but especially by their form tutors and, of course, one another.

Uniform: We are very strict about the wearing of correct uniform and rely on your cooperation in maintaining our high standards. School uniform rules also apply on the journey to and from school. Unless otherwise stated, school uniform is worn for all school functions, trips and visits.

Labelling: Please label all school clothing with your daughter's name.

Sometimes girls lose things or articles of clothing get mixed up. Please check your daughter's clothing from time to time as the amount of unclaimed lost property usually increases throughout the term.

Jewellery: Your daughter may wear one pair of small, plain gold or silver, round, stud earrings, a watch, and a cross and chain inside the blouse. No other jewellery is permitted; if worn it will be confiscated and kept in the school safe until returned. No make-up should be worn to school, including fake tan, nail polish, tinted eyebrows and eyelashes. Artificial nail and lash extensions are not permitted. Braids of non-natural colours are not allowed.

Planners: Your daughter will be given a planner and homework will be set using the planner or on Microsoft Teams.

The comments sections are used for communication between parents and staff. There are also places in the planner to record notes, targets and action plans. The planner itself gives a further explanation and your daughter will be shown how to use it by her form tutor.



Curriculum: During the first year, your daughter will study many different subjects which are timetabled across a two week period. All classes except Maths are mixed ability.

Homework: Homework can take many forms and will often be set and submitted on TEAMS. Homework can be:

- Written homework
- Set learning homework
- Research
- Consolidating work covered during the day
- Revision of work done last week/month

It is rare that there is 'no homework' to be done. During the first year, your daughter will be set approximately 60 minutes homework a day. It may take her more or less time depending on her ability and organisational skills. Form tutors keep a regular check on time spent doing homework.

Form Time: Every morning will have a different focus but will always begin with the School Prayer

Achievement Points: Points may be awarded for an excellent piece of work, consistent high achievement, extra effort or to reward positive behaviour. These are communicated via the Schoolcomms App.

Behaviour Points: Points are logged when pupils do not follow the school rules and these are communicated home daily via the Schoolcomms App.

Organisation: Your daughter is responsible for her own belongings and for ensuring that she arrives in class properly equipped for lessons. In order to help her to do this, please encourage her to pack her bag in the evening for the following day's classes, checking on the timetable that she has the appropriate books and equipment, e.g. ingredients for Food & Nutrition, P.E. kit. Forgotten items are not accepted in the main reception to be delivered to students.

The School Council: This consists of the Head Girl, her two deputies and an elected representative from each year group. Meetings, which are chaired by the Head Girl, are held every half term and are attended by a member of the Pastoral Team. Requests and suggestions are put to the Headteacher and the Leadership Team of the school.

Sanitary Products: These are available, free of charge.

Expenditure: From time to time, it will be necessary to pay money to school for trips, equipment, etc, all payments should be made via your parent pay account, permission for any school trips can also be made this way.

Assemblies: Religious Assemblies are held each week. All students are expected to prepare and take part in assemblies.



Absences: If students are not in school there must be a justifiable reason and parents should report this by telephoning the student absence line before 08.45am on each day of absence on 01702 343583 – for student absence press 1. Absence can also be reported by using the School Gateway App.

If a student is absent without a reason, you will receive a text or phone call. This is to ensure that you are aware that your child has not arrived at school.

If your daughter's attendance drops below 95% you will receive a letter of concern and we will ask you to contact the school to discuss your child's attendance.

If your daughter's attendance drops below 90% you will receive a further letter. It is likely that your daughter's absence will be referred to the Local Authority and there may be statutory action taken. If your daughter has more than 10 unauthorised absences in a half-term, you will receive a warning letter from the Local Authority and if the situation does not improve you may be fined.

We want to work with you and your daughter to ensure optimum attendance and will do whatever we can to offer support where it is needed. We are able to refer you to a number of school and external support services that may be able to help.

Request for leave: Request for leave forms can be collected from the main office. If a parent/carer wishes to make a request the application must be returned to the school at least four weeks in advance. The application will then be considered and only in **exceptional circumstances** will leave of absence be granted.

As a general rule permission for holidays during term time will not be given. Please do not make travel arrangements before discussing the matter with the school.

Appointments during the School day: Please confirm the appointment in advance via the Schoolcoms app or via the school office. All medical appointments require proof to be sent to the school. Please email this via: office@stbernards.southend.sch.uk

Welfare: If it is necessary for your daughter to go to the medical room, she must first report to the office staff. It is not school policy to issue medication of any description, and neither should your daughter accept them from other students. If your daughter needs to bring medication to school, she must take it to the office, clearly labelled, for safe keeping. It may be necessary on occasions for a student to be sent home or for emergency treatment which is why it is essential that you include at least one emergency contact number for your child. Students should not make direct contact with parents to inform them if they are unwell. The school office will contact you if your daughter needs to be collected.

Mobile Telephones: If you permit your daughter to bring a mobile telephone to school, please make sure that she knows that under no circumstances may mobile telephones be switched on or used during the school day. Mobile telephones should be switched off before entering the school gates and only turned on once your daughter has exited the school gates. This is for both your daughter's safety and wellbeing. Any breach of these rules will result in confiscation of the mobile telephone and an immediate detention. The Mobile Phone Policy was included in your enrolment pack online.



Personal Health, & Sex Education (PHRE): Once a fortnight your daughter will have a PHSE lesson taken by her Form Tutor. The curriculum is designed to help her develop, academic and social skills, and covers topics such as decision making, health matters, relationships, study skills, self-assessment, target setting and action planning.

Messages for students: It is very difficult for the office staff to relay messages to students during the school day. In the case of an emergency, they will do their best to contact your daughter.

Cars: If you bring your daughter to school by car, please drop her away from the surrounding roads. This is as a courtesy to our neighbours. When attending meetings please also be aware that there is no parking on site and the surrounding roads are residential permits. There are two local paying car parks however to the school, North Road & Shorefield Car Parks, Westcliff.

Change of Address: Please notify the Office of any change of address, place of work or telephone numbers in writing.



SCHOOL YEAR TERM DATES & TIMINGS OF SCHOOL DAY 2023-2024

AUTUMN TERM 2023:

Inset Day – Friday 1 September

Years 7 and 12 – Monday 4 September

All students in School – Tuesday 5 September to Thursday 19 October

Half Term – Monday 23 October to Friday 27 October

Student in school Monday 30 October to Wednesday 20 December

SPRING TERM 2024:

Disaggregated INSET day – Thursday 4 January

Staff retreat Day – Friday 5 January

Students in School Monday 8 January to Friday 16 February

Half Term – Monday 19 February to Friday 23 February

Students in School Monday 26 February to Thursday 28 March

Easter break – Friday 29 March to Friday 12 April

SUMMER TERM 2024:

Students in School Monday 15 April to Friday 24 May (Bank Holiday Monday 6 May)

Half Term – Monday 27 May to Friday 31 May

Students in School Monday 3 June to Friday 19 July

INSET DAY – Monday 10 June

INSET DAY – Monday 22 July (disaggregated)

INSET DAYS:

Friday 1 September 2023

Friday 1 December 2023

Thursday 4 January 2024 (disaggregated)

Friday 5 January 2024 (Staff Retreat Day)

Monday 10 June

Monday 22 July (disaggregated)

OTHER IMPORTANT DATES:

Thursday 5 October 2023 – Harvest Mass – 6pm

Thursday 2 November 2023 – Settling in Evening. Meet the form tutor.

Thursday 2 May 2024 – Year 7 Parents' Evening



TIMES OF THE SCHOOL DAY

Times of the School Day	
School Starts	8.45am (gate closes)
Registration / Form Time	8.50am to 9.10am
Lesson 1	9.10am-10.50am
Break	10.50am-11.10am
Lesson 2	11.10am-12.50pm
Lunch Time	12.50pm-1.50pm
Lesson 3	1.50pm-3.30pm

REPORTS AND PARENTS' MEETINGS 2023-24

Year Group	First Report	Second Report	Parents' Evening / Beginning of Consultations
Year 7	w/c 30 th October 2023	w/c 30 th October 2023	2 November – Settling In Evening 2 May 2024 – Parents' Evening



SCHOOL UNIFORM AND EQUIPMENT

Students at St Bernard's are expected to wear the correct school uniform at all times (see planner for full details) and take pride in what their uniform signifies.

The following is a list of permitted items of school clothing to be worn by students:

- **Jumper:** Navy blue with badge to provide protective clothing for Art lessons.
- **Blouse:** Years 7-9: blue/white check - Years 10-11: white
- **Skirt:** Navy blue mid knee or below the knee
- **Trousers:** Navy blue
- **Socks:** Navy blue, black or white, knee high or ankle (no logos)
- **Tights:** Navy blue, black or flesh colours (no patterns)
- **Shoes:** Sensible black low heeled, 2.5 maximum. No platforms, stilettos, sling backs, sandals, trainers plimsolls or boots are allowed. This includes ankle boots with the exception of Kicker High Tops
- **Coat:** A plain coat in a single dark colour in a suitable style for school. (No leather, denim or sweatshirts may be worn)

P.E Uniform

All garments should be clearly marked with the owner's name.

- **Shirt:** Navy blue with logo
- **Tracksuit:** Navy blue with logo
- **Leggings:** Navy blue with logo
- **Shorts:** Navy blue with logo – 2 styles available
- **Hooded Top:** Navy blue with logo

School uniform is available from: Pauls', 38-40 Southchurch Road, Southend Essex SS1 2ND

The school also has a selection of pre-loved uniform. Please contact the school for further details

Students are also asked to have available:

- Bible
- English Dictionary
- Modern Foreign Language Dictionary
- Scientific calculator
- Pencil case with relevant pens and pencils including a green pen for self and peer assessment
- Geometry kit including a protractor and compass

No correction fluid is allowed in school

Most items are available from the on-site school shop (located in the reprographics room)



Additional information

- Students may wear a watch but smart watches are not allowed
- Hair accessories should be in navy blue, black or brown
- Hair should be of a natural colour
- One pair of ear studs (one in each lobe). Students are not permitted to have any other piercings
- Nail varnish, and makeup are not allowed. This includes false eyelashes and false nails or extensions

More detail is found in the school planner and behaviour policy.

For further clarity, please speak to:

- Reception
- Pastoral Team

Or:

- Email parentalconcerns@stbernards.southend.sch.uk



SCHOOL RULES AND PROCEDURES

- All students should aim for 100% attendance. If a student is not in school. A justifiable reason should be given by the parent/carer either by phoning the school or via the school gateway app
- All students should be punctual to school and arrive before 8.45 am. All students should be punctual to the start of lessons
- All students are expected to be in full school uniform at all times.
- All students are expected to travel to and from school and whenever representing the school in a safe, sensible and courteous manner.
- All students should show respect and courtesy to the school community. This includes the use of school facilities and equipment as well as being sensible and respectful in the corridors and the school grounds.
- Students are not permitted to eat in their form rooms
- Chewing gum is prohibited
- Students should wait outside classrooms in an orderly manner for the member of staff to arrive. Sixth form should enter the classroom and be ready for the lesson to begin.
- St Bernard's' has a zero tolerance towards the possession, use or supply of illegal and unauthorised drugs. This also includes cigarettes, vapes and lighters. Disobey a reasonable request of a member of staff or speak to staff in an insolent, offensive or abusive manner.
- St Bernard's has a zero tolerance towards bringing into School or taking on a School visit or purchase on a School visit a knife, a gun or any other implement which has the potential to cause harm to others.
- Students must not behave aggressively, provocatively or offensively towards others either in School, travelling to and from School or online, whether physically, verbally, in writing or by electronic means.
- Students must not abuse Information Technology either within the School or through communication with members of the School from outside the School.
- Students are not permitted to have mobile phones or other devices on during the school day.

Further details on 'school rules and procedures' can be found in the school planner and the behaviour policy on the School Website.



EXTRA-CURRICULAR ACTIVITIES

The School offers a wide range of extra-curricular activities for students in all Years with the activities arranged either before School, at lunchtime or after School. The below list gives examples of some of the many opportunities available to students. Students are encouraged to speak to their teachers about the many different activities available to them.

Homework / Private Study and Lunchtime Learning: Every day the school offers opportunities for students to have access to the library for private study.

Sport: Netball / Cheer Leading / Dance / Badminton / Basketball / Running / Benchball, Dodgeball

Specialist Subjects: Astronomy / Textiles / Bronze Arts Awards / Photography / Silver Arts Awards

Music: Choir / Chamber choir / Orchestra

Societies: Debating Society

Journalism: Journalism Team

Field Visits: Biology / Chemistry / Geography / History

Subject Session Support: Food & Nutrition / History / Psychology / Graphics / English

Dance:

- Year 7 Dance Club run by 6th form A Level Dance students
- Friday lunchtime Year 8/9 GCSE Dance Club for students interested or planning to take GCSE Dance
- Friday afterschool St Bernard's Dance Company rehearsals- by audition only
- Theatre Trips for Dance Students once a year

House Competitions: Drama, Various Sport Competitions, English Poetry Inter-House Competition

Other Activities: Duke of Edinburgh Award, Annual Ski Trip, Youth SVP

Cultural / Educational Visits:-

Art

Year 12 & 13 Amsterdam / Venice residential visit (alternate years)
Year 10 National Portrait Gallery
Year 8 National Gallery



Drama

Autumn Term – KS5 theatre visits

Spring Term – KS4 and 5 theatre visits

Summer Term – KS3 KS4 & KS5 theatre visits (Optional)

Dance

GCSE and A-Level students will regularly (once a year) take part in a practical Dance workshop with a visiting practitioner.

Dance students will most years have the opportunity to go and see a live performance.

RE

Year 10 visit the Synagogue in Finchley, North London

PE

GB Athlete for a day for Cultural week

HPU (Human Performance Unit) Campus in Colchester for GCSE and A Level student Careers and Educational.



Top 10 Tips from the PTFA



1. Label your child's belongings
2. Encourage your child to be independent
3. Accept this is not like primary school, you won't see/speak to teachers all the time- ask your daughter to update you
4. If you have concerns or your child is having a wobble, let the school know; They will help if they can
5. At first they might struggle to remember everything they need to bring, give reminders at first but aim for point 2
6. Encourage your child to use their planner- it will help them be organised
7. Join parent groups for information
8. Encourage them to make new friends and join clubs- there is so much on offer
9. Expect the first couple of weeks to be difficult as you all adjust, they will settle in within a short period of time
10. Support the PTFA- we can offer lots of help to parents & families as well as raising funds that your child will benefit from

