

# 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](mailto:office@stbernards.southend.sch.uk)  
Office opening hours: 8am-4.30pm

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## **Main Contact Details:**

**School Office: 01702 343583**

**School Email: [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)**

**Parental Concerns: [parentalconcerns@stbernards.southend.sch.uk](mailto:parentalconcerns@stbernards.southend.sch.uk)**



**ST BERNARD'S  
HIGH SCHOOL**

## 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, Hyning, 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:** Please come to the main gate on Milton Road on the day and time agreed.

**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 (not a smart 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.

**Booklets:** Your daughter will be given a prayer and planner booklet. Homework set can be viewed by parents via our online platform (EduLink)

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.



**Homework:** Teachers will only set tasks that will directly enhance the learning outcomes of students.

- Revision
- Retrieval
- Consolidation
- Reading

Students will be given one week to complete their homework. Students will not be given homework during exams or mocks and will not receive homework over holidays. Students are expected to revise for forthcoming tests in their holidays.

	<b>Year 7-9</b>	<b>Year 10-11</b>	<b>Year 12-13</b>
<b>4 lesson subjects English, Maths, Science</b>	One homework task per week, not exceeding 1 hour per homework.	Students are set one homework task per subject per week. Each homework should be no more than 1.5 hours per task.	Students are set 5 hours per subject per week.
<b>3 lesson subjects: History, Geography, MFL, RE</b>	One homework task per fortnight, not exceeding 1 hour per homework.		
<b>Practical Subjects: IT, PE, Art, Design &amp; Tech, Drama, Music</b>	One homework task per half term.		
<b>Approximate hours per week</b>	6 hours per week	8-12 hours per week	20 hours per week

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

**Achievement Points:** Points may be awarded for Service, Justice and Respect and your daughter will receive a copy of this.

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

**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. 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.

**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 late or absent line before 08.45am on each day of absence on 01702 343583 – **for student late or absence press Option 1**. Absence can also be reported by using Edulink.

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 Edulink app or via the school office. All medical appointments require proof / evidence of the appointment and it should be sent via Edulink as an attachment or to the school email:

[office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)



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**Welfare:** If it is necessary for your daughter to go to the medical room, she must first report to the office staff. 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 (PHSE):** Once a fortnight your daughter will have a PHSE lesson taken by a team of dedicated staff. 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 close to the school, North Road & Shorefield Car Parks, Westcliff.

**Change of Details:** Please notify the Office of any change of address, place of work or telephone numbers in writing via email or you can update your details via Edulink.

**Meeting requests with a member of staff:** Parents / Carers should not expect adhoc appointments with staff. Meetings must be arranged in advance and this can be done by calling or emailing the school office. Staff will not meet parents / carers without a prior appointment being booked.



# **SCHOOL YEAR TERM DATES & TIMINGS OF SCHOOL DAY 2025-2026**

## **AUTUMN TERM 2025:**

- INSET day – Monday 1 September
- Years 7 and 12 – Tuesday 2 September
- Year 8-11 and 13 return – Wednesday 3 September to Friday 17 October
- Half term – Monday 20 October to Friday 31 October
- Students in school Monday 3 November to Friday 19 December
- INSET day – Tuesday 25 November
- INSET day Friday 5 December (disaggregated)
- Christmas break – Monday 22 December to Friday 2 January

## **SPRING TERM 2026:**

- Inset Day – Monday 5 January
- Students in school Tuesday 6 January to Friday 13 February
- Half term – Monday 16 February to Friday 20 February
- Students in school Monday 23 February to Friday 27 March
- Easter break – Monday 30 March to Friday 10 April

## **SUMMER TERM 2026:**

- Students in school Tuesday 13 April to Friday 22 May (Bank Holiday Monday 4 May)
- Half term – Monday 25 May to Friday 29 May
- Students in school Monday 1 June to Friday 17 July

## **INSET DAYS:**

- Monday 1 September
- Tuesday 25 November
- Friday 5 December (disaggregated)
- Monday 5 January
- Tuesday 10 March – afternoon only
- Monday 20 July (disaggregated)



## TIMES OF THE SCHOOL DAY

Times of School Day	
School Starts	8.40am (Gate Closes)
Registration / Form Time	8.45am to 9.10am
Lesson 1	9.10am to 10.50am
Break	10.50am to 11.10am
Lesson 2	11.10am to 12.50pm
Lunch Time	12.50pm to 1.40pm
Lesson 3	1.40pm to 3.20pm

## REPORTS AND PARENTS' MEETINGS 2025-2026

We are using Go 4 Schools to keep parents / carers informed of the progress students are making. This platform provides online access to the following information at anytime:

- Real time attainment
- Timetable Information
- Attendance
- Progress reports

Details on how to access the platform is available on our school website.

Year Group	First Report	Second Report	Parents' Evening / Beginning of Consultations
Year 7	October 2025	May 2026	Thursday 9 October 2025 Settling in Evening (Online) Thursday 14 May 2026 Parents' Consultation Evening
Year 8	February 2026	June 2026	Thursday 25 June 2026 Parents' Consultation Evening
Year 9	January 2026	May 2026	Thursday 5 February 2026 Options Evening Thursday 5 March 2026 Parents' Consultation Evening
Year 10	December 2025	March 2026	Thursday 23 April 2026 Parents' Consultation Evening
Year 11	December 2025	March 2026	Thursday 8 January 2026 Parents' Consultation 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
- **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 / over the knee)
- **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 colour in a suitable style for school. (No leather, denim or Sweatshirts or hoodies may be worn)

## P.E Uniform

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

- **Sports Polo Shirt:** Navy/Sky blue with school logo
- **Tracksuit:** Navy/Sky blue with school logo – This is the PE Track top with ¼ zip and the training trousers
- **Leggings:** Navy blue
- **Shorts:** Navy/sky/white with logo – 2 styles available
- **Hooded Top:** Navy blue with school logo

*School uniform is available from: Danielle's Schoolwear Centre, Claydons Lane, Rayleigh, SS6 7UP.*

*Tel: 01268 967542 Website: [www.daniellessshop.co.uk](http://www.daniellessshop.co.uk)*

*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
- Year 7 and 8 must have a copy of their 'Tutor Reads' novel

**No correction fluid is allowed in school**

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



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## 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
- No markings in eyebrows (eg, slits)
- No Fake Tan
- No drawing on body / Henna is also not allowed (exemption will only be for religious purposes)

**St Bernard's**  
**HIGH SCHOOL HAIR BOARD**

**ACCEPTABLE  
HAIR COLOURS:**

Hair must be of a  
natural colour  
that someone can be  
born with.

Hair should be of one  
natural hair colour.

**OTHER HAIR RULES:**

- Hair colour should be of one natural colour. Hair cannot be of two contrasting colours e.g. black & blonde; black & red; blonde & blue; blonde & brown etc.
- No more than 3 beads per strand.
- Beads must be clear, blue or white.
- Cuffs, string, tinsel, wooden beads are not allowed.
- All hair accessories must be the school colours, clips, hair bands etc.

**COLOURS THAT ARE  
PROHIBITED:**

No shades of red:



No shades of pink:



No shades of purple:



No shades of white:



No shades of blue:



No shades of green:



No shades of (unnatural) orange:



\*does not apply to natural auburn hair

More detail is found on the School Website.

For further clarity, please speak to:

- Pastoral Team / Head of Year

Or:

- Email [parentalconcerns@stbernards.southend.sch.uk](mailto:parentalconcerns@stbernards.southend.sch.uk)

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## • **SCHOOL RULES AND PROCEDURES**

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

- 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 (Option 1) or via Edulink
- All students should be punctual to school and arrive before 8.40 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.
- No fidget toys or devices (unless these have been directed by our own SEN dept)



## **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 just some examples of the 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 /Football / Badminton / Basketball / Running / Bench ball/ Athletics

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

Performing Arts: Choir / Chamber Choir / Orchestra /Dance Club/ Dance Company/ Drama Club/

LAMDA Acting Exams/ School Productions

Inter-House Competitions: Drama/ Various Sport Competitions/ English - Poetry

Other Activities: Youth SVP/ Debating Society/ Journalism Team

Extra-curricular clubs will be up and running by the end of September and a full timetable will then be sent out to parents.

## Top 10 Tips from the PTFA



1. Label your child's belongings
2. Encourage your child to be independant
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 booklet- 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

