ST EDMUND’S COLLEGE

PARENTS’ HANDBOOK
2022-2023
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Welcome to St Edmund’s College

Dear Parents,

It is a great pleasure to welcome you to the Edmundian family. I am sure that you son or daughter’s time here will be very happy, and I thank you for entrusting the College with their education.

It goes without saying that the academic development of your children is of the utmost importance, not just as a means to future success, but also for the love of learning that it should inspire. But there is so much more to a St Edmund’s education than that. Together with you, we enjoy the great privilege of shaping the lives and characters of young men and women who we hope will go on not only to lead happy and successful lives, but to be a force for good in the world. The characters they develop will be the product not just of their academic learning, but of the role models they imitate; the experiences they have; the people they meet; the friends they make; the places they go; the faith they develop and the activities and interests they pursue. That is why we attach so much importance to the co-curriculum, and ask you to support us in this.

And at the centre of it all must be the values which come to us from Christ: kindness, unselfishness and generosity of spirit. We are proud to be a Catholic school, and to uphold and promote Catholic, Christian teaching, but the values which underpin this are universal and we warmly welcome those of all faiths and none.

We talk often of the triangular partnership in education:

![Triangular Partnership Diagram]

It is only when all three lines of communication and mutual trust are secure that the pupil is truly supported. By working together we can achieve great things.

I do hope this handbook will be useful. Please let us know what else you would like included in future editions.

Avita Pro Fide.

Mr M Mostyn
Headmaster
The Mission Statement of St Edmund’s

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund’s aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

St Edmund’s is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.

St Edmund’s strives to:

- provide an education for the whole person in the intellectual, physical, emotional and spiritual areas of life;
- reflect the scholarship of St Edmund by offering a balanced and challenging curriculum for each individual;
- show concern for all within the St Edmund’s community, demonstrating its commitment to be truly Christ-centred in all that it does, ensuring that the students’ experience of relationships within St Edmund’s reflects the Gospel maxim, “love thy neighbour as thy self”;
- use its enriching Catholic heritage to make prayer, worship and liturgy a central part of the lives of all in its community;
- create a meaningful and effective interaction between St Edmund’s and home and the wider community to prepare children to make their way in the world but also to make a difference to the world.

Today, St Edmund’s offers not simply an education for Catholics but a Catholic education, welcoming people of all faiths ready to embrace the values that have made St Edmund’s and its predecessors such a successful seat of learning for over 450 years.
Policies

The major policies are available on the St Edmund’s website and all policies are available on request.

St Edmund’s is committed to ensuring the welfare of all the children in its care and our Safeguarding and Child Protection Policy is available on the website. Should you wish to have a printed copy please contact the office on 01920 824207.

Other policies that are available to you on the website or by request include:-

Admissions Policy
Policy on Discipline, Exclusion, Rewards & Sanctions
Policy for Students who have statements of Special Educational Needs
Policy on Students for whom English is an additional language.
Curriculum Policy
Prevention of Bullying Policy
Policy on Health & Safety on Educational Visits
Complaints Procedure
First Aid Policy

You will also find on the website a list of staff, including temporary staff, and their qualifications and our academic performance from the previous school year.

President & Governors

The President of St Edmund’s is His Eminence Cardinal Vincent Nichols, Archbishop of Westminster.

The St Edmund’s Trust is administered by the Diocese of Westminster who appoint the Governors.

The Governing Body

Our Governors give up a considerable amount of their time as volunteers in this role and I hope that you will be able to meet with some of them at the various functions that they attend during the year. The name and contact details of the Chairman is shown below and information about other Board members can be found on the College website.

Chairman – Mr Paul Raynes MA (Cantab)
Mr Raynes’ address for correspondence is c/o St Edmund’s College, Old Hall Green, Ware, Herts, SG11 1DS.
Mr Raynes’ email address is chair@stedmundscollege.org
History and Tradition

In 1568 Cardinal William Allen founded the English College at Douay in Northern France. Its purpose was to provide a Catholic education and training for the priesthood for young English men during the Elizabethan persecution. For more than two centuries the College produced people willing to give their lives for the Catholic Faith in England. When the English College at Douay was dissolved during the French Revolution, some of its refugees came to the Old Hall near Ware, Hertfordshire. A clandestine Catholic school, originally founded in Hampshire in the 1640s, was already located there.

On the 16th November 1793 the refugees from the English College in France and the schoolboys from what had been known as the 'Old Hall Academy' were merged into one College dedicated to St. Edmund, whose feast day it was. For the succeeding two centuries the College has tried to fire its students with St. Edmund’s scholarship and faith.

We are proud that no other school in England can claim association with twenty canonised saints and one hundred and thirty-three beatified martyrs for the Catholic Faith. Whatever the future demands of you, you should always be proud of being part of such an ancient tradition.

Always remember the St Edmund’s motto:

‘AVITA PRO FIDE’
(For the ancient faith)

Religious Life

We pray together either in our tutor groups or in chapel each day as well having a short prayer at the start of each lesson. The themes that we choose for our prayer follow the themes of the Liturgical Year. These are listed in the Calendar and if you wish to read more about the themes please see the St Edmund’s website.

We have a Priest in Residence and a Chaplaincy Co-ordinator who works with a team of staff, students and parents to encourage all members of the community on their spiritual journey. Each student will have the opportunity to attend a retreat during the course of the year in order to step away from daily life and allow spiritual reflection.

Faith in action is seen through our commitment to charity work and community service and we hope that you will encourage and support us in this.

The Sacrament of Confirmation is offered to boarders who are practising Catholics who are in Grammar or above in May of each year.

Please contact the Priest in Residence or the Chaplaincy Co-ordinator to discuss any aspect of your child’s spiritual development.
Communication

St Edmund’s seeks to put into practice the belief that parents are full partners in their children’s education. Your contact with the College should be as easy as possible and to help you there is a list below of whom to contact for various things. For boarders the contact arrangements are outlined in the Boarders’ Handbook.

For everyday matters such as absence or lost property please contact your child’s tutor. They are available on the phone and through email but as full time teachers they will not be able to give an instant reply.

For any more urgent matters or if you find that the tutor is not able to help please contact your child’s Housemaster/Housemistress (HSM) or Head of Elements & Rudiments or Head & Deputy Head of Rhetoric (HOY), if appropriate. They are also available on the phone and by email.

The Heads of Department are available to answer any questions that you might have about specific subject areas and they too are able to be contacted by phone or email.

For more serious matters please feel free to contact the Deputy Heads, Senior Teacher or one of the Assistant Heads.

The Headmaster, Mr Matthew Mostyn, welcomes contact with parents. Please contact his PA on 01920 824207.

The College address is St Edmund’s College, Old Hall Green, Ware, Hertfordshire, SG11 1DS and the main switchboard telephone number is 01920 821504.

The staff list that you will find on the website will allow you to identify who is responsible for specific areas of College life and how to contact them by e-mail.

The website contains a wealth of information about St Edmund’s including our policies, our calendar, news items and updates on fixtures etc. The website is www.stedmundscollege.org.

Parentmail allows us to communicate easily and quickly with all parents or with specific groups of parents. Please make sure that we have your email address and that you let us know if you change it.

St Edmund’s is fortunate to have a group of parents who operate the “Friends of St Edmund’s College & St Edmund’s Prep School” arranging regular social and fund-raising events and activities. Please contact the School Office for further information about how you can volunteer and help the Friends of St Edmund’s. If you are able to lend your support it would be very much appreciated by staff and students alike.
Parents’ Evenings

Whilst we greatly value face to face communication for the incoming year, the parent teacher evenings will be held virtually, using the School Cloud platform. This academic year there will be two evenings for most year groups. Grammarians have an options evening in November and a parents’ evening in January. The initial parents’ evenings for year groups taking external examinations and the settling evening for Elements are scheduled before Christmas so that all parents, guardians and teachers can have crucial feedback and conversation early enough in the year for any issues to be effectively addressed. For examination year groups, there will be a second parents’ evening in the Lent term.

Students are encouraged to attend the parents’ evenings with you, as we find that their presence makes the process much more valuable. Dates and times are in the College Calendar and you will also be reminded by Parent mail before the evening. Parents and guardians can book appointments themselves on the School Cloud platform, you will be advised when the bookings are open prior to each evening.

There are other evenings for specific reasons such as Higher Education choice and option selection. Evenings are also run by Departments and by organisers of trips. Some evenings will be held in the College and some will be virtual. You will be advised of this prior to the meetings.

Pastoral Structure

There is a Head of Elements & Rudiments who will look after the youngest students at St Edmund’s College and the Head & Deputy Head of Rhetoric look after the oldest and help them to look forward to the next stage in their education. However, all students in the College are members of a House and show a considerable loyalty towards it. All the Houses are run by Housemasters/Housemistresses and a team of tutors. For pastoral issues, the tutor is your first point of contact with the College.

There are five Houses each named after someone important in the history of the College: Challoner, Douglass, Pole, Poynter, Talbot.

The College is distinctive in having its years named rather than numbered:

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Elements, Rudiments and Grammar make up the part of the College known as Bounds and Syntax, Poetry and Rhetoric make up what is known as First Division.

We hope that you will find that things go smoothly and that you can get answers to your questions as detailed in the section on Communication above. If you find that the matter is still causing you concern then please do contact the Headmaster who will take up the issue. There is also a Complaints policy and this can be found on our website.
Parents' Evenings and Information Evenings Schedule 2022/23 by date.

Dates are provisional and may be subject to change.

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<th>2022/23 Week No.</th>
<th>Week A/B</th>
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Elements - Settling in Evening; SLT Pastoral, Head of Elements & Elements tutors
Grammar - GCSE options; SLT Academic, HMs & Heads of Department, core and optional subjects
Syntax Academic Evening; SLT Academic, Intervention Co-ordinator HMs, Syntax Tutors
Rhetoric 1 - An Introduction to Academic Study; SLT Academic, Co-Directors of Rhetoric, Rhetoric 1 tutors and Heads of Department
Sixth Form Open Evening; Sixth Form Pastoral leaders and Tutors, Heads of Department & Sixth Form Teachers
Parent Teacher Evenings; Subject Teachers
Parent Teacher Evening Pastoral - HMs/Year and Tutors
CAS - Cardinal Allen Sixth Form Scholarship
# Reporting and Assessments Schedule 2022/23 - By Week

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<thead>
<tr>
<th>Week commencing</th>
<th>Week A/B</th>
<th>Wednesday</th>
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## Notes
- **INT1**: Induction Week.
- **G1/G2**: Assessment deadlines.
- **PT**: Professional Development activities.
- **Holiday**: University closure.
- **Exam Period**: University closure.

## Important Dates
- **Saturday 11 November**: 6:00 AM
- **Friday 18 November**: 6:00 AM

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**Academic Office**: Tel: 01234 567890
**University Library**: Tel: 01234 567890
**IT Helpdesk**: Tel: 01234 567890
**Student Support Services**: Tel: 01234 567890

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_This schedule is subject to change._
Baseline Testing and Value Added

MidYIS, Yellis and ALIS schemes are used. The students take a standardised test to establish their baseline ability. Value added can then be calculated from the results of these tests which are used to help in setting and to monitor student progress. In addition, they allow a residual to be calculated to measure how well students have performed in their public examinations. The value of using these systems is that they allow the College to see that its students are achieving their personal best.

Understanding the Assessment & Reporting System

For Bounds, the wording for each of the grades on a report is as follows:

**Attainment**
- **W** Well above the subject criteria for the year
- **H** Higher than the subject criteria for the year
- **M** Meeting the subject criteria for the year
- **L** Lower than the subject criteria for the year

**Effort**
- **1** Best use of ability
- **2** Good use of ability
- **3** Inconsistent use of ability, some cause for concern
- **U** Insufficient use of ability, serious cause for concern

**Syntax and Poetry**
The attainment grades from 9-1 are used but the expectation is that grades below 4 will be rare and such grades will need detailed explanation in the written part of the report. These grades reflect the standard of GCSE grades. The effort grades are as for Bounds.

**Rhetoric**
The grades used are A* – E and should reflect the standard of grades used at A Level. The effort grades are as for Bounds.
## Internal Examinations

 Bounds classes are assessed against WHML criteria at least once per term in every subject. Syntax and Poetry receive regular tests using examination material. For this academic year internal examinations (Elements to Syntax and Rhetoric I occur in the latter part of the Michaelmas term and during the Trinity term and results are reported to parents. Mock GCSE and A Level examinations are taken in January for Poetry and Rhetoric II. In addition, staff set timed essays and past paper practice questions in lesson time, as appropriate. There will be regular timed assessments for Rhetoric.

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<th>Subject</th>
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<tr>
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<td>Rhetoric One</td>
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Careers

There is an engaging and comprehensive Careers Programme that starts in Elements and provides guidance and support for every student on their journey through to Rhetoric and beyond. We use an online platform called ‘Unifrog’ to provide bespoke personalised support for your child. Careers education and Unifrog are fully integrated into PSHE lessons and tutorial sessions. Students can also make appointments with our Head of Careers, both online and in person.

The College uses an outside agency to provide careers questionnaire and aptitude analysis so that students have a personalised report to help guide them in their choice of subjects for A level and future career path. We use the report to inform the Post-18 consultation meetings held with all students to help them with their choices for Rhetoric study.

There is a Universities and Colleges Admissions Service (UCAS) preparation programme in Rhetoric that includes individual tutorial sessions and the UCAS week at the end of Rhetoric I. Students are fully supported throughout the applications process by their tutor and the sixth form team. We also provide bespoke support for students applying to international universities, higher education apprenticeships, apprenticeships and employment.

The annual St Edmund’s Careers Fair is a valuable experience for all students. Students and parents get the chance to meet representatives from a range of universities, employers and career areas.

Careers information is provided through our regular Careers Bulletin. We also encourage parents and students to follow our Careers Twitter account @Careers_SEC for careers content from our Head of Careers. You can also contact careers@stedmundscollege.org if you have any questions or wish to make an appointment for careers support.

Library

The Library is a great resource for the children and is very well stocked with modern books for reference as well as a good selection of fiction appropriate for the age of the students. The Library aims to promote literacy, support the curriculum and the cultural, artistic and recreational needs of the students through the provision of a wide range of books and other resources. There are computers for research use and a selection of CDs and DVDs. An extensive Careers section is also housed in the Library. Please encourage your child to make good use of the Library by visiting it regularly and by asking what they are reading and what they have borrowed recently.

Students in Elements, Rudiments and Grammar go to the Library on a regular basis with their English teachers where they are able to choose and borrow books, and are encouraged to read as widely as possible.

The College employs a Librarian who supervises the Library during the school day. The Library is open every day during the week, including every weekday evening during the boarders’ study times.
Rewards

Rewards may be in the form of verbal praise, acknowledgement of achievement, constructive comments on written work, displays on classroom walls and in the College, celebrations of success in the Newsletter and the Edmundian. House Colours, Sports Colours, College Colours and Ties are awarded for contributions to College life. Pupils who have achieved something special in work or another aspect of College life are asked to sign the Headmaster’s Book. Pupils carry a card with them on which their service can be recorded. The Headmaster’s Medal is awarded for an exceptional contribution to College life.

High Performance Learning (HPL) Rewards
The High Performance Learning (HPL) Framework promotes the integration of pedagogical language in two areas;

- How do high performance learners behave? This focuses on the values, attributes and attitudes integral to learning behaviour, (Empathetic, Agile and Hardworking.)
- How do high performance learners think? This centres on the advanced cognitive performance characteristics of learning, (Meta-thinking, Linking, Analysing, Creating and Realising.)

The HPL philosophy believes that every pupil can be taught the skills required to achieve higher, and that we should not assume a fixed level of intelligence. The HPL Reward system recognises where a pupil has been successful in any aspect of the HPL framework; the associated teacher comment ensures there is specific learning centred reasoning behind the reward. We work from the premise of rewarding even small steps in learning and learning behaviours, to help develop a growth mindset and positive wellbeing.

Teachers will award these HPLs on our school systems and parents can see the latest awards via the Parent Portal.

Award of Academic Plate
This plate is awarded to the House which gains the highest average number of merits every term.

House Colours
House Colours are available to students at four levels: bounds, quarter, half and full. They are an outward recognition of the fact that the student has proved to be a credit to the House and the College and as such should be worn with pride.
It is assumed that a candidate for colours will be an example to the rest of the House and the College, of a hard-working, reliable, co-operative and smartly dressed student. He or she can contribute to the House through effort and attainment.

As a general guide, a candidate for House colours can demonstrate that he or she is a worthy candidate by meeting one or more of the following criteria:

- by showing committed participation in inter-house events and other House and College activities;
- by contributing to a cheerful and industrious atmosphere in the community;
- by demonstrating excellence in sport or work or behaviour;
- by making a significant improvement in sport, work or behaviour;
- by being a leader of students;
- by taking responsibility for the organisation of House activities and inter-House teams.

This list is by no means exhaustive or in any order of priority. One would expect that a candidate for Full Colours would have met most, if not all of the above criteria.

Bounds Colours are not normally awarded before the summer term in Rudiments. Quarter Colours are not normally awarded before the summer term in Syntax. Half Colours are normally awarded in Rhetoric. Full Colours are awarded to exceptional students in Rhetoric II.

**Sport/Art/Music/Drama Colours**

Half and full colours are awarded for commitment, performance and commitment to College life in the areas of Sport, Arts, Music and Drama.

**Behaviour**

St Edmund’s tries to promote good behaviour by basing its rules on the idea of Christian love and respect and by understanding why children misbehave and attempting to stop them rather than by relying on punishment alone. It is however well known by parents and teachers alike that children can sometimes have a ferocious grip on things that we know are bad for them and punishments are needed.

Growing from an understanding of Christian love your child has a responsibility to respect him or herself, to respect others and to respect the environment and our rules and procedures encourage this. In addition to the rules there are detailed policies on Behaviour (including exclusions), Prevention of Bullying and Substance Abuse, and our Sex and Relationships Education Policy encourages children to develop their sexuality following the teachings of the Church and the law. All these policies can be found on the website. Parents are often concerned about the use of the internet by their children and, in addition to our PSHE programme, we have comprehensive systems and rules to keep children safe and to remind them to act morally and legally whilst using the technology.
The College Rules

Our rules grow from the need to respect ourselves, to respect others and to respect the environment in which we live and work. They reflect Christian love and the demands of the Gospel teaching about the dignity of the individual, made in the image and likeness of God. Rules do not remove the need for students to use their common sense and to obey the law.

Members of the College must at all times behave in a polite and considerate manner. They must take particular care of guests and visitors.

Relations between the sexes must uphold the teaching of the Catholic Church, not causing any offence or embarrassment.

Punctual attendance is required at registration, Chapel services, lessons, study sessions, assembly, roll calls and activities.

Students must not chew gum, drop litter or damage plants or College property. They should act positively in picking up litter and reporting damage or any problems.

The buying and selling of any items between students, with the exception of authorised charity sales, is forbidden on the College premises or when travelling to and from the College.

For your safety observe the rules concerning bounds and restricted areas of the College (see ‘Bounds – Places to be or not to be’ section in the student handbook).

If you are late you must report to reception before going on to class. If you have been absent, you must bring a signed parental note on the day of your return.

It is expected that if a student is selected for a sports team, music performance, the College production or other similar commitments that they will participate. On the rare occasion where attendance is not possible, permission must be sought from the College in advance.

Any illness or accident must be reported to a member of staff. During the day no student may go to the Health Centre without signed permission. Boarders must not remain in their rooms without the permission of the Health Centre and/or Head of Boarding.

Regulation uniform must be correctly worn during the school day; when travelling on school coaches; at High Mass and on formal occasions. Neatness of dress and appearance are required at all times (see ‘Uniform’ section in the student handbook).

Drugs, including tobacco, Shisha pens, electronic cigarettes or hookah pipes, alcohol and weapons or any other potentially harmful or illegal substances or objects must not be brought into the College. All Students are subject to the published regulations concerning involvement with drugs, tobacco and alcohol (see the ‘Policy on Smoking, Alcohol and the Misuse of Drugs and Substances’ on the College website).
The Student Code of Conduct for the Classroom

If you are to do your best in your studies it is important that you know the rules that govern the way that you work in the classroom. This allows all students to get on with their work.

“I shall conduct myself in lessons in the following ways:

1. I shall arrive promptly and properly dressed for all lessons. If I am late, I shall apologise politely and explain the reason at the end of the lesson.

2. I shall enter the room quietly and in an orderly manner and shall place all of my books and equipment on the desk.

3. I shall stand respectfully while the class prayer is being spoken.

4. I shall bring all of my books, equipment and prep to each lesson.

5. I shall work quietly and without fuss in all lessons, not talking while the teacher is talking and obeying instructions immediately and without argument.

6. I shall listen to the teacher at all times and will put my hand up before speaking or asking a question.

7. I shall keep up to date with my outstanding prep, via the VLE.

8. I shall always endeavour that any work missed through absence is completed as soon as possible.

9. I shall not distract other students and I shall not call out or lose my temper in any lesson.

10. I shall make every effort to keep the teaching and learning environment pleasant for everyone.

    If I feel unfairly treated in any way I will speak to my teacher at an appropriate time.”
The Student Code of Conduct for the Playing Field

“I shall conduct myself on the playing field in the following ways:

1. I shall know and abide by the laws, rules and spirit of the game.

2. I shall display and promote high standards of behaviour; set a positive example for others.

3. I shall speak to my team-mates, the opposition, referee and coach with respect.

4. I shall be punctual and correctly dressed for all sporting occasions.

5. I shall win or lose with dignity; shake hands with the opposition and the referee at the end of every game.

6. I shall always remember that, on and off the field/ court/ astroturf, I am representing my school.

   If I feel unfairly treated in any way I will speak to my teacher at an appropriate time.”
Rules & Protocols for the use of the College Network & the Internet

This Policy has been created to inform students and parents about what St Edmund’s College is doing to protect its users and to spell out a code of conduct which must be adhered to.

Technology cannot provide complete protection for children online and so as part of its PSHE programme the College makes sure that children are aware of the many dangers that lurk on the internet.

We have a range of security software and hardware which is constantly upgraded and enhanced. These include:

**CCTV** – Various areas of the school, both inside and outside of the main buildings, including all four IT rooms and the Rhetoric King Room have digital CCTV systems in operation which monitor student activity 24 hours a day every day. This footage is reviewed after any incident which might occur to ensure the safety and security of both the students and the IT systems.

**Network Security Software** – The computer network is secured by a range of software solutions designed to provide protection for its users. This software locks down the computer systems ensuring all our protection methods work at their peak performance and enables real time monitoring of student activities.

**Filtering Systems** - Internet filtering and logging software provides security for all students by actively blocking web sites containing material which St Edmund’s College deems as inappropriate. Student internet activity is logged continuously and reviewed frequently.

Email filtering and logging software is installed on our email server scanning all incoming and outgoing emails for computer viruses, spam, bad language and inappropriate attachments.

The students have a code of conduct which is repeated on the next page. Breaking any of these rules may result in one or more of the following sanctions in accordance with the College disciplinary procedure:

1. Having your network user account disabled.
2. A letter being sent to your parents/guardians.
3. Appropriate punishments deemed necessary by your Housemaster/Housemistress/Year/Boarding such as detentions.
4. Temporary exclusion from the College.
<table>
<thead>
<tr>
<th>Code of Conduct</th>
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<tr>
<td>You must not use the Internet for personal use during lesson times.</td>
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<tr>
<td>You must not knowingly try to access inappropriate sites relating to violence, racism, drugs, bad language or pornography at any time.</td>
</tr>
<tr>
<td>Do not use proxy bypass sites or VPNs to try to access prohibited websites.</td>
</tr>
<tr>
<td>Do not give personal details belonging to you, any other student or member of staff over the internet.</td>
</tr>
<tr>
<td>Do not download any material which is copyright including music and video files, that you do not have the rights to access.</td>
</tr>
<tr>
<td>Do not send offensive emails to other students, members of staff or anyone outside the College. This includes foul language and messages which could be deemed as bullying.</td>
</tr>
<tr>
<td>Do not use the College internet for financial transactions or as a means to run a private business.</td>
</tr>
</tbody>
</table>

**General Use**

You must take responsibility for the use of your computer account including your work area. Therefore you should not disclose the login name or password you have been given to anyone. If you believe your username and password is known by other students then please inform your tutor or IT support.

Under no circumstances log in as another user or enter the file areas of other students or staff.

Your computer storage area (OneDrive) will be treated as school property. You must understand that your teachers can look through your storage area at any time.

Do not attempt to install any applications or games onto the computer systems.

Food or drink is not allowed in the IT rooms for any reason.

Do not intentionally waste resources by printing unnecessarily.

The College BYOD setup may install software to aid in internet filtering. This is a security requirement for most networks and is only used when inside the College. Please be aware of this before connecting your computer to the College wireless network and seek clarification from the IT Technical Staff if you have any questions.
Sanctions

If your child shows a lack of respect for themselves, others or the environment then sanctions will be imposed. These sanctions are graduated ranging from reprimand, through detentions to suspensions or expulsion. It is important for you and your child to be aware that no physical punishment is allowed.

1. If they break the College rules perhaps chewing gum or wearing incorrect uniform they will be sent to a lunchtime College detention. If they fail to complete satisfactory preps they will receive a departmental detention. Minor infringements are noted using Conduct Notes online. The lunchtime detention for a Rhetorician is known as a Rhetoric detention.

2. For repetitive failure to complete work, three College detentions or a serious breach of the rules they will be put in a Thursday evening detention from 4.30 to 6.30. Only the Housemaster, Housemistress, Heads of Year, Head of Department and the Headmaster, his Deputies or Assistants will issue an evening detention and parents will always be informed when such a detention is given.

3. Headmaster’s detention (Saturday morning) may be given by the Housemaster, Housemistress, Heads of Year, Head of Department, the Headmaster, his Deputies or Assistants. This sanction will be issued for any grave breaches of discipline, and for receiving three Thursday detentions in one academic year.

4. If work or behaviour is unsatisfactory they will be issued, by their Housemaster/Housemistress, with a report card or report book. Contact with home to inform you and to enlist your help is very important.

5. The Headmaster may temporarily or permanently exclude a student for serious misconduct or when he/she has exhausted the disciplinary system.

RIGHT OF APPEAL

Parents have a right of appeal as outlined in the “Complaints Policy & Procedure” and the Permanent Exclusion and Removal: Review Procedure.
Uniform Guidance

It is important that all students look smart and wear their uniform with pride. Detailed lists of uniform are shown on the St Edmund’s website and are also in the Student Handbook.

Students must wear their jacket unless “shirt-sleeve order” has been announced. Even without a jacket, shirts must be tucked in and they must remain smartly dressed.

Boots, trainers and jewellery (with the exceptions listed on the following pages) are not allowed with school uniform and shoes must have flat heels.

All items of uniform, except shoes, sports boots and trainers are available from Stevensons (www.stevensons.co.uk). Regulation items, such as trousers, sweaters, jackets, ties, sports kit and overalls must be purchased from Stevensons.

All articles of clothing must be labelled. The College cannot be responsible for any personal property.

Please do not allow your child to wear anything else except what is on this list. They may well tell you that everyone else is wearing the latest non-uniform shoes or having their tie very short but it is not true and we rely on your support in this matter.

Attendance

It is well known to teachers that absence from school is one of the major factors reducing children’s achievement. It is very important that you support the College in ensuring that your child attends fully. Please telephone to let us know that your child is absent and send a letter with them when they return to explain the absence.

The Local Authority has particular rules regarding Authorised and Unauthorised Absences. Any student who is absent from school for reasons such as illness, Open Days, medical appointments will have their absence logged as “authorised” by the tutor as soon as that reason is known. Any absence that is unexplained or not considered to be for an unavoidable reason during term time (e.g. travel that is not deemed essential by the Headmaster) will be logged as Unauthorised. The College has a statutory duty to inform the Local Authority if any student passes the threshold for number of unauthorised absences in an academic year.

The College’s Attendance Policy is available from the College website.

Student use of Mobile Phones and Devices

The College recognises that many of its students travel long distances to attend and the ability for them to use a mobile phone to stay in touch with relatives and to arrange transport is important. It is, however, not good for the College community for phones to be used throughout the day and sometimes in ways which are inappropriate.
Responsibility for the phone lies with the student. The phone must be kept in the student’s locker throughout the day and it should never be taken to changing rooms or onto the sports field. A phone used during the school day will be confiscated.

All students must have a device that meets the College’s requirements for use in lessons. When students are given permission to use these devices in lessons they should not be used inappropriately and in particular may never be used:

- capture any media, including, but not exclusive to photographs, video, music without specific permission;
- to send inappropriate words, pictures or other media to others;
- to hurt or bully others by the sending of messages, pictures or other media;
- interfere with College property.

Inappropriate use may result in the full range of sanctions laid out in the school policy on sanctions and rewards. In particular, misuse of a device may lead to its confiscation for a period of time usually no longer than one day. The device may be returned to the student or in more serious cases by asking you to collect the phone. Bullying through the use of a device is the same as bullying in any other way and will attract the sanctions as laid down in the school policy on prevention of bullying.

**Property**

Each year the College disposes of a large amount of clothing and other possessions, some of which are quite valuable which have been found and not claimed. Although our charities benefit from this it is an important part of your child’s education that they learn to use their property wisely and to take good care of it. Please do not allow them to bring valuable items into school and please be aware that you should arrange your own insurance for anything that they do bring.

Books and possessions should be kept securely in House areas in their locker. They must not leave belongings in public areas and we ask that you ensure that everything is clearly named.

There is a lost property office open every day and your child should check here first if they have mislaid something.
Buses

Important Information

Parents wishing to book a place for their child on the daily transport service must apply using the free, secure Kura App. Places are not carried forward from one academic year to another and seats must be booked each academic year.

Each year the College looks into the bus service provided and makes any changes necessary. The routes and pick up points usually remain unchanged. The College partners with Kura to provide the daily home to College student transport services. The College minibuses run the majority of the routes and with Kura organises the coach providers for some of the College routes. All the buses used are fitted with seat belts which must be worn.

The College must be informed of any change of route, permanent or temporary, to ensure safety of all students.

Bus Information

Parents wishing to book a place for their child on the daily transport service will be given access to the free, secure Kura App at the beginning of the school holidays. This will contain details of the routes, stops, timetable and Terms and Conditions. A guide will be provided as to how to use the App to book a seat on a journey for the year for your child(ren).

Students using the busses will be provided with a Kura Swipe-on, Swipe-off tag on or before the first day of term and these must be used each time they board or alight. This enables Kura to provide parents and the College with live route monitoring, communicating information about delays in advance.

Students without a swipe-on swipe-off tag will be required to give their name to the Driver so that they can be manually boarded and disembarked on the Kura App for that journey only. Parents will be notified and asked to book a seat using the procedure above.

Purchase of Tickets

You will be purchasing a seat on the bus for the academic year. If you need to change your bus requirements on a permanent basis during the term, this can be done using the Kura App. Depending on the popularity of routes we cannot guarantee that we will be able to accommodate requests.

Charges

Buses are charged in arrears. One term’s notice is required if you wish to make any changes to your child’s bus arrangements. No refunds will be issued for occasional absence, e.g. ill health.

Temporary Passes

It may be possible to book occasional travel e.g. when going home to a friend’s house. The request for a temporary seat must be notified in writing by emailing stedmunds@ridekura.com who will confirm availability and book a seat for that journey. Depending on the popularity of routes we cannot guarantee that we will be able to accommodate all requests.

Seat Belts

Seat belts are fitted in all the buses and must be worn at all times. It is not the driver’s responsibility to
enforce this but the student’s responsibility to wear the seat belt provided. Please make this clear to your child. For their safety and that of others, it is important that pupils remain in their seat during the journey.

**Pick Up & Drop Off**
Students must be at the pick-up point **at least** five minutes before the bus is due. It is the parent’s responsibility to accompany their child to and pick up from the bus stop if appropriate. If a student is late, the bus will not wait.

Buses can only drop off and pick up at designated stops. Requests can be made to buses@stedmundscollege.org for consideration, but generally, these will not be considered until the end of the academic year in July.

**Discipline**
School rules still apply on the buses. In booking a place on a bus, parents and students are signing up to rules of behaviour expected on the buses. Please ensure that you child(ren) is/are made aware of these rules.

Students must:

- wait without pushing. You may not enter the coach park until you are told to do so
- travel to and from the College in uniform
- abide by all school rules
- treat fellow passengers with respect – bullying (whether verbal or physical) and racist or sexist language will not be tolerated
- not consume food or drink on the bus
- not buy or sell goods on the bus
- leave the coach in good order with no litter
- only ask to get on and off the bus at the official stops – drivers have been asked to enforce this rule
- not take onto the coach/minibus any of the following - alcohol, drugs, solvents, weapons, tobacco, shisha pens or other harmful or illegal substances

At all times they must:

- Follow the driver’s instructions.
- Not distract the driver (this includes talking to the driver whilst the vehicle is in motion).
- Keep the aisle clear.
- Not block any of the exits including emergency exits.
- Not damage the vehicle.
- Not consume food (including chewing gum) or drink whilst in the vehicle.

When boarding the vehicle students must:

- If provided, scan their token when boarding or give their name to the Driver so that they can manually board them on the Kura App.
- Not push other passengers.
- Take their seat quickly.
- Fasten seatbelts as soon as seated.
- Store all coats, bags and other luggage in the overhead storage, under the seat, or if it does not fit under the seat, in the luggage compartment of the vehicle.
- When using overhead storage, do so quickly to avoid blocking the aisle.
Once the journey has started:

- Seatbelts must be worn at all times.
- Not damage the vehicle in any way.
- Remain seated whilst the vehicle is in motion.
- Not put feet on any part of the seat.
- Not turn in the seat or kneel on the seat.
- Be aware of noise levels. Do not shout and keep conversation volume down. Be aware that the noise from headphones can be heard by other passengers, so keep the volume down.
- The use of speakers, from mobile phones, music devices or any other device, is not permitted.
- Not throw any object

At the end of the journey students should:

- Ensure that you take all belongings with them and take away all litter.
- If provided, scan their token when alighting the bus at all times or give their name to the Driver so that they can be manually disembarked on the Kura App.
- Remain seated with a seatbelt on until the vehicle has stopped.
- Alight the vehicle swiftly and safely.

**CCTV**

Please be advised and make your child aware that to ensure the safety of its operation and its passengers CCTV may operate on some of the buses.

**Food & Drink**

No food or drink is to be consumed on the bus.

**Lost Property**

Please impress upon your child that they should take responsibility for their belongings each time they leave the bus. Kura cannot take responsibility for items left on the buses being brought back to the College although they usually are returned the following morning. These items can be collected from the coach park at 8.40 am, or from lost property thereafter. Smaller or valuable items (such as phones or iPods) are placed in Reception for collection.
College Health Centre

St Edmund’s is very fortunate in having a 24 hour health centre. It provides full time medical care for the boarding community and emergency care for those day students that become ill whilst at St Edmund’s. If your child does become ill during the teaching day, they can visit the health centre and wait to be collected or be administered over the counter medication and treatment to enable them to remain in school.

Surgery Hours
Monday - Friday: 08.00 - 09.00 / 10.40 – 11.00 / 12.30 - 13.30 / 16.30 - 21.00
Saturday and Sunday: Open all day and evening

*Please always call before coming to the health centre after 9pm*

Communication with the health centre
Before pupils start with the school, a health questionnaire should be completed and submitted to the health centre. This enables us to provide emergency care if required, support them with day to day health needs if they feel unwell and keep them safe.

Health Questionnaires and Care Plans (where appropriate) should be updated by parents annually, the forms can be found on the parent portal. Please feel free to contact the health centre on 01920 824234 or email us on healthcentre@stedmundscollege.org If things change please don’t wait a year to let us know, if your child is prescribed a new medication, if they no longer require a medication or if their health needs change in anyway please let us know. This means we can keep them safe at school and on trips.

We are happy to talk to students and parents so please do ring or email if there are any questions.

All full boarding students will be registered with the local General Practitioner – Standon and Puckeridge surgery.

Auto-adrenaline Injectors for anaphylaxis
Auto-adrenaline Injectors (AAI) e.g. EpiPen, Emerade or Jext pens are to be provided by parents. As parents/guardians you will need to make sure your child has their 2 AAI’s with them for school. They should be on their person at all times and should include all sporting activities, trips, residential trips and so on. The health centre will continue to send out AAI Allergy Action Plans annually, where you can alert us to any changes in condition or medication. We will also require you to complete an annual consent form for the use of emergency AAIs. Please note, students that have been prescribed an AAI could be asked to go home if they do not have their AAI’s with them as they are a life-saving medication. It is very important that the students learn to become responsible for their condition, and to understand the importance of the medication always being with them.

Asthma medication
In line with MHRA guidelines, the health centre will not store spare inhalers, but will always have a reduced supply of “emergency use” inhalers as per recent legislation which allows schools to purchase Ventolin inhalers for emergency use i.e. the pupil has forgotten their inhaler and is in need of their medication or their inhaler is faulty, broken or empty. Students should always carry their inhalers with them at school (including to sports, trips and residential trips). If a student does not have their inhaler with them, they could be asked to go home.

Details of any illnesses, hospitalisation or changes to medication during holidays should be forwarded to the health centre by a parent or guardian on a student’s return to the College at the beginning of term.
**Medication**

Do not bring any over the counter drugs (e.g. paracetamol) to school, these are stocked by the health centre and can be administered if required as long as parental consent has been given on the Health Questionnaire.

Prescribed drugs for day students will be kept in the health centre and will be given as prescribed by the health centre staff. These must be in their original packaging with the student’s name on.

Medication from overseas must be licensed for use in the UK and translated into English; a Doctor’s letter must be provided for prescription medication for boarders detailing the diagnosis, drug, dose and time of day the drug is to be given. The letter must be on headed paper and signed by the prescribing doctor. If there are any changes to medication doses, an updated letter from the doctor will be required. We will be unable to administer any prescription medication unless this letter is received.

Boarding students may not keep any medication in their rooms unless they have completed a Self-Medication agreement with the health centre and will be given a portable safe to keep the medication in. The Heads of Boarding will receive a copy of the agreement.

**Health Care Plans:**

If your child has a medical condition, including severe allergies or asthma as discussed above, the health centre in combination with yourselves and the pupil will create a health care plan. This health care plan will be accessible to staff who need to have it, i.e. for trips off site (especially residential trips) or heads of house. We will update these annually or if there are changes.
Educational Trips and Visits

At St Edmund's Educational Trips and Visits play an important role in supporting students’ learning and the all round education they receive. Students have the opportunity to go on many trips and visits (both day and residential). There is so much more to be gained from attending a trip or visit. As many OE (former St Edmund’s Students) will testify, it is the trips and visits beyond the classrooms at St Edmund’s College that proves to be so valuable, memorable and enriching and gives rise to success in their subsequent careers.

Day visits can include: Museums, Art galleries, conferences, lectures, outdoor activities and fieldwork.

Residential visits can include:

- Elements Induction Camp (all Elements participate in this in their first term at the College)
- Elements Adventure Trip to Europe
- Language cultural visits to Europe
- Business and Economics trip to New York (Rhetoric)
- Ski trips to North America (Form 4 to Poetry)
- Indian Trip (Rhetoric)
- Music Tours to UK and Europe
- Pilgrimage to Lourdes; trips to other religious monuments (all year groups)
- Biology Field trips (Rhetoric)
- Geography Field Trips (Syntax and Rhetoric)
- Sports Tours UK/Europe/South Africa
- CCF Trips (both in the UK and abroad)
- Duke of Edinburgh Expeditions

A full list of proposed residential visits is published at the start of the academic year with details of costs and dates. This allows families to know in advance what is on offer and make the right decisions for their child.

Each academic year finishes with an Enrichment Programme involving all students in the College, details of which are sent to you closer to the time. This programme can include residential trips to Europe. We appreciate that visits must be run to the highest standards and ensure the safety of the students. St Edmund’s has a detailed Educational Visits Policy which can be found on the website or by application to the College and if you have any questions about this please do not hesitate to contact the Educational Trips Coordinator at the College.

It is hoped that through students participating in all these visits and activities they will gain valuable skills including teamwork, communication, leadership, initiative and awareness of other cultures.
PSHE

The PSHE programme is designed to support the students as they develop their self-knowledge and their attitudes to life. As the first educators of your children, you as parents have the major influence in these areas but the College has a formal programme of lessons as follows:

“Personal, Social and Health Education provides a vital foundation for the personal development of young people in preparing them for adulthood. PSHE is important in equipping young people with the skills and attitudes needed to react positively to the pressures of modern life” (DCSF).

At St Edmund’s College, pastoral care is at the heart of what we do, from our Mission Statement through to the very successful House system. PSHE is taught frequently during tutorial lessons for Grammar to Rhetoric students and during period 7 lessons for Element and Rudiment students. We have a range of visiting speakers that visit St Edmund’s throughout the year.

Once again, this year you will have opportunities to engage with the PSHE and Relationships Education curriculum through a Parent Information Evening and ‘PSHE for Parents’ Evenings. Brand new this academic year we are also building careers provision into the PSHE curriculum each term which will be led by the Head of Careers, Bradley Snell.

Here is an overview of the topics covered in Elements to Poetry:

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<tr>
<th>Elements</th>
<th>Rudiments</th>
<th>Grammar</th>
<th>Syntax</th>
<th>Poetry</th>
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<tbody>
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<tr>
<td>New Beginnings</td>
<td>Drugs and alcohol awareness</td>
<td>Staying safe online</td>
<td>Your money matters</td>
<td>Addiction</td>
</tr>
<tr>
<td>- Introduction to St Edmund’s College and starting secondary school</td>
<td>- Drugs</td>
<td>- Digital citizenship</td>
<td>- Saving and managing money</td>
<td>- Addiction and withdrawal</td>
</tr>
<tr>
<td>- Who am I?</td>
<td>- Alcohol</td>
<td>- Digital footprints</td>
<td>- Making the most of your money</td>
<td>- Drugs and alcohol addiction</td>
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<tr>
<td>- Study skills and plagiarism</td>
<td>- Vaping</td>
<td>- Sexting no video</td>
<td>- Borrowing</td>
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<td></td>
<td>- Cyberbullying</td>
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<td>- Gaming and social media addiction</td>
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<tr>
<td>Living in the wider world</td>
<td>Life after school</td>
<td>The Real Game – Life after school</td>
<td>Physical and mental health</td>
<td>Your money matters</td>
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<tr>
<td>- Breaking down stereotypes</td>
<td>- Personality and career options</td>
<td>- Dream future</td>
<td>- Health and a healthy diet</td>
<td>- Creating a CV</td>
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<td>- What is a community</td>
<td>- Entrepreneurs</td>
<td>- Jobs</td>
<td>- Eating disorders</td>
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<tr>
<td>- Being a resilient student</td>
<td>- Teamwork</td>
<td>- Reality bites</td>
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<td>- Who am I?</td>
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<td>- Unexpected events</td>
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<tr>
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<td>- Created and chosen</td>
<td>- Search for love</td>
<td>- Authentic freedom</td>
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<tr>
<td>- Healthy inside and out</td>
<td>- Appreciating difference</td>
<td>- Love people, use things</td>
<td>- Self-image</td>
<td>- Addiction</td>
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<td>- Feelings</td>
<td>- In control of my choices</td>
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<td>My life on screen</td>
<td>My life on screen</td>
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<td><strong>What is a good friend?</strong></td>
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**Topics covered in Rhetoric:**

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