



ST EDMUND'S COLLEGE

Welcome to St Edmund's College

Elements 2025

Name: _____

Tutor Group: _____

Notes

[illegible]

Dear Elements

Welcome to St Edmund's College.

Congratulations on gaining a place with us and I hope that you are as excited as I am about what the new school year will have in store for you. The next few months are going to be very exciting as you meet new friends, start all your new lessons and activities and get to meet the staff.

I hope that you settle in well and take advantage of all aspects of school life, including the co-curricular activities that are a great way to make new friends and to feel part of our community.

Good luck, have fun and most importantly, work hard. I look forward to meeting you all soon.

Miss Simon
Head of Bounds
(msimon@stedmundscollege.org)



Key People



Mr Matthew Mostyn
Headmaster



Mr Charles Upton
Deputy Head - Pastoral



Mrs Sarah Sanders
Deputy Head - Academic



Father Peter Lyness
Priest in Residence



Mrs Paula Peirce
Deputy Head - Religious Life

Elements



Miss Marie-Christine Simon
Head of Bounds
msimon@stedmundscollege.org



Mrs Deirdre Mallabone
Arrowsmith Form Tutor
dmallabone@stedmundscollege.org



Mr Jason Hounsell
Ward Form Tutor
jhounsell@stedmundscollege.org



Mr Kieran Jones
Briant Form Tutor
kjones@stedmundscollege.org

HSMS



Mr Adam Cunnah
Challoner Housemaster



Mrs Robyn Cumming
Douglass Housemistress



Mrs Amy Robinson
Pole Housemistress



Mr Ben Mcniff
Poynter Housemaster



Mr James Adams
Talbot Housemaster

Essential Equipment

for your school day

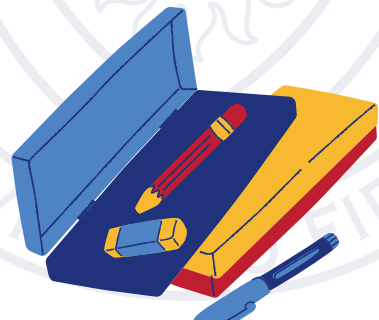
You must bring the following equipment to school every day:

- Swipe card and lanyard
- Timetable
- Reading book
- Scientific calculator for Maths and Science
- Maths set (compass, protractor, set square, etc.)
- HB pencil
- Colouring pencils
- Pens (blue, black, green, red & purple for corrections)
- Rubber
- Sharpener
- Ruler
- Scissors
- Glue

To help you with your organisation, we insist that you keep your books for each subject in individual A4 folders. You may want to use the kind of folders pictured below. You will need approximately 10 folders.



You should not rely on others to lend you equipment. It is essential that you bring your own equipment to school every lesson.



Uniform

It is essential that you have the correct uniform and that you look smart every day. We have sent your parents information about buying your uniform, and over the summer you will visit the uniform shop, or you may buy it all online.

Shoes should be black and not a trainer-style shoe. There is likely to be more walking at the College than perhaps you have done at your current school and in the winter you will be outside at break. You also may have to walk to the bus stop, so we recommend a sensible, strong shoe.

Girls' Shoe Examples



Boys' Shoe Examples



Once you have your uniform and sports kit (which will have been named, please), your job is to look after it. Your sports kit bag should be stored in your locker when you do not need it, so you know exactly where it is. We know that you may lose some items, so all sports kits are gathered together and kept in Butler Hall to reunite with you. Other items may also be sent here so you can collect them. If you cannot find any lost items speak to your form tutor or Miss Simon, who will help you, but we encourage you to look for them first.

We know many wonder what type of school bag you should have. You will need a sturdy bag as you will have to carry your books between lessons and to and from school. Rucksacks are really useful, and you may have any colour or style that you wish. Girls often like a large tote bag style which is fine but remember it does need to be sturdy, and often these don't zip up so things can fall out.

Further information regarding uniform can be found here:

<https://www.stedmundscollege.org/information/uniform/>



Sports Kit

The following items are regulation and are only stocked by Stevensons.

Girls

- Regulation Skort
- Regulation Sports Shirt
- Regulation Navy PE Shorts with Crest (no white stripe)
- Regulation Hockey Socks
- Regulation Track Suit
- College House T-Shirt
- Regulation Swimming Costume
- Regulation Swimming Hat
- Sports Holdall
- Mid-layer (optional)
- Base Layer Top (optional)
- Performance Leggings (optional)



The following items are also required:

White Sports Socks
Trainers (non-marking)
Hockey Stick
Towel
Mouth Guard
Shin Pads

Boys

- Reversible Rugby/Football Shirt
- Regulation Rugby Shorts
- Regulation Navy PE Shorts with Crest (no white stripe)
- Regulation Rugby socks
- College House T-Shirt
- Regulation Swimming Shorts
- Regulation Track Suit
- Sports Holdall
- Mid-layer (optional)
- Base Layer Top (optional)



The following items are also required:

White Sports Socks
Boots
Trainers (non-marking)
Towel
Mouth Guard
Shin Pads

Please note that if students have older siblings, the sports kit might have changed and the legacy kit should not be used.

Daily Routine and Timings

Every day you will have 2 registrations (one in the morning and one in the afternoon), 6 lessons and 1 activity. You will need to get used to the timings of lessons, breaks and activities and this will take a little while to get used to.

Your timetable will look like this:

<i>Daily Timings</i>	
8:40am - 9:00am	Registration
9:00am - 9:50am	Period 1
9:50am - 10:40am	Period 2
10:40am - 11:00am	Break
11:00am - 11:50am	Period 3
11:50am - 12:40pm	Period 4 (Elements go to lunch at 12.30pm)
12:30pm - 1:40pm	Lunch
1:40pm - 1:50pm	Registration
1:50pm - 2:40pm	Period 5
2:40pm - 3:30pm	Period 6
3:40pm - 4:30pm	Period 7 (Activities or Clubs)
4:40pm	Buses depart

We have a two-week timetable, and the different weeks are called Week A and Week B. You might have different lessons on Week A and Week B. You will need to check your timetable carefully when you pack your bag for the next day to make sure that you have the right books.

The morning routine is slightly different according to your year group:

Monday: Elements Assembly in The King Room (Week A)
or College Assembly in Douay Hall (Week B)

Tuesday: Registration with your tutor

Wednesday: Registration with your tutor

Thursday: Morning prayers in the Chapel

Friday: House Assemblies



Co-curricular Provision

At St Edmund's College we consider co-curricular activities to be an essential part of someone's education and we encourage all students to participate in a wide range of activities, clubs and school events such as sports fixtures, music recitals, drama productions or inter-house competitions.

Co-curricular activities offer a range of benefits beyond academics; they can help develop teamwork, leadership skills, time management and social interaction. They also provide an opportunity for you to explore your interests, develop new hobbies and enhance your overall wellbeing.

The Period 7 programme which runs from 3.40pm to 4.30pm every day, offers a wide range of fun activities: Sports, Music, Drama, Science, Technology, Creative Arts and much more.

The Period 7 programme is part of the curriculum and is not optional. Each term you will sign up for one activity per day and do these five activities for the whole term.

The activities will fall into four categories:

- Activity/sport
- Creativity
- Service, Community and Leadership
- Skills for Life

Pupils are encouraged to select from at least three groups to help widen their experiences and fully benefit from the programme.

Lunch

Lunch will be in the Refectory every day at 12.30pm. Elements finish lessons and go to lunch 10 minutes before the rest of the students in the College.

There is a variety of options on offer every day, hot or cold, including a vegetarian option and a salad bar.

There is a menu on a TV screen that you can check whilst you are queuing. There is also a paper menu at the front of each serving hatch.

St Edmund's College is a Catholic school and this means that no meat is served on a Friday.



Prep (homework)

In Elements, you will receive a piece of prep (homework) for three different subjects every day. Each should take approximately 20 minutes to complete, and you will therefore have about one hour of work to do every night.

You should do your prep on the night it is given, even if it is not for the next day. As you will keep receiving more prep to do each day, you must do it as you receive it, or you will quickly fall behind.

Prep will be set on the VLE so make sure that you check the VLE EVERY DAY

Your tutor will give you a prep timetable and you can use it to check which preps you should have each day.



ICT & Devices

You will need to bring your own personal device (please see letter) to school every day, and must remember to charge it every night. We will help you set this up when you arrive in September.

Once set up, you can log into your email and the student portal using your network username and password which you are given on your first day of school.

VLE

The VLE contains learning materials which have been placed here by your teachers. Additionally, the VLE contains links to other online resources such as your College email account and the student portal. Students must check the VLE daily and use this as a starting point to access all College resources.

The VLE is also used to issue your prep. To see any prep that you have been set you should click on the Tasks button at the top of the VLE homepage.

Student Portal

The student portal is where you can view your timetable, teaching group set lists, school reports and information on HPL awards, learning conversations and detentions which have been given to you.

Your IT teacher and your tutor will run you through all of these sites in September.

Email

You should also access your email daily to check for any emails which your teachers have sent to you. You will also receive an email each time your teacher has set you some homework, awarded you an HPL reward or recorded a learning conversation.

Mobile Phones

Mobiles phones are not allowed during the school day. You will be expected to hand in your mobile phone as soon as you arrive to school and collect it the end of the day.



High Performance Learning



St Edmund's College teachers and pupils use a set of words and phrases called High Performance Learning (HPL). These words are to help you to understand and become experts in areas of your learning. For example, you will learn to understand exactly what it means to work hard, and the importance of checking your work as you go along.

HPL is also a way in which your teachers think about you and your learning; they believe everyone can be taught how to be more intelligent and aspire to be the best version of themselves.

Your teachers will use the language of HPL to help you become more independent and better learners. They will encourage you to start using the language too, particularly when you evaluate and discuss your work. You may receive an HPL reward; this will explain what you did well in, so you can continue to improve and build on points of success. We hope you will understand that learning is a journey of improvement over time and not a fixed point of success or failure; that failure is, in fact part of your journey to success.

Our awards system is based on the HPLs rewards that you will receive from your teachers for your work and attitude, both in and out the classroom.

As you receive HPL rewards, you might be awarded Bronze, Silver and/or Gold certificates.

There will also be a HPL chart in your form room, which you can add your HPLs to as you receive them.



Student Code of Conduct

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:

- 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.
- I shall enter the room quietly and in an orderly manner and shall place all of my books and equipment on the desk.
- I shall stand respectfully while the class prayer is being spoken.
- I shall bring all of my books, equipment and prep to each lesson.
- I shall work quietly and without fuss in all lessons, not talking while the teacher is talking and obeying instructions immediately and without argument.
- I shall listen to the teacher at all times and will put my hand up before speaking or asking a question.
- I shall record the details of my prep in my planner.
- I shall always endeavour that any work missed through absence is completed as soon as possible.
- I shall not distract other students and I shall not call out or lose my temper in any lesson.
- 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".



Scan here to access the Parent
Handbook on the school
website



Top Tips

1. Always have breakfast. Your brain needs fuel to stay focused and achieve your best. Have a bottle of water in your bag.
2. Be punctual. Make sure that you are always on time to lessons and registration.
3. Be organised: pack your bag the night before with everything that you will need for the next day (including any special equipment for specific subjects).
4. Check that your pencil case always contains the following: pen, pencil, ruler and rubber. A glue stick and colouring pencils are also useful.
5. Use your locker effectively and keep it tidy.
6. Always keep a reading book in your bag.
7. Please write down your prep correctly in your diary, and remember to include the day that it is due.
8. Do not leave all your prep until the night before it is due. Instead, do it on the day that it is set.
9. If you are unsure about your prep, ASK someone: a friend, a Rhetoric student or your teacher.
10. Remember that your teachers are people too. Talk to them, and they will help you; they only want the best for you.

And finally... don't forget to smile.




It may not seem like much, but it can bring changes in other people's attitudes all around you. It will also make you appear a friendly, happy, fun and warm person. You will have some new friends soon enough if you keep a good attitude, and keep smiling!



Edmundian Virtues



INTELLECTUALLY CURIOUS LOYAL
COMPASSIONATE GLOBALLY AWARE
PRAYERFUL HARDWORKING
RESPECTFUL
FORGIVING
SELFLESS
INCLUSIVE
HONEST
RESILIENT



Reflecting
the scholarship
of St Edmund
with a balanced
and challenging
curriculum

Our five Mission
aims align with
the shape of the
cross to help us
keep them in
our hearts
and minds.

Educating the
whole person:
mind, body
and spirit

Demonstrating care
and concern at home
and in the wider
community

A Christ-centred
education

Building
on our
Catholic heritage



