



**St. Anselm's College**  
*Edmund Rice Academy Trust*

## Information for Year 7 Parents/Carers for September 2024

Contact Details: Telephone 0151 652 1408 (reception)		
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## Message from the Head Teacher

Dear Parents and carers,

A very warm welcome to St. Anselm's College, a truly unique Catholic Grammar School for boys steeped in history and tradition, underpinned by our distinct Catholic nature and Edmund Rice ethos.

Our aim is a simple one, to provide your child with the best possible educational opportunities to fully develop his God-given talents. Where inclusivity, wellbeing and a sense of belonging is extended to every member of the community, encompassing past, present and future Anselmians.

Our College motto 'Fides Quaerens Intellectum' (Faith seeking Understanding), is taken from the writings of St. Anselm, our Patron, and underpins all that we strive to achieve. St Anselm's is an Edmund Rice College. Our Trustees are the Congregation of Christian Brothers a Catholic religious order founded in Ireland in 1802 by Blessed Edmund Ignatius Rice. Their motto is, "To do and to teach." In recent years, in England and Ireland the Brothers have developed their mission beyond education and now also serve in the inner cities as well as in West Africa, where the English Province has responsibility for support of the mission in Sierra Leone, one of the poorest countries in the world. Our community, as members of the worldwide Edmund Rice Education Beyond Borders movement, is active in providing material aid and prayer support for this work.

We are very fortunate to have a dedicated Governing Body, which displays an active interest in all aspects of College life and works towards achieving our shared goal of maintaining the College as a beacon of Catholic Education in Wirral. They are committed to providing the very best facilities for our students. The complete renovation and opening of Outwood House, our magnificent 6th Form Centre are testimony to this. Outwood was purchased by the Edmund Rice Trust, a charity which supports' capital development at the College funded entirely by parental donations, at a cost of £495,000. Its building and land are a welcome addition to our facilities but required substantial refurbishment. We received support from Wirral Local Authority, but the Trust will require your assistance to help repay its loan on Outwood in support of our mission to deliver outstanding facilities that will materially benefit your child during their secondary education here. I am delighted to announce that we also received funding to refurbish the top floor of Outwood; but will require support in future years to ensure that it is fully equipped as it only covered 75% of the costs.

In April 2019, the College was inspected by the Diocese of Shrewsbury school inspection team. They reported that the College is "a good Catholic selective grammar school for boys, with many

outstanding features". They judged the Catholic Life of the College and Collective Worship to be "outstanding". They commented that "Pupils willingly contribute to, and benefit from, the Catholic Life of the school and "Pupil behaviour in classrooms and around the school is exemplary". The Inspectors concluded that "All leaders, staff, governors and pupils strive to create and maintain a learning community which seeks to develop their God given talents".

In July 2019, the College was inspected by Ofsted and judged to be a "Good School" that provides "a good quality of education" in all areas inspected. The inspectors reported that "Senior Leadership is a strength of the School", Leaders set and support a culture where pupils feel valued and are aspirational. The Leadership of teaching, learning and assessment is highly effective. Teaching is now good; pupil outcomes are good. Pupils make good progress during their time at the school and successfully move on to next steps.

Undoubtedly, the transfer to Secondary School is usually very exciting but is understandably a challenge for 11year olds! Please be assured of our support for your child at this time. If a problem does arise, please contact the College – we will be only too pleased to help. All educational research shows that parental support and attitudes have an enormous influence on student achievement. We urge you to be ambitious for your children. They only have one opportunity for a secondary education and need to be both supported and challenged in order to fulfil their considerable potential.

I ask you to encourage your child to make the most of every opportunity that comes their way—whether that be in the classroom, through our extensive enrichment activities, or in the student leadership roles within our unique Catholic College community.

St. Anselm's College is simply a wonderful place to be, with an ethos and culture that is like no other. I look forward to continuing to build upon our strong relationships and establishing new ones as we embark on this new chapter together.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'J. Cubbon'.

Headteacher

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## Mission Statement

Our Catholic community offers a  
learning environment for us  
to develop our God given talents  
and to recognise Christ amongst us.

We respect the dignity of God's creation  
and inspired by Gospel values  
seek to serve one another.



## The Curriculum

Like any other maintained school we, at St Anselm's, follow the National Curriculum but, unlike most other schools, we offer additional curricular opportunities to our students at all stages in their College careers. In this way, we hope to develop your child's God-given talents to their fullest extent as we proclaim in our College Mission Statement. We are most fortunate to this end that we have very talented and hard-working staff who are dedicated to achieving the best for their students. We hope that your child will benefit greatly from the studies we have on offer and that he will work hard to achieve the best level he can in each subject. The notes below will give you an outline of the studies your child will be following in the stages of his journey through the College.

You will appreciate, as a Catholic College, the importance we attach to Religious Education. RE is a core subject and is compulsory at all levels in keeping with the guidance of the Bishops' Conference of England and Wales. It is a demanding academic subject that all students take as a GCSE examination.

### Lower School KS3 (Years 7-9)

#### Students follow a core curriculum of

- ❖ Art
- ❖ Design and Technology
- ❖ Computer Science
- ❖ English
- ❖ Geography
- ❖ History
- ❖ Mathematics
- ❖ Modern Foreign Language
- ❖ Music
- ❖ PE/Games
- ❖ PSHE/RSE
- ❖ Reading / Literacy Lessons
- ❖ Religious Studies
- ❖ Sciences

### Upper School KS4 (Year 10-11)

#### Core Curriculum

- ❖ English / English Literature
- ❖ Mathematics
- ❖ Modern Foreign Language
- ❖ PE/Games
- ❖ PSHE/RSE
- ❖ Religious Studies (compulsory at GCSE)
- ❖ Sciences

#### Additional Subjects

- ❖ Art, Computer Science, Design & Technology, Geography, History, German, History, P.E, Music and Spanish

## Homework Guidelines

### ❖ Homework

We consider homework to be a vital part of your child's learning. Failure to do homework is a serious breach of the College's Behaviour Policy. Any student who fails to complete homework or fails to complete it to an acceptable standard will be required to attend 'Study Hall' detention that day for 30mins during lunchtime. If there are any problems in completing homework parents are asked to inform the relevant teacher as soon as possible.

### ❖ How much homework?

We recommend 30 to 40 minutes per subject in Years 7 and 8, 45 minutes per subject in Year 9, with students in Years 10 and 11 spending some 2 hours per night on their studies. Completion time for written homework will vary from individual to individual but your child should use any extra time for learning or additional study and preparation. If a teacher was absent and no homework set, then your child should spend some time learning and reading ahead. All students need to establish mature study habits and a regular homework routine.

### ❖ A time for homework

We all have different rhythms but none of us works effectively and efficiently when tired. Homework is best done in the early evening rather than late at night. With younger students, it is best to start homework early. It's a good idea to establish a routine for when homework is done, in order to develop good patterns of study. Homework should be done on the night it is set. Experience shows that allowing it to build up only results in poor work. The homework should usually be handed in the following day. Your child will be issued with a homework timetable.

Many parents encourage their child to do their homework in their bedroom. However, if at all possible, a quiet working family environment can help a student, where problems can be shared and discussed. Research indicates that the more interest a parent shows in homework, the better the results and progress.

If a computer is being used, occasional checks should be made to ensure that games or social networking sites are not being accessed when homework needs to be done!

### ❖ Satchel One

Students and their parents **must** access a web-based package which allows you to see the homework that has been set for your child each night as well as when this work should be submitted. Teachers may also upload resources to this to help your child with his assignments and revision for tests/exercises.



### **Assessment and Reporting**

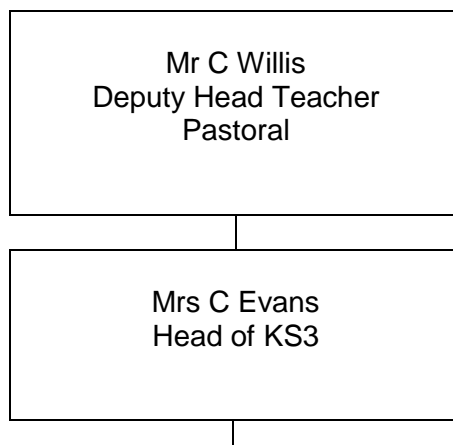
Staff continually assess and monitor your child's work. All subjects have regular tests or assessment exercises. All assessments will be recorded centrally on a half termly basis. Parents will receive a copy of monitoring grades three times per year.

Parents' Evenings will allow you to discuss your child's progress with his Form and subject teachers and to raise any matters of concern. If a problem is noted earlier in the year, you will be contacted by the Head of Year and invited to come into College to discuss the matter. Likewise, if your child is excelling in his studies you will receive notification from the College.

<b>Parents' Evening</b>	
YEAR 7	Autumn Term

<b>Reports</b>	
YEAR 7	July

## The Year 7 Pastoral Team



Year:	Name:	Email Address:
7A	Mr M Haire	mhaire@st-anselms.com
7B	Miss K Bakht	kbakht@st-anselms.com
7J	Miss S Halpin	shalpin@st-anselms.com
7K	Mr D Minshull	dminshull@st-anselms.com
7R	Mr J Allkins	jallkins@st-anselms.com

The welfare and progress of the students is the responsibility of the Form Teacher who is supported by the Head of Year. Parents are welcome to contact the College if they have any concerns or queries concerning their child's development. When calling at the College ALL parents MUST report to the reception office for security reasons. Please bring a photo I.D. or identification with you.

**Initial contact should always be made through the Form Teacher**

## Positive Behaviour for Learning

### Our Code of Conduct Is:

At all times we are expected to:

- Arrive on time
- Have the equipment needed for lessons
- Be prepared to work
- Listen attentively
- Await your turn to speak
- Work purposefully
- Respect the College and all members of its staff, community and visitors
- Follow instructions promptly
- To have completed the work set for that lesson, including homework
- Leave in an orderly manner
- Always be a good ambassador for the College
- Wear our uniform correctly

### Rewards:

We firmly believe in recognizing outstanding effort and progress in all aspects of College life. Students have the opportunity to be recognized for their outstanding behaviour for learning, attendance and contribution to extra-curricular activities. Students can be awarded on a daily, weekly and termly basis.

### Head Teachers' Award:

Heads of Year will nominate one student per year group for the 'Head Teacher' award every half term. Students will receive the 'Head Teacher Award' pin. This will be shared with parents/guardians and displayed on the website, newsletter, Facebook and Twitter pages.

### Achievement Points:

Students have the opportunity to receive one Achievement Point each lesson for outstanding effort, contribution to lesson, outstanding homework etc. Depending on the number of Achievement Points accumulated students will receive a 'Behaviour for Learning' pin – Bronze, Silver and Gold and a certificate.



### Participation Awards Ceremony:

We hold an annual Participation Awards Ceremony which provides a formal recognition of participation in the extra-curricular life of the College for all students in Years 7-10.

## **SANCTIONS**

### **Chance, Choice, Consequence:**

In lessons students may hear their teacher using language such as Chance, Choice and Consequence when dealing with issues relating to behaviour for learning. The aim of this strategy is to allow students to reflect on their own behaviour and the impact it is having on their progress and the progress of other students. Students will be encouraged to take responsibility for their actions.

**C1** - Students will be given a **chance** to change their actions and behaviour.

**C2** - The teacher will remind the student to make the right **choice**.

**C3** - If a student fails to make the right choice they will have a **consequence**.

### **Consequences:**

If the student fails to make the right choice a consequence will be issued depending on the action.

Consequences may include:

- Moving the student to another seat
- Asking the student to move to another room to work
- Asking the student to return at break or lunch time for a restorative conversation
- Faculty/Study Hall detention

For instances which are serious a student may be required to:

- Lunchtime faculty detention
- Attend the Deputy Head Teachers Friday detention 3.30pm to 4.30pm
- Attend the Head Teachers Saturday detention 9.30am to 11.30am
- Internal Exclusion 9.30am to 4.30pm with parental meeting
- External Suspension with parental meeting

### **Monitoring Behaviour Concerns:**

Behaviour points will be issued for all consequences. Heads of Year will monitor and track the number of points each student accumulates. Parents will be given regular updates when students have received points and invited into the College to discuss their child's behaviour.

### **Progress Reports:**

For persistent failure to follow the code of conduct a student may be placed on a report. Any student placed on report will have a meeting with the form teacher and HOY to ensure expectations are clear. Parents will be informed of the report and must sign the report daily to ensure communication is clear. Reports that have not been completed fully or signed will result in a consequence. All students on report must report to the allocated staff member at the end of the day for a daily reflection. If a student loses or fails to complete their daily report it will be recorded on SIMS, a sanction will be given that day and parents informed.

Stage 1	White Report	Form Teacher Report
Stage 2	Green Report	Head of Year Report
Stage 3	Amber Report	Key Stage Lead Report
Stage 4	Red Report	Deputy Head of School Report

**A copy of the Behaviour Policy may be accessed through the College website in the Parents' Section.**

## **College Regulations**

### **1. Use of Mobile Phones**

Mobile phones may be used whilst on the yard at break and lunch times only. There may be times when a teacher invites students to use their mobiles in lesson as a teaching and learning resource. Mobiles should be kept in a safe place at all other times – ideally in a zipped blazer pocket. If a mobile phone is confiscated because of inappropriate usage during the school day, it will be confiscated until 3.30pm Friday of that week.

Under no circumstances should a parent try to phone a pupil during the school day, messages can be sent at break and lunch times. Important messages must be communicated via the College Office. Emergency phone calls by students to parents can be made from the College Office.

The College will not be responsible for the loss or damage of any mobile phones or electronic devices

### **2. Personal Property**

**(THE COLLEGE DOES NOT ACCEPT ANY RESPONSIBILITY FOR SUCH ITEMS WHICH CANNOT BE COVERED BY THE COLLEGE'S INSURANCE POLICY).**

Bicycles on the College premises must be locked securely in the bicycle enclosure. Bicycle insurance is a parental responsibility.

Lost property may be reclaimed from the College Office / HoY Office (bookshelf located outside the room) / PE Kit (named) from the PE Department

Please do not bring expensive items such as designer coats/trainers to school.

### **3. College Property**

Any damage to College property should be reported to the Form Teacher/Subject Teacher, or Deputy Head Teacher as soon as possible. If damage is caused by misbehaviour, a bill may be sent to the parents.

All text and exercise books are the property of the College and should not be defaced. If defacement occurs, a replacement charge will be levied to parents.

### **4. Health & Safety Regulations**

These require that the student remains on the premises throughout the College day. Students may not leave the premises without the permission of the Head/Deputy Head Teacher and any request must be in writing.

If permission is granted, the student must complete the "signing out / in" procedure at the Reception Office. Students must be collected from Reception by a parent/known responsible adult for dental / medical appointments etc.

Unsupervised games may not be played in the playground – before or after College or during break-times.

Illegal items, such as (but not limited too) fireworks, knives, offensive weapons must not be brought to College. For the full list of banned items please see the College Behaviour Management Policy on the College Website.

Other unacceptable items include liquid paper (tippex).

Chewing gum and energy drinks are not allowed at any time – these will be removed and confiscated and not returned.

## **5. Absence From College**

The College should be notified on **each** day of absence before 9.00am using the absence line 0151 651 3576, emailing [absence@st-anselms.com](mailto:absence@st-anselms.com) or via the SIMs InTouch app. This should be supported by an email to the form teacher **immediately upon return**.

**Permission for foreseeable absences should be requested, in writing, to the Head Teacher, well in advance. A copy of the Request for Student Absence Form is located on the College Website.**

In keeping with other Wirral Schools, the College is closed for 13 weeks' holiday per year. Parents should therefore NOT book holidays during term time as this will prove detrimental to their child's education. Students who are absent for term-time holidays will not be eligible for reward days. The DfE guidance on term time holidays is on the College Website.

Dental / medical appointments should be arranged as far as possible out of College time. If a student has to leave for an appointment, the "signing out / in" procedure must be used.

## **6. Exemption From Games**

Exemption for illness/injury **must** be supported by a note from a parent. Long term exemption must be supported by a doctor's note (refer to the Medical Needs Policy). If a student is selected to represent the College, parents are expected to ensure that he is available to do so.

## **7. Parental Consent**

All College journeys and trips of an educational nature will require written consent from the student's parents. No pupil will be accepted without their parents' written permission.

## **8. Communications From the College**

Communications from the College will be via letter, the parent app, text or e-mail. Please ensure that we have the correct address, mobile numbers and e-mail addresses at all times.

## Extracurricular Activities

The College offers opportunities for student involvement in a wide variety of extra-curricular activities which take place during lunchtime, after College, at weekends and holiday time.

- ❖ **Sporting Activities** cater for many interests and include clubs and teams for rugby, cross country, hockey, athletics, cricket, tennis, basketball and badminton.
- ❖ **Music** based activities include choir, orchestra, string orchestra, wind band, pop choir and samba band
- ❖ **Other Clubs** include: Art, Chess, Computer Science, Dungeons & Dragons, Homework, Library, Peer Mentor and Science Club.
- ❖ **The Duke of Edinburgh Award Scheme** is introduced to Upper School students, with many students progressing from Bronze, Silver and to Gold Award.
- ❖ **The St. Vincent de Paul Society** (SVP) operates in KS3 and the Sixth Form.
- ❖ The **'Friday Club'** is organised by the Sixth Form for adults with severe learning difficulties in the community.
- ❖ To supplement and extend the work in the curriculum, visits may be arranged – usually day excursions – to places of special interest. These include trips to the theatre, art galleries, museums, industrial visits and historical visits.
- ❖ Extended visits are organised by staff in holiday time. Language trips and the ski trip are annual events.

A full list of up to date extracurricular activities will be issued to students in September.

## Travel

### ❖ **By Car:**

Parents are asked not to park on Egerton Road, particularly when collecting their child in the afternoon. This causes serious traffic congestion and could lead to a tragic accident. The police are monitoring the situation closely. It may be more convenient, while waiting, to park in Palm Grove.

### ❖ **Buses:**

Registered bus services serve the College 611/612 bus. If you wish to receive further information on these, details are available at the Parents' Information Evening or available the College website. These are public bus services and the College does not accept any liability for any accidents or incidents on these buses.

## Uniform Requirements:

The College expects students to wear their uniform with pride and to comply with the College's stipulations as stated in the uniform policy.

College uniform is compulsory for all students and **must be labelled** with the student's name.

Blazer: Blue with College badge

Tie: St Anselm's College tie

Shirt: White

Pullover: Grey 'V' necked (Optional)

Trousers: Plain, charcoal grey

Shoes: Black, plain, office style appropriate for College (**training shoes of any kind are not allowed, if in doubt please check with the College before buying**)

Please see pictures.



Socks: Plain grey/black only

Outdoor wear: Coats worn over blazers must be BLACK only. No designer label anoraks, hooded tops, body warmers, denim or leather jackets may be worn.

Hair: As part of our uniform and appearance we request that hair must be shorter than collar length and be styled so that eyes, eyebrows and face are not obscured by hair. Students must never obtain a step, a cut very close to the scalp and dyed/toned hair is unacceptable. The wearing of make-up of any kind and nail varnish is prohibited.

Facial Hair: Students in Years 7-11 must be clean shaven. No facial hair is allowed.

Whilst stating this, we are very mindful of any cultural, religious and or mental health diagnoses when assessing the suitability of the chosen haircut.

If in any doubt, consult the College in advance. Final judgement is at the Head Teachers discretion.

Jewellery must be limited to a wristwatch or any recognised symbols of their religion that does not contravene the prohibited items list. Piercings are not acceptable.

Bag: A suitable school bag must be used to carry books to College.



## 4.2 Where to purchase uniform

All items of uniform except the College tie and blazer with school logo can be bought from any retailer.

### Uniform Supplier

Parents and carers can obtain uniform from Wirral Uniform Shop, please go to the College website to access the online portal where you can order your child's uniform directly from the supplier.

Web link:	<a href="https://wirraluniforms.wixsite.com/stanselms">https://wirraluniforms.wixsite.com/stanselms</a>
Telephone:	0151 647 9588
Address:	Wirral Uniform Centre 2A Princes Pavement Birkenhead Wirral CH41 2XY

### Nearly new uniform information:

- Wirral FUSS holds spare items of uniform – [www.wirralfuss.co.uk](http://www.wirralfuss.co.uk)
- Any student in receipt of Pupil Premium / Free School Meals may be eligible for a student grant

## 4.3 Failure to follow the uniform dress code

Failures to follow the dress/appearance code in College may result in the following sanctions;

- Behaviour point
- Lunch duty – removal from the yard
- Detention
- Persistent failure may result in an internal or external suspension.

#### 4.4 The PE uniform

Students are expected to wear the College approved kit for Games and PE lessons when representing the College at fixtures.

##### PE Kit:



- Blue/White PE Vest
- Blue PE Shorts
- White Sports' Socks
- Plain white/St Anselm's College White 'T' Shirt may be worn under the PE vest (optional)
- Training shoes (lightweight) with non-marking training shoes

##### Games Kit:



- Navy/Sky Rugby Shirt
- Navy blue Rugby Shorts
- Navy/Sky Rugby Socks
- Rugby boots with safety studs
- Gum shield (Health & Safety) – students will not be permitted to join in rugby practices or fixtures without a gum shield

**Additional items may be required if your son is selected for a College Team:**

- Athletics – College Tracksuit
- Basketball kit
- Cross Country – College Tracksuit and spikes
- Hockey – shirt, shorts, hockey stick, shin pads and astro turf shoes
- Rugby – rugby boots
- Tennis racket

***Spare PE items are available from the College Office.***

**Food standards in College:**

From September 2015, College food delivery was taken over by Academy Catering, a company that provides catering services for several North West schools and colleges.

Formed in 2004 the company has developed nationally to partner a significant number of Blue Chip organisations in the delivery of catering management services to individual sites as well as group contracts from local offices throughout the UK.

The Company Ethos is "To deliver inspired service by passionate people - creating lasting partnerships"

They describe their values as:

- Passionate about fresh food and great service
- Team Academy's strength comes from every individual taking personal responsibility
- Collectively recognising and celebrating success
- Delivering consistent improvements with a "can do" attitude
- Open and honest communication at all levels

The menu is changed and updated regularly and posted on the College website. Each day there is a selection of hot and cold meals including vegetarian choices. These can be purchased using the cashless pay system via the parent pay app. For those entitled to free College meals, they will also use the cashless pay system which will be uploaded with a daily amount of £2.80 to purchase lunch.

We also ask you for your views regarding the dining room experience via parental questionnaires at parents' evening and questionnaires completed in the College by the students. Any further comments or thoughts are welcome; please e-mail Miss L Baines at the College on [lbaines@st-anselms.com](mailto:lbaines@st-anselms.com).

The College does not sell or permit the sale of sugary drinks or chocolate except on special treat days. Energy drinks are not allowed to be brought onto the site.

It is also College Policy that no student can bring sweets, chocolates or cans into the College to sell to other students. Those found in possession of such items will have the goods and money taken and the profits from the sale will be given to charity. Other serious sanctions may also apply.

**Packed Lunches:**

The College requests that those of you who send your child into the College with a packed lunch adhere to the same healthy eating standards as we meet. Studies show that a healthy balanced diet improves concentration and, therefore, performance levels in young people. What students eat well this will help them to do better in College, an aim we all share.

Further information regarding the new standards is available from the School Food Trust website – [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk)

**Academy Catering – Cashless Payment**

Our catering provider, Academy Catering, is moving to a **cashless payment system**, which requires setting up an alternative method for taking payments from September 2022. The new system works via Parent Pay, and allocates payment using fingerprint recognition, or alternatively, a PIN at the point of sale.

As biometric data is special category data, in order to lawfully process this data, the College must have a legal basis for processing personal data and a separate condition for processing special category data. When processing biometric data, the College rely on explicit consent (which satisfies the fair processing conditions for personal data and special category data). Consent is obtained using the consent form.

The College process biometric data to make significant improvements to our canteen and lunch facilities. This is to ensure efficiency and to remove the need for cash to be used on site.

Please read the policy and fill in the form if you give consent to information from the fingerprint of your child being taken and used by the College for use as part of an automated biometric recognition system. You, or your child can withdraw this consent at any time.

<https://virtual.st-anselms.com/biometric-recognition/>

## The College Day

Students should be at College before 8.40am and make their way to lesson 1 when the whistle blows at 8.40am. Parents should note that the College does not provide supervision until 8.30 am, when students are allowed to enter the College.

Students are recorded late if they arrive at their lesson 1 after 8.50am. Any student who is late must sign in at the reception office on arrival. If a student arrives late on two occasions in a week, they will be placed on Early Morning Report.

The timetable is constructed on a fortnightly cycle of 60 lessons and is accompanied by a homework timetable.

<b>Lesson</b>	<b>Normal day</b>
1	08:50 – 09:40
2	09:40 – 10:30
<b>Break</b>	10:30 – 10:50
<b>Registration</b>	10:50 – 11:10
3	11:10 – 12:00
4	12:00 – 12:50
<b>Lunch</b>	12:50 – 13:50
5	13:50 – 14:40
6	14:40 – 15:30
<b>Staff meetings</b>	15:45 – 16:45

Please note that, for **ALL PUPILS** on Games in the afternoon, College finishes at the field or, for Years 10, 11 and Sixth Form, at the venue of the activity. For those who need to come back to College, there is a bus service provided. Students waiting for their parents must wait by the pavilion inside the grounds.

## The College Calendar

This is available via the College website and is an invaluable source of information for parents on up and coming events.

Please get into the habit of looking at it regularly to keep you informed of events or activities pertaining to your child.

## **College Policies**

All policies are available to view from the College website.

### **Child Protection**

From time to time, the College may receive information from a variety of sources (children, parents or other adults) concerned with the protection of an individual child from abuse. This information will be dealt with as confidentially as possible and made known to the smallest number of staff who need to know.

Parents do need to be aware that, whilst we will deal with such information with sensitivity and care, there are legal responsibilities laid upon the College to report such allegations to Social Care or the Police, and there are procedures that we are expected to follow if suspicions are passed onto us. We, as adults, have to recognise that it is the welfare of the young person that is of paramount concern.

If you wish to know more about this procedure, there is a designated teacher with specific responsibilities for Child Protection. Please contact Mrs S Cubbin for further details. The College Safeguarding Policy is available to view in the Parents' Section of the College website

### **Mental Health and Wellbeing**

The College has been awarded the Carnegie Centre for Excellence for "Mental Health in Secondary Schools". Here at St Anselm's we have a wide range of support in place to promote positive mental health and wellbeing of all our staff and students. In addition to having a number of trained staff and 6<sup>th</sup> form students we also engage with Kooth, CARITAS, Action for Children and CAHMS. We also have daily support available for all students through our Youth Worker, Academic mentor and Mental Health Lead.

### **Medical Needs**

The College will endeavour, whenever possible, to support children with specific medical conditions on the following basis:

- ❖ All relevant information should be supplied by the parents who have completed the prescription/non-prescription medicines form.
- ❖ The administration of medicines etc. must be requested, in writing, and is undertaken on a voluntary basis. Medication will not be given without specific written instructions, a form is required to be raised for your child when prescription or over the counter medication is brought to College (this should ideally be by the parent/carer) detailing the dosage etc. The form will be stored in a folder in the medical room and updated when medicines are dispensed.
- ❖ Medication should not be taken without the express knowledge of the College Office/Form Teacher/Head of Year.
- ❖ Medication should only be brought to College when absolutely essential and logged with the College Office, who will make arrangements for access.
- ❖ Aspirin can NOT be given to a student unless prescribed by a doctor. Staff cannot give non-prescribed medication to students unless a form is completed. Parents must authorise and supply appropriate painkillers, e.g. paracetamol. Parents will be contacted by phone to seek

authorisation to dispense paracetamol for their child.

- ❖ A list of children with Special Medical Conditions is held by the College Office.

### Special Educational Needs

St. Anselm's College is committed to the provision of high standards of education for all its pupils. This includes the identification and assessment of students with special educational needs. All staff have a shared responsibility to provide for pupils with special educational needs under the guidance of the Special Educational Needs coordinator, SENCO - Mr R Passingham and the direction of the Governing Body and Head Teacher.

Our SENDCO can be contacted at [sendco@st-anselms.com](mailto:sendco@st-anselms.com)

### Charging Policy

Education at St. Anselm's is free. There is no charge for activities which take place wholly or mainly during College hours in term time, except for instrumental music tuition and/or loan of instruments, unless it is part of a public examination or National Curriculum assessment.

Except in the case of activities which fulfil any requirement of a syllabus for a prescribed public examination or of the National Curriculum, the cost of activities which take place wholly or mainly outside normal College hours must be met in full by parents. From time to time the cost may be reduced by fundraising or by subsidy from College funds.

When we inform parents/carers about a forthcoming visit, **which is a requirement of the specification of a subject to be examined or as part of the National Curriculum**, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS) / Universal Credit;
- Jobseekers Allowance (JSA);
- support under part VI of the Immigration and Asylum Act 1999;
- the guarantee element of State Pension Credit; and
- If your child(s) are on the Pupil Premium list support toward the cost of curriculum school trips will be available.

The Head Teacher will use his discretion:

- ❖ to charge for activities wholly or mainly outside College hours, where appropriate;
- ❖ to ensure that, on occasions where charges may be made, no pupil is disadvantaged solely by his inability to pay;
- ❖ to leave to the Head Teacher's discretion the proportion of costs for an activity which can properly be charged to public or non-public funds;
- ❖ to require parents to pay for damage to or loss of College property for which their children are responsible, where reimbursement is appropriate;
- ❖ to request voluntary contributions from parents for College activities in College time which can only run if there is sufficient voluntary funding, whilst ensuring that no pupil is debarred solely by the inability or unwillingness of parents to pay. It must be pointed out in the letter to parents that these are **voluntary contributions** and that the event may be cancelled if insufficient funds become available.
- ❖ to encourage and support:

- i) the work of the Friends of St Anselm's, which sustains and subsidises a wide range of College activities and resources,
- ii) the maintenance of the College Enrichment Fund,
- iii) to support the Edmund Rice Trust used to support major capital projects;
- ❖ to ask parents of pupils who do practical subjects, such as Design Technology or Art, to provide their own materials for the finished products which they will take home; or to provide food ingredients or the cost of those ingredients for Food Technology lessons.
- ❖ to charge pupils' travel expenses for work experience and to refund excess costs over normal daily travel;
- ❖ to ask parents/carers to make a voluntary contribution towards the cost of an Art sketchpad. Pupils may need to purchase paint, pencils etc for use at home. Those unable to do this can use Art Club facilities to complete homework in school and use the College's Art materials.
- ❖ Pupils are asked to purchase a calculator for use in Math's lessons. This calculator remains their property and financial assistance is available for anyone whose parents are unable to purchase this item.
- ❖ to charge the entry fee for examination of any pupil who, in the Head Teacher's judgement, has not prepared himself adequately by effort or study, or of any pupil who, without adequate reason, does not sit an examination for which he has been entered. A charge will be made for resits;
- ❖ to submit to the Head Teacher and Chairman any issue which may require a decision over implementation of the policy in any particular circumstance.
- ❖ to ask students to reimburse fellow members of the College community for the damage to their property that has arisen from their malicious or thoughtless actions. This is done at the discretion of the Head Teacher or one of his deputies.
- ❖ pupils will be asked to reimburse the profits from any confectionary/drink selling in the College which is not part of a College fund raising activity and which has not received the permission of the Head Teacher or a member of the SLT. This money will be donated to a College charity e.g. West Africa Mission.

## **Enrichment Activities**

From time to time, the College may organise activities which are not part of the curriculum such as,

- **Ski Trips**
- **Rugby tours**
- **Treat days**
- **Rugby matches**
- **Music Tours**
- **Visits to other countries etc**

Parents are asked to meet the cost of these in full, if they wish their child/s to take part.  
(see note below)

The following statement is made in compliance with Section 110 of the Education Reform Act 1988:

With effect from 1 September 1995, the Governors' policy for making charges will be in conformity with the Education Reform Act 1988, with Circular 2/89 and subsequent Circulars. Charges will be those permitted under the Act.

The Head Teacher will have discretion to pay from the College Fund of St. Anselm's College to assist in whole or in part any pupil whose means would not enable him to pay for a particular activity for which charging is permitted.

The fully Charging Policy is available on the College website in the Parents' Section.





## **Friends of St. Anselm's College (FOSA)**

All parents are automatically members of the Friends of St Anselm's. The Friends exist to encourage, promote and foster active co-operation between the parents or carers of pupils, the staff and others associated with the College. They strive to protect and further the interests of the College, its staff and pupils and to encourage activities benefiting the education and welfare of all pupils attending the College.

The Friends manage their affairs through a committee, for which members are elected each year at an Annual General Meeting held during the spring term in February, to which all parents and carers are invited.

In recent years the Friends have supported a number of projects, the purchase of three minibuses, immersion trips to Sierra Leone, Rugby tours to the USA, Canada, South Africa and Italy. They have also supplied lighting for the main hall to improve sound and lighting facilities for College events and purchased furnishings for Outwood chapel. Recently the Friends purchased outdoor furniture and picnic benches for the yard, awarded funds to the Library and replacement blinds for the main hall. The Friends have purchased 3 electric pianos for the new music studio and the refurbishment of 3 classroom and will be financing the landscaping of the new quiet seating area for the students to use during break times.

The Friends run a "500 club", details of which will be circulated separately, with membership set at £5.00 per month. Half the income is returned to the members as prizes each month and half will be used by FOSA to support and improve the College life for the students. Prize money is currently set at £120 for first prize and £40 for second and third PRIZE; all three prizes are awarded each month.

I would like to welcome you to the Friends and hope that you will take an active part by supporting the functions, joining the committee or offering assistance in any other way you can. The meetings are held on the first Tuesday of each month at 7.30 pm in the College and all are welcome to attend.

Rob Hardman  
Chairman



**St Anselm's College**  
**EDMUND RICE TRUST**  
Committed to enhancing the College facilities



This year we celebrated the **90<sup>th</sup> Anniversary of St Anselm's' College** following closely on the heels of **the 25<sup>th</sup> Anniversary of St Anselm's College Edmund Rice Trust**.

Since its inception, the Trust has generated over £2.5 MILLION enhancements to the College, including a superb Sports Hall-£165k, extended Science Block-£30k, up-to-date Technology Department-£20k, a new Classroom Block-£50k with state-of-the-art Modern Foreign Languages and Mathematics suites, and £20k upgrade of the College Hall. A further £45k was expended on interest to service the £165,000 Loan for the Sports Hall...

In 2011 the Edmund Rice Trust purchased 'Outwood House' - the former Christian Brothers' House - to provide new Sixth Form facilities for the College. The initial renovation costs of £882,786 were supported by a generous DFE grant of £700,000 through Wirral Local Authority.

In order to purchase of Outwood, the Trustees took out a massive £454,500 loan. Arrangements were to repay it over 25 years. Such a prolonged term would involve paying £232,000 in bank interest. With grateful thanks to the many Parents and Old Boys who have contributed to the Trust, the outstanding loan has already been drastically reduced to £118,000, with a saving over £60,000 in interest.

The final stage of **Outwood House** renovation is now in complete with the College receiving a grant of £422,000 toward a total cost of £647,000. However, this is where the hard work continues.

The College Governors have asked the Trust to make up the short fall of **£225,000**. This is on top of the **£118 000** the Trust still owes towards the purchase of Outwood House.

**As your son joins the College, may I please invite you to follow in the footsteps of the hundreds of parents before you, and also play a part by making a donation? With YOUR help, YOUR support, and YOUR CONTRIBUTION - whether little or large - we can achieve this!**

"I cannot overstate the importance of the Trust to the future of the College. Because of the limited nature of the funding in relation to capital projects, it falls upon the initiative of the Trustees of the Edmund Rice Trust to raise sufficient finance to ensure that the facilities of the College are improved upon on a yearly basis."

Contributions are voluntary, but are absolutely vital to in order to help with the cost of the Outwood project. This has resulted in "state of the art" facilities. This has been achieved through the generosity of alumni and parents, and all associated with the school. Contributions, no matter how modest, are vital and I would urgently request that you give this consideration to contributing to the Trust.

I therefore invite your personal support and commitment by making a regular monthly contribution of just £10, £15, or £20 to the Edmund Rice Trust during the years ahead.

Your support is greatly appreciated and will benefit your child during his time at the College.

**A J Nelson**  
**Chairman, Edmund Rice Trust**



## ST ANSELM'S COLLEGE

### DATES FOR ACADEMIC YEAR 2024-2025

#### AUTUMN TERM 2024

#### Number of Days Open

Open	Teachers INSET	Tuesday 3 <sup>rd</sup> September Wednesday 4 <sup>th</sup> September	<b>T</b> (34)	<b>P</b> (31)
	Year 12 Induction	Wednesday 4 <sup>th</sup> September 1.30pm-3.30pm		
	Whole School Returns	Thursday 5 <sup>th</sup> September		
Close		Thursday 24 <sup>th</sup> October		
<b>HALF TERM</b>		<b>Friday 25<sup>th</sup> October to Friday 1<sup>st</sup> November</b>		
Open		Monday 4 <sup>th</sup> November		
Close		Friday 20 <sup>th</sup> December	(35)	(35)
<b>CHRISTMAS BREAK</b>		<b>Monday 23<sup>rd</sup> December to Friday 3<sup>rd</sup> January</b>		

#### SPRING TERM 2025

Open		Monday 6 <sup>th</sup> January	(30)	(29)
Close		Thursday 13 <sup>th</sup> February		
<b>HALF TERM</b>		<b>Friday 14<sup>th</sup> February to Friday 21<sup>st</sup> February</b>		
Open		Monday 24 <sup>th</sup> February		
Close		Friday 4 <sup>th</sup> April	(30)	(30)
<b>EASTER BREAK</b>		<b>Monday 7<sup>th</sup> April to Monday 21<sup>st</sup> April</b>		

#### Easter Bank Holidays

**Friday 18<sup>th</sup> April and Monday 21<sup>st</sup> April**

#### May Bank Holiday

**Monday 5<sup>th</sup> May**

#### May Bank Holiday

**Monday 26<sup>th</sup> May**

#### SUMMER TERM 2025

Open		Tuesday 22 <sup>nd</sup> April		
Close		Friday 23 <sup>th</sup> May	(24)	(24)
<b>HALF TERM</b>		<b>Monday 26<sup>th</sup> May to Friday 30<sup>th</sup> May</b>		
Open		Monday 2 <sup>nd</sup> June		
Close		Wednesday 16 <sup>th</sup> July	(33)	(32)

#### N.B.

#### Staff INSET Days:

**Tuesday 3<sup>rd</sup> September 2024**

**Wednesday 4<sup>th</sup> September 2024**

**Friday 25<sup>th</sup> October 2024**

**Friday 14<sup>th</sup> February 2025**

**Friday 4<sup>th</sup> July 2025**

## Home School Agreement:

### Our Community:

- is attentive to, and addresses, personal needs, so as to strengthen and serve each other and our neighbour.
- seeks to create a framework for our students, based on an understanding of their personal and differing needs, so as to develop fully their God-given talents.
- affirms the dignity of each individual by providing opportunities for the development of the whole person.
- provides opportunities for students to show compassion for the weak and concern for the whole person, to be aware of their spirituality and to strive for excellence so that they may fulfil their own potential and contribute to the development of a more just society throughout our world.
- celebrates the liturgy for all, embracing the traditions of God's people, reflecting our daily experience and God's presence among us.

### Rights and Responsibilities

#### The College has a responsibility:

- to establish and communicate clearly, measures to ensure good order, mutual respect and discipline in line with the College Mission statement and Code of Conduct;
- to ensure the College Behaviour Policy does not discriminate against any one, e.g. grounds of race, disability, sexuality or Special Educational Needs (SEN), and that it promotes good relations between different communities;
- to ensure staff, including support staff, are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies;
- to support, praise and, as appropriate, reward students' good behaviour;
- to apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEN, disability and the needs of vulnerable children, and offering support as appropriate;
- to make alternative provision from day six for fixed-term excluded students, and where appropriate to arrange reintegration interviews for parents/carers at the end of a fixed-term suspension;
- to take all reasonable measures to protect the safety and well-being of staff and students, including preventing **all forms of bullying** (physical, verbal, cyber, sexist, racist, homophobic and disablist); and to deal effectively with reports and complaints about bullying.
- to ensure staff model good behaviour and never denigrate students or colleagues;
- to promote positive behaviour through active development of students' social, emotional and behavioural skills;
- to keep Parents/carers informed of their child's behaviour, good as well as bad, and use appropriate methods of engaging them and, where necessary, support them in meeting their parental/carer responsibilities;
- to work with other agencies to promote community cohesion and to ensure the safety, health and well-being of all members of the College community;
- to ensure the whole College community, including teachers, support staff, Parents/carers and governors are consulted about the principles of the College Behaviour Policy.

**The College has a right:**

- to expect students' and Parents/carers' cooperation in maintaining a safe, orderly and constructive learning climate;
- to take any necessary steps to safeguard the well-being of the majority within the College community;
- to implement where necessary, reasonable disciplinary measures and procedures and to have the expectation that parents/carers will respect and support such measures;
- not to tolerate violence, threats, disruption or abuse by students or parents/carers;
- to expect students to respect the rights of other students/adults in the College;
- to expect students to respect all College buildings, equipment and facilities;
- to take firm action against students who harass or denigrate teachers or other College staff on or off premises – engaging external- support services, including the police, as appropriate.
- To take appropriate action or steps to protect the reputation of the College.

**Students have a responsibility:**

- to follow reasonable instructions by all College staff, behave safely, obey College rules and the Code of Conduct and accept sanctions in an appropriate way.
- to act as positive ambassadors for the College when on and off school premises. This includes travelling to and from the College.
- Not to bring on to the College premises any form of drugs, weapons, indecent material or any other inappropriate items;
- to show courtesy and respect to all College staff, fellow students, College property/facilities/equipment and the College environment;
- not to slander, denigrate, harm or bully members of the College community;
- to report incidents of bullying to a member of staff;
- to cooperate with, and abide by, any arrangements put in place to support their behaviour;
- to undertake homework/coursework assignments set by the College staff;
- to come to College each day, on time and dressed in accordance with the College rules and with the necessary books/equipment for the day ahead;
- to respect the property of all members of the College community, including other students and visitors to the College.
- to cooperate and conform with the College expectations regarding uniform and hairstyle/hair colour
- not to interfere with the learning of their peers by disruption to the classrooms learning environment.

**Students have a right:**

- to be taught in an environment safe and free from disruption;
- to expect appropriate action from the College to tackle incidents of violence, threatening behaviour, abuse, discrimination, harassment or bullying;
- to appeal to the Head Teacher and then the Governors, if they believe the College has exercised its disciplinary authority unreasonably. This can be done by putting concerns in writing to the Chair of the Governors' Disciplinary Committee at the College address.
- to contribute, via the Student Council, to the College Behaviour Policy;

## **GDPR Consent Information**

As you may be aware, the General Data Protection Regulation came into force from the 25<sup>th</sup> May 2018. This has placed additional obligations on organisations, which will affect how they handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation, we have reviewed our procedures for consent to use photographic images and other personal data.

As a College, we regularly use photographs to show how our pupils and the College as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the College to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the College may take photos of your child, specifically: -

- We publish photos on our website to promote the College to current and prospective parents as well as providing updates on events;
- We publish photos on our social media accounts such as Facebook and Twitter, to provide updates on events and news within the College. The College take steps to ensure that privacy settings are such to limit viewing of photos to followers of the College accounts (as approved by the College);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the College, we send out prospectuses, flyers, leaflets and brochures (electronically and in print format) which contain images to show life at our College. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;

We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on

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There are a number of instances when the College may take photos of your child, specifically: -

- We publish photos on the College's website to promote the school to current and prospective parents as well as providing updates on current events;

- We publish photos on our social media accounts such as Facebook and Twitter, to provide updates on events and news within the College. The College ensure that its privacy settings are such to limit viewing of photos to followers of the College accounts (as approved by the College);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the College, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our College. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the College building to illustrate to current pupils and parents life around the College including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the College;
- In promotional materials to show the history and character of the College to future generations.
- We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the College to obtain this consent from the child directly. If this is not suitable, the College will consider preferences set out below.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the College and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the College).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to or e-mailing Mr C Hawksworth at [chawksworth@st-anselms.com](mailto:chawksworth@st-anselms.com) asking him to stop using your child's images. At that point, they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

Further to this booklet you will receive email correspondence from the College with links to two electronic forms for completion:

Home School Agreement – GDPR  
Personal Information Data Form



## Homework system

### App

- Download the **Satchel One** App
- Select the College by typing **St Anselm's College** or **CH43 1UQ**
- Click on the button to '**Sign in with Office 365**' at the bottom of the screen.
- On the next screen, sign in with their College email address and password.
- Tick the box '**Don't ask again**', then select '**Yes**' to stay signed in.

### Website

- [Satchel One | Learning platform](#)
- Click on the button '**Sign in with Office 365**'
- On the next screen, sign in with their College email address and password.



## Student Information (Timetables &c)

### App

- Download the **EduLink One** App
- Select the College by typing **St Anselm's College** or **CH43 1UQ**
- Click the "Log in with **Microsoft**" button just below the login
- On the next screen, sign in with their College email address and password.
- Tick the box '**Don't ask again**', then select '**Yes**' to stay signed in.

### Website

- [EduLink One](#)
- Select the College by typing **St Anselm's College** or **CH43 1UQ**
- Click the "Log in with **Microsoft**" button just below the login
- On the next screen, sign in with their College email address and password.





## E-Payment System (Lunch, Activities, Trips)

### Website

- [ParentPay](#)
- Click on “**Parent login**” in the top right corner
- Sign in with the email and password that was emailed to you