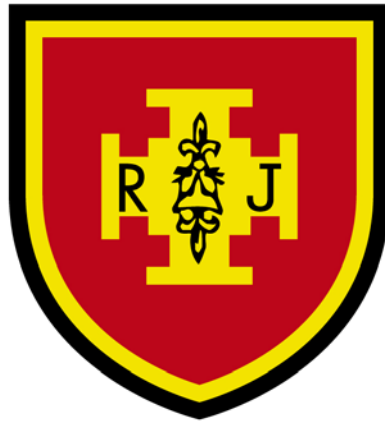


# **BLESSED ROBERT JOHNSON**



## **CATHOLIC COLLEGE**

### **PARENTS HANDBOOK**

**ACADEMIC YEAR 2010 - 2011**

# GENERAL MATTERS

## COLLEGE DAY

The College Day begins at 8.45am and ends at 3.15pm. There is a morning break as well as lunchtime. All students, whether walking to BRJ or travelling on public or private transport, must come straight onto the College campus and stay on site throughout the day. **The College office/switchboard is open from 8.15am to 4.15pm Monday to Thursday and 8.15am to 3.45pm on Friday.**

## SAFE TRAVEL TO COLLEGE

### TRAVELLING BY FOOT

There are entrances on both Whitchurch Road and Apley Avenue. When crossing either of these busy roads students should always use the crossings. When entering by the Apley Avenue gate, students should keep to the footpath and should move quickly through to the playground. Please do not wait around the bottom of the drive.

### TRAVELLING BY BIKE

If you come to the College by bike you should enter via Apley Avenue, dismount at the gate and walk to the bike blocks in front of the tennis courts. Remember to bring a good cycle lock to secure your bike. The College cannot accept any responsibility for any loss or damage.

### TRAVELLING BY BUS

Students travelling on contract buses arrive at the Whitchurch Road gate where there is a safe pull in. Students travelling on a public bus are dropped off on Apley Avenue. Please use the crossing near the roundabout at the top of Apley Avenue. Students are reminded that these buses are used by members of the public and should behave in a courteous manner at all times. The College will take action in the event of any discourteous or unsafe behaviour by students travelling to or from College whether on a contract or public service bus.

### TRAVELLING BY CAR

In order to promote a healthier lifestyle and because of traffic congestion around the College at the start and end of the College day, I would ask all parents to consider sending their children to College by other means where at all possible. Where it is essential that you bring or collect your children from College it is important that you act in a safe way.

- Reduce your speed – the College at 3.15pm is a very busy place.
- In the afternoons, avoid arriving before 3.10pm – cars on the drive can be a distraction and a hazard.
- Do not park on the double yellow lines – this will keep the entrance clear.
- Do not park on the marked crossing areas or on the footpaths – keep these clear for pedestrians.
- Do not try to turn round at the bottom of the drive – this causes congestion behind you.
- Do not double park on the drive – there are extra spaces near the Sports Hall.
- When leaving the College ***please do not turn right onto Apley Avenue*** - turn left and go round the roundabout. .This will be safer and usually quicker.

- It is a legal requirement that all passengers wear a seatbelt – as the driver it is your responsibility to make sure that the children in your car are wearing a seatbelt.

If you bring your child to College by car then please ensure that he/she arrives on time.

## **OUR ENVIRONMENT**

The buildings and campus of BRJ are a gift to our College Community. We have to take great care of this gift and we do this by not dropping litter, by walking on pathways rather than taking shortcuts across grass and by being aware of the effect that a large number of people can have upon our environment if they misuse it or are lacking in thought and care. A student found to have offended against the College environment is expected to make up for this offence by performing some positive action.

## **LEAVING THE CAMPUS**

Parents may request permission for their child to leave the campus during the day in the form of a letter to the Form Tutor. It is stressed however, that permission will only be granted for essential matters. If granted, permission will be written in the Planners and counter-signed by the Head of Year.

## **LUNCH ARRANGEMENTS**

The students eat in the cafeteria only. A variety of lunches and other items are on offer. There is a weekly entry rota to the cafeteria to try and ensure that all students have equal access. Students may bring in packed lunches and snacks but please note, drinks must be in reusable containers (no cans please). If a student arrives without dinner money, a credit system operates. We do ask however, that the students pay their debts the following day.

## **BREAKTIME REFRESHMENTS**

Students are welcome to use the cafeteria during morning break when a selection of items are on sale. Students are also allowed to bring in food and drink from home providing it is consumed in the cafeteria.

## **THE STUDENT PLANNER**

The Student Planner is one of the most useful items of a student's equipment. It is the single most important link between home and College. It contains key information and space for details such as rewards and sanctions, homework, announcements, special arrangements and so on. Please ensure your child uses the Planner wisely and keeps it in excellent condition by checking it regularly and signing it weekly. Your child's Tutor will then counter-sign it on a Monday or Tuesday. Please note the Planners belong to the College and, as such, must not be used as graffiti pads. The replacement cost is £4.00.

## **CHARITIES**

We receive requests for assistance from many charitable institutions. While we would like to support them all, we appreciate that this can lead to difficulties if students are continually asking parents for donations.

Our policy is:

- ❑ The College holds three charity non-uniform days each year and the money raised is devoted to our local Monday Night Club, the national Catholic Children's Society (Good Shepherd Appeal) and the international Catholic Association For Overseas Development (CAFOD), Lourdes & Brazil.

## COLLEGE FUND

Like most schools, BRJ requests that parents make a voluntary contribution to the College Fund, a sum of money used for a variety of purposes that benefit all our students. The most important of these is the College Building. This is because Voluntary Aided schools like BRJ do not receive the same level of funding as other state schools. The sum requested is £15.00 per family and it is collected in October of each year. You will be advised about payment methods. Please do your best to support what is being requested.

# CHARGING AND REMISSIONS

## Governing Body Statement of Charging and Remissions Policy

<b>Document Status</b>			
<b>Date of Next Review</b>	February 2011	<b>Responsibility</b>	Finance Committee
<b>Date of review completion</b>		<b>Responsibility</b>	Finance Committee
<b>Date of Policy Creation</b>	June 2006	<b>Responsibility</b>	F Mosley
<b>Date of Policy Adoption by Governing Body</b>			

### 1. The Governing body has noted that The Education Act 1996 allows charges to be made in the following areas:-

- **Optional Extras:** Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place "out of school time".
- **Materials used in craft subjects:** Subject to the parents having agreed in advance they wish to own the finished product.
- **Individual Instrumental Tuition:** Individual instrument tuition not related to the National Curriculum or to prescribed public examinations.
- **Board and Lodgings Charges:** At any time ("in school time" or "out of school time") subject to full remission to those parents in circumstances as described below for residential visits taking place or deemed to take place "in school time".
- **Examination Entry Fees:** Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits of prescribed public examinations where no further preparation has been provided by the school.

### 2. Remission of certain charges

Remission of certain charges will be available to those parents meeting criteria as set out at annex A. Applications for remission should be made in confidence to the Headteacher.

### **3. Voluntary Contributions**

- The Education Act 1996 does not debar voluntary contributions being made by parents in any situation.
- It is the Governors' intention that the College will, wherever appropriate seek voluntary contributions from parents in order that the present high level of College activities can be maintained. In seeking voluntary contribution, parents will be informed that activities could either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.
- The Governing Body note that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use to which such contributions may be put.
- The contribution must be genuinely voluntary, there is no obligation on parents to contribute and students will not be treated differently according to whether or not their parents have made any contribution.
- The Governing Body recognises that participation in trips and visits is voluntary and notwithstanding charging requirements parents have the right, for whatever other reasons, to choose that their children not participate.

### **4. The Charging and Remissions Policy for the Blessed Robert Johnson College will, for the time being, be as follows:-**

- i. The Governors reserve the right to make charges where the law allows and as set out in 1 above.
- ii. From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be informed when these occasions arise.
- iii. In line with the College disciplinary code parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual student's behaviour.
- iv. Printing costs for ICT once a student's allocation has been exceeded will be charged to parents.
- v. Full charges will be made for all trips not considered to be an integral part of the student's statutory rights through the National Curriculum.
- vi. Fees for the remarking of examination scripts where the original grade awarded is challenged at the student or parents' request: costs will be passed to the parents. (Successful 'appeals' result in the return of fees paid.)
- vii. Resits of public examinations where the student fails without good reason to complete the requirements of the original examination where the Governing Body originally paid or agreed to pay the examination fee, irrespective of whether or not the student was prepared by the College.
- viii. Charges for on-line UCAS applications via the College: costs will be passed to the parents

### **Governing Body Statement of Charging and Remissions Policy**

#### **Annex A**

#### **Eligibility for Remission of charges**

Remission of certain charges will be available on application to those parents in receipt of:

- Income support;
- Child Tax Credit. Providing they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that, as of 6<sup>th</sup> April 2009 does not exceed £16,040;

- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of the State Pension Credit,

Where the student takes part in a residential visit, in or out of College hours, which is deemed necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the College is preparing the student to sit, or the syllabus for Religious Education.

Applications for remission should be made in confidence to the Headteacher.

## OUR SPIRITUAL LIFE

### **WELCOME MASS**

There is a special Welcome Mass in the Autumn Term for our new students to which parents are also invited. This Mass is a unique and appropriate occasion to celebrate the start of the children's careers at BRJ.

### **DAILY PRAYER**

Each morning begins with a moment of reflection. Sometimes this is led by the Tutor or the Head of Year but on most occasions we expect the students to take the lead. A rota is organized and the students are encouraged to choose a theme or topic that is meaningful to them. Assistance is always available should anyone want help with their contribution.

### **LITURGIES**

There are opportunities to attend Masses and other forms of celebration. On Holy days of Obligation Mass is said in our chapel. During the course of the year each year group has its own Mass. At other times of the year various liturgies are celebrated as appropriate to the season. .

## TEACHING AND LEARNING MATTERS

### **BOOKS AND EQUIPMENT**

All students are issued with a number of books that they are allowed to take home. These become their responsibility and must be brought into College when required. Although specialist equipment is provided in the majority of cases, students need to have their own basic tools for the job such as pens, pencils, ruler, calculator etc in a pencil case. At all times students must have a reading book with them. Carrying a small dictionary is also strongly advisable. Some type of sturdy bag is necessary to keep a student's belongings together and protect them from damage.

### **PRESENTATION OF WORK**

To assist the students to present their work as neatly as possible a set of general guidelines is reproduced in their Planners. It contains advice on such matters as how to cover their books and how to lay out their assignments.

### **GROUPING**

Children are placed in a Tutor Group denoted by the code used to identify a teacher on the timetable. Most subjects are set according to ability in either the Upper Band or the Lower Band. Every half term the sets and bands are reviewed and students are moved as appropriate.

## **EFFORT ATTAINMENT REPORTS**

Every term you will receive an Effort Attainment Report (EAR) to read and sign. This contains information on the commitment that has been shown by your child in each of his or her subjects, i.e. effort. Information is also provided about attainment. In Years 7, 8 and 9 this will be in National Curriculum Levels. In all other years the grading system relevant to the examination course that is being followed will be used. In the 6<sup>th</sup> Form students receive similar reports which monitor their academic performance (MAPS).

## **ANNUAL REPORTS**

At a certain stage in the year students receive their Annual Reports, dates of when each year's are produced are in the student's planners. They contain detailed comments from the teaching and pastoral staff, on how the students are progressing in all areas of school life together with specific targets that they need to work towards.

## **THE ANNUAL PARENTS' CONSULTATION EVENINGS**

For every student there is an annual Parents' Consultation Evening. You are able to make appointments with your child's teachers to consider progress, achievement and any other matter that you wish to discuss. Dates for this year can be found at the back of this handbook.

## **HOMEWORK**

We expect all students to complete homework in all their subjects on a regular basis. Each student is given a timetable that indicates when each year group is set homework. The students write the details of their homework into their Planners so that they have a record of what they must do and by when.

# **PASTORAL CARE**

## **THE FORM TUTOR**

The children are placed in a Tutor Group of approximately 28 children that stays together until the end of Year 11. These groups are looked after by teachers who act as the students' Tutors, meeting with their groups twice a day. The Tutors are responsible for the welfare of the students entrusted to their care. As you can imagine over time they come to know your child very well, perhaps better than anyone else at the College. The Tutor is the first point of contact for most queries.

## **HEADS OF YEAR**

All the Tutor Groups in one year are looked after by a Head of Year who coordinates the work of the Tutors and deals with the more serious issues that sometimes arise. If a student is experiencing a major problem the Tutor will ask the Head of Year to become involved. In Years 7, 8 & 9 the Key Stage 3 Manager is Mrs Savchenko supported by Mrs Robinson.

## **STATUTORY DUTIES**

In keeping with our responsibilities for the welfare of the students, we are obliged to make referrals to the Social Services in very specific cases. If you require further information please contact Mrs Liles, Deputy Head (Pastoral and Personnel), via the College Office.

## **APPOINTMENTS**

You will appreciate that the teachers have responsibility for a variety of teaching groups and we try to ensure that this teaching is disturbed as little as possible. Therefore, if you wish to talk to a member of staff, it is requested that an appointment is made. However, if it is a matter of urgency, please come in and we will arrange for someone to see you as soon as possible.

## **SUBSTANCE USE AND MISUSE**

Drug misuse is a major threat to individuals, families and the wider community. If a student is found with illegal substances in his or her possession, or is caught using an illegal substance, the substance will be immediately seized and appropriate action will be taken that could result in exclusion. The same is true of a student in possession of alcohol or under the influence of alcohol. In the case of tobacco, students caught smoking or in the company of those smoking will receive an appropriate punishment and a letter home. Students who are caught a second time put themselves at great risk of permanent exclusion. All incidents involving illegal substances are reported to the police.

Where students have been excluded for any of the above, terms and conditions may have to be agreed between the College, the student and the parents before a return to College takes place. This may include a commitment to counselling and restricted movement around the College.

Any student found to be selling, supplying drugs or intending to supply will be reported to the police and will be permanently excluded from the College. A full copy of the Governors' Substance Use and Misuse Policy is available from the College.

## **CODE OF CONDUCT**

To ensure that effective teaching and learning can take place and that everyone's health and safety is protected, we have put together a Home-College Agreement that can be found in the Student Planner. Please read it through with your child so that you are familiar with our expectations.

## **VERBAL AND PHYSICAL VIOLENCE**

The vast majority of our students are a credit to the College. Like all schools however, we have had incidents of foul or abusive language being used or children striking other students. We have also had isolated incidents of bullying. It is our intention to make BRJ a violence free zone where all can feel safe, secure and happy. Students who use abusive language, are violent or bully put themselves at great risk of fixed or permanent exclusion. Students and parents are urged strongly to let the College know **immediately** of any acts of violence or bullying so that we can address them quickly. A full copy of the Governors' Behaviour and Discipline Policy is available from the College.

## **DISCRIMINATION**

We take very seriously any example of discrimination on grounds of race, gender, sexuality, disability or other status. Again, students and parents are urged to inform us of any such incidents. All incidents should be reported to Head of Year.

<b>UNIFORM AND APPEARANCE</b>
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## **UNIFORM AND APPEARANCE**

It is the policy of the Governing Body of Blessed Robert Johnson Catholic College to require students to wear our distinctive uniform neatly and to follow the appearance requirements. Below is a list of the various items.

Parents are asked to ensure that all clothing is clearly marked with the student's name.

### **GENERAL UNIFORM**

Blazers must be worn at all times unless permission is given to remove them by a member of staff. No scarves or any form of 'hoodie', track suit top or sports top must be worn as an outer coat, it will be confiscated and parents will be asked to come in and pick it up. The Blazer will become the outer coat whilst in College.

Trousers must be sensible tailored school trousers not fashion trousers that are too tight or have buckles. Skirts should be a decent length, no higher than just above the knee.

#### **GIRLS**

Black blazer with BRJ badge  
Gold Trutex shirt  
Black skirt or black trousers which must be the Zeco or Cambridge brand, alternatively Trutex JWT 446  
College striped tie (Years 7-10) or plain brown tie for Year 11  
Brown V-neck pullover  
Black low heeled shoes not boots, pumps or canvas shoes  
White or black socks or plain black tights  
Apron or overall

#### **BOYS**

Black blazer with BRJ badge  
Gold Trutex shirt  
Black trousers  
College striped tie (Years 7-10) or plain brown tie for Year 11  
Brown V-neck pullover  
Black low heeled shoes not boots, pumps or canvas shoes  
White or black socks  
Apron or overall

#### **PE Kit**

##### **GIRLS**

Compulsory  
Yellow polo shirt with BRJ logo  
Navy shorts  
Navy sweatshirt with BRJ logo  
Navy socks  
White socks  
Recommended for outside lessons in cold weather  
Jog trousers  
Waterproof trousers  
Uniform and PE kit is available from Baker & Son, Wellington Market which is open

##### **BOYS**

Compulsory  
Navy polo shirt with BRJ logo  
Navy shorts  
Navy sweatshirt with BRJ logo  
Navy socks  
White socks  
Recommended for outside lessons in cold weather  
Jog trousers  
Waterproof trousers

on Tuesday, Thursday, Friday and Saturday – Tel: 01952 641897.

All students must wear full College uniform each day in a neat and tidy manner. Should your child be unable to wear the full uniform please enter a note in his or her Planner informing the Tutor of the circumstances and indicating when the missing item will be worn.

Please note - trainers should only be worn when students are participating in Physical Education activities organized by staff.

We all appreciate the cost of uniform and, for this reason, it is important that **all** items of uniform be identified as belonging to your child. Items of uniform occasionally get mislaid. We make a central provision for lost property where students can claim back their belongings.

Please refer to the Uniform and Appearance List that can be found at the back of this booklet. From time to time it might be necessary to clarify what is acceptable regarding uniform and appearance owing to changes in fashion.

### **JEWELLERY & MAKE UP**

Jewellery should not be worn except for a simple cross and chain. If students have pierced ears a maximum of two small studs is allowed. Nose studs and facial piercing, including tongue studs, are not acceptable. Recent piercing is not a valid reason for wearing unacceptable jewellery. The use of plasters as a means of covering up is not acceptable.

Make up is not allowed. Students who arrive wearing make-up or nail varnish will be told to remove it before they are allowed in class. For safety reasons finger nails should be kept to a reasonable length. False nails are not acceptable under any circumstances.

### **HAIRCUTS**

We appreciate that fashions in haircuts are constantly changing and schools have to cope with trends. However, students should not have streaks, etched or engraved designs or cuts or styles that are extreme or below a Number 2. Long hair should be clean, tidy and be tied back.

***This is not an exhaustive list. To avoid possible anxiety please talk to the college before allowing your child to opt for a hair style or piercing that could get them into trouble.***

### **VALUABLES AND LARGE SUMS OF MONEY**

Problems sometimes arise from students bringing into College expensive items such as portable games consoles or music players. For this reason valuables of this nature are not to be brought into College. **The College can accept no responsibility for loss or damage to any of these items of property.**

On occasions it is necessary for students to bring into College large sums of money. When this is the case the money should be put into a sealed envelope, marked with the student's name and tutor group and what the money is for and given to the Finance Assistant or main office on arrival at the College. On no account are students to carry large sums of money around with them.

## **MOBILE TELEPHONES**

Given that so many students travel long distances to and from BRJ, students are allowed to have with them mobile telephones. However, while on the College campus all phones must be switched off and stored out of sight at the bottom of bags. Students who disobey these rules will have their mobiles confiscated for the day and will lose the privilege of bringing in a mobile phone. The College will not be liable for any loss or damage to any telephone brought onto the campus. In emergencies telephone calls can be made via the College Office and non-urgent calls can be made for a small charge. Mobile phones may not be used to take photographs at any time

## **REWARDS**

There are various ways that we reward students ranging from the informal quiet word in class to the formal presentation of certain trophies. A structured reward system operates where credits are given:

- For work which is of a noticeably higher standard than usual
- For exceptional effort and/or perseverance in a piece of work
- For maintaining a well kept Student Planner
- For service to the school or to the wider community.
- Completion of a good lesson

Credits are now given electronically.

We also take great delight in recognizing and rewarding students for achievements outside College by doing such things as mentioning them in assemblies, writing home and having their photographs around the College. Parents are strongly urged to let us know about such achievements as we cannot always rely on the students telling us.

## **SANCTIONS**

The College has a very good reputation for student behaviour but on occasions we are let down. For this reason we have what we think is a simple but effective sanction scheme. In brief, students receive an appropriate punishment and staff complete an e-portal log when, despite warning, their behaviour is unacceptable (e.g. rude) or when they continually fail to fulfil our work-related expectations (e.g. chatty in class or forgetting homework or equipment). A note is put in the Planner to keep parents informed. A range of detentions from break time, lunchtime or after school may be issued. Students who persist will be required to go on a report card to Tutor, HOY or SLT. An escalation of sanctions may result in a parental meeting, behaviour/contract appearing before a behaviour panel made up of Governors, Department Head & LA Officer.

## **DETENTIONS**

Poor attitude and behaviour can lead to after school detentions. These may be set by a Teacher/Tutor, Head of Department/Year or Senior Management. If a student fails to turn up for one of these detentions the matter is taken very seriously and he or she is put into a Whole College Detention run on a Thursday after school.

The College has the right to detain students after school without parents' permission providing at least twenty-four hours' notice is given and alternative transport

arrangements can be made. Should your child be required to attend a detention after school you will be informed at least a day in advance so that you can make alternative travel arrangements if required. This will either be by a sticker in the planner or a letter.

More serious sanctions are applied when students persist in misbehaving, endangering the education of others or create a health and safety risk. These include Head's Isolation, Fixed Term Exclusions and Permanent Exclusion.

## **CONFISCATION**

As you would expect the College reserves the right to confiscate any items brought in that is deemed to be dangerous such as knives and it is highly likely that these will be passed on to the Police. Other items that should not be brought into College, such as portable music players or games machines, will also be confiscated and kept under lock and key until it can be collected by parents. Any jewellery that should not be worn will be confiscated and kept safe until the end of the term in which it was confiscated.

# **ATTENDANCE AND PUNCTUALITY**

## **ABSENCES**

When your child is absent from BRJ it is important that a letter from home to the Tutor is presented on the **first day** of return to College. If you feel that the absence may be a lengthy one, please contact the College Secretary who will then pass on the message to the Tutor. However, it must be stressed that it is a legal duty for parents to ensure good, regular attendance and to explain any absences. Should you phone school to explain an absence please also send in a note on the day of return. In keeping with the local authority's policy, any student whose attendance falls below 87 per cent will trigger the involvement of the local Educational Welfare Officer.

## **HOLIDAYS**

Taking a student out of school for holiday during term time is not a 'right'. It is College policy not to grant holiday leave except under exceptional circumstances and cost alone is not an acceptable reason for requesting Holiday Leave. Please submit your request for holiday leave before you book the holiday and at least 10 college days (two weeks) before the planned date. Requests for Holiday leave can only be authorised by Mrs Liles or Mr Hall. Holidays should not be booked unless permission is given.

A range of factors are taken into account when considering holiday requests, including what year group the student is in and their attendance for both the present and previous academic years. A student who takes 10 days holiday and has no other absences will only attain 94.7% attendance. Permission will not be granted to students with a poor attendance record.

External exams now take place across years 9 to 13 at several points of the year. These dates are set by the exam boards and cannot be changed.

Any agreed holiday leave is classed as **authorised** absence. Any holidays taken where permission is not granted is **unauthorised** absence and the Education Welfare Officer is informed. .

## **LATENESS**

The College day begins at 8.45. If your child is to be late for the College, please provide a letter. Your child should then report to the College Office upon arrival at BRJ, where they will sign the late book and go to see their Form Tutor. Students who are late even before the register closes will receive a letter home.

## **EDUCATION WELFARE OFFICER**

Our Education Welfare Officer (EWO) checks attendance and punctuality but she has a variety of other roles in which she assists the College, parents and students. She is able to deal with a wide range of problems. You can contact our EWO through the College.

# **HEALTH AND SAFETY**

## **MEDICATION/ILLNESS**

Parents should note that we are not allowed to administer any medicines to students and this includes tablets for headaches. In the case of a wound, we are advised that we should only wash the area in cold water. If we feel that your child is too ill to remain in College, or needs medical attention, we will contact you with that information.

If your child has, or has had any serious illness or medical problem, it is important that we be informed in order that we can act accordingly should any problem occur. If your child is taking any form of medicine prescribed by the doctor it is advisable that this medicine is left with the Secretary for safe-keeping. If your child takes medicine on a regular basis e.g. insulin or inhalers - it is again advisable that a store be left at the College Office with complete instructions. Inhalers must be clearly marked with the student's name.

On occasions, students arrive at BRJ already suffering from illness. Like all schools, our facilities for caring for sick students are very limited and we usually have to send for parents to collect their child.

## **HOSPITAL**

We have a number of trained First Aiders in BRJ and they deal with most problems. If the First Aider considers that a student needs hospital treatment, we adopt the following procedure:-

- The hospital is contacted by the College with details of our concern and informed that the child is on the way or needs an ambulance;
- Immediately after we contact the hospital, we contact the parent to inform them of the situation in order that they can get to hospital as soon as possible;
- The child will be accompanied by an adult. In the case of an older student, they may be accompanied by another student. The teacher or student will stay with your child, until you arrive;
- At some point, the parent relieves the adult or older student;
- For this reason could we re-emphasize the need for an emergency telephone number in the Student Planner.

## **MEDICALS**

During a student's College career, a variety of inoculations and immunizations e.g. rubella, are available through the Shropshire Schools' Health Service. Parents will be informed at the appropriate time.

## **CHILDREN GETTING WET COMING TO COLLEGE**

Parents will appreciate that our students come from a large area and, like most schools, the facilities for drying wet clothing are virtually non-existent. Allied to this is the feeling that some students positively enjoy getting wet! It is therefore important that students dress appropriately.

## **WET BREAKS/LUNCHTIMES**

These are the bane of all schools! At BRJ we manage these by allowing students access to certain classrooms. We expect our students to remember the Student Code of Conduct in this situation.

## **MOUTH GUARDS AND SHIN PADS**

Parents are strongly advised to provide students with mouth guards for use when playing hockey and shin pads for use when playing football and hockey.

# **OUT OF SCHOOL ACTIVITIES**

## **LUNCHTIME ACTIVITIES**

As you know, the variety of lunchtime activities always depends upon the availability of teachers. Your child will be informed of the activities that are available during the first term. It may then be necessary for your child to make alternative arrangements with regard to the timing of his or her lunch.

## **SPORTS**

Your child may be selected for one of the College teams or may decide to stay behind to participate in other activities. You will appreciate that bus travel passes unfortunately cannot be used after a certain time. When the venue is away from BRJ, we try to drop students off at various local points on the return journey but this is not always possible. Please make sure that your child possesses money for the journey and has a telephone number where you, a relation or a close neighbour can be contacted in the case of any change of plans.

## **MUSIC**

Children have the opportunity to learn to play a musical instrument. The cost of tuition is £75 per term for a thirty minute shared lesson. Individual lessons are available for those students who have reached Grade 4 or 5 depending on the instrument. This is an arrangement between yourselves and Shropshire Music Service. Details of remissions can be obtained from Telford Music Services.

# TRANSPORT

## **BUS/TRAIN PASSES**

We trust the students to behave in a sensible and considerate manner when travelling to and from the College. Our expectations are stated clearly on the front inside cover the Student Planner together with the sanctions that will be applied if the Student Guidelines are not followed. Please note - persistent misbehaviour will result in the privilege to travel on public transport being withdrawn.

Although the travel pass remains the property of the transport company, its safe-keeping becomes the responsibility of the individual student. The company will levy a charge of £5.00 if the pass is lost or defaced, should further losses occur then the cost of replacement will be £30 for each subsequent pass. In the case of loss, you or your child should immediately contact the College Office who will issue a note to enable your child to get home that day and give you a form for completion to obtain a new pass.

The Transport Officer for Telford and Wrekin is Mr Gordon Parry and he can be contacted on 01952 384620. Shropshire County Council's Transport Officer is Mr Andy Evans and he can be contacted on 01743 253033.

## **WINTER WEATHER EMERGENCY CLOSURES**

In the case of the threat of severe snow, please adopt the following procedure:-

- Listen to Radio Shropshire and/or Beacon Radio for notice of School closure;
- Check the college website;
- In the event of a closure, keep listening for further news;
- Please ensure that your child has an address/phone number in their Planner where he or she can be looked after by an adult.

***You will appreciate that we cannot send a child to an address where there is no adult supervision.***

## AND FINALLY...

### **PARENTAL LICENCE**

Through the College's practice of welcoming the parents of our registered students into the school and parents' natural right to need to visit the College regularly to deal with matters related to their children's education, parents acquire what is seen in law as a limited license to enter the BRJ campus. It should be noted however, that the law also recognizes that in appropriate circumstances of either very serious or persistent cases of unacceptable behaviour, this license can be revoked by the Headteacher.

### **COMPLAINTS**

BRJ is a community that seeks to serve a large number of people. Thankfully, most parents are very pleased with what we do. It is to be expected however, that occasionally someone is unhappy with something. If you are not satisfied or have a concern please let us know. First, it is usually best to speak directly to the person in question as very often this will resolve the matter. If you are still not happy, write to the Headteacher who will ensure your concern is investigated. A third stage open to you is to write to the Chair of Governors who can be contacted via the College address.

### **USEFUL CONTACT NUMBERS**

#### **Transport:**

Gordon Parry/Sue Rogers  
Telford & Wrekin Borough Council  
Transport Unit  
Derby House  
Telford  
TF1 1JP

01952 384620

Andy Evans  
ITU Transport Group (Entitlement)  
Environment Group  
Shirehall  
Abbey Foregate  
Shrewsbury

01743 253033

#### **Education Welfare: Officer:**

Lesley Gwynne  
The Glebe Centre  
Wellington  
Telford  
TF1 1JP

01952 385571

## IMPORTANT DATES

### **Reports issued:**

Year 7 - 27 April 2011  
Year 8 - 24 June 2011  
Year 9 - 18 February 2011  
Year 10 - 13 December 2010  
Year 11 - 8 November 2010  
Year 12 - 8 July 2011  
Year 13 - 25 March 2011

### **Parents Evenings**

Year 7 - 5 May 2011  
Year 8 - 2 December 2010  
Year 9 - 3 March 2011  
Year 10 - 16 March 2011  
Year 11 - 13 January 2011  
Year 12 - 11 November 2010  
Year 13 - 11 November 2010

### **College Events**

Wednesday 6 October – New Intake Evening for 2011  
Wednesday 3 November - 6<sup>th</sup> Form Open Evening new intake 2011  
Thursday 4 November – Mass of Remembrance  
Thursday 9 December – Christmas Lunch  
Wednesday 22 June - Sports Day

### **Exams**

Yr 10 Mock Exams – Tuesday 1 March to Friday 4 March  
Yr 11 Mock Exams - Monday 22 November to Friday 3 December 2010  
GCSE & A Level Exams - Monday 9 May to Thursday 30 June 2010

External Examination Periods – November, January, March and between May & June.

Prior to these dates students will be issued with an individual examination timetable.

**PROGRAMME OF TERMS AND HOLIDAYS 2010/2011**

**PUPILS PROGRAMME**

**STAFF PROGRAMME**

<b>AUTUMN TERM</b>			Pupil Days				Staff Days
PD Day	Monday 6 September	(1)	34	Monday 6 September		35	
	Tuesday 7 September Friday 22 October						
Holiday	Monday 25 October Friday 29 October	(5)		Monday 25 October Friday 29 October	(5)		
	Monday 1 November Friday 17 December		35	Monday 1 November Friday 17 December		35	
	Monday 20 December Monday 3 January 2011	(12)		Monday 20 December Monday 3 January 2011	(10)		
<b>SPRING 2011</b>							
	Tuesday 4 January Friday 18 February		34	Tuesday 4 January Friday 18 February		34	
Holiday	Monday 21 February Friday 25 February	(5)		Monday 21 February Friday 25 February	(5)		
PD Day	Monday 28 February						
	Tuesday 1 March Friday 8 April		29	Monday 28 February Friday 8 April		31	
PD Day	Monday 11 April	(1)		Monday 11 April			
Easter Holiday	Monday 11 April Monday 25 April	(11)		Monday 12 April Monday 25 April	(10)		
<b>SUMMER 2011</b>							
	Tuesday 26 April Friday 27 May		23	Tuesday 26 April Friday 27 May		23	
Bank Holiday	Monday 2 May	(1)		Monday 2 May	(1)		
Holiday	Monday 30 May Friday 3 June	(5)		Monday 30 May Friday 3 June	(5)		
	Monday 6 June Friday 22 July		35	Monday 6 June Friday 22 July		35	
			190				193

**LA Programmed PD Days during School Year:**

Monday 6 September  
Monday 28 February 2011  
Monday 11 April 2011

**Academic Year 2011/12**

PD Day 5 September  
Students Start 6 September

Blessed Robert Johnson Catholic College  
Whitchurch Road, Wellington, Telford, Shropshire, TF1 3DY  
Telephone: 01952 386100 (5 lines) Fax: 01952 417501  
email: [brj.admin@taw.org.uk](mailto:brj.admin@taw.org.uk)  
[www.brj.wrekin.sch.uk](http://www.brj.wrekin.sch.uk)