

ST. BENEDICT'S CATHOLIC HIGH SCHOOL



YEAR 7 PARENTS' INFORMATION BOOKLET

2017-18

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Key Personnel

Mr N Gibson
Headteacher

Mrs M Parton
Assistant Headteacher, Curriculum

Mr S Smallman
Assistant Headteacher, Head of Sixth Form

Mrs S Ball
Head of Inclusion (SENCO)

The Pastoral Team

Mrs S Boote Powell
Assistant Headteacher, Head of Pastoral Care

Mrs J Tarver
Pastoral Support Manager

Deacon S Dunton
Pastoral Assistant & Tutor

Miss Naomi Ceairns, Youth Minister

Year 7 Tutors, 2017-18

7B Mrs D McKinley
7D Mrs E Page
7M Miss D Gisbourne

7C Mrs B Chadwick
7F Miss A Hubbard

School Ethos

The ethos and philosophy of St Benedict's originates in our faith in Christ. As a Catholic school we provide a religious education in accordance with the teachings of the Roman Catholic Church; the theory and practice of this ethos will be found to permeate life at school – in lessons, assemblies, tutor periods, prayer groups, Masses, retreats and the chaplaincy. All pupils are united in their Christian purpose and feel part of a caring, Christian family where a spirit of ecumenism pervades. St Benedict's is known as a family school and there is a genuine rapport between staff, pupils and parents.

The Catholic Life of the School

St Benedict's is a Catholic School. Our values and ethos are distinctly Christian, centred on the Lord Jesus Christ and his gospel of love, redemption, compassion and dignity of all, as revealed in the teachings of the Roman Catholic Church.

A well-rounded education develops the whole person: academically, socially, culturally, morally and spiritually. St Benedict's will allow students to draw from and reflect upon the spiritual richness of the Christian tradition. School will challenge students to 'live their baptism' and have life in its fullness, looking beyond themselves to nourish a personal friendship with God and a sense of compassion and justice for all. Pope John Paul II said that

"Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others."

At St Benedict's, the chapel, with Jesus present in the Blessed Sacrament is at the heart of our school. Prayer and liturgy form an integral part of school life, through collective worship and form prayers. Holy Mass or a Liturgy of the Word and Holy Communion is celebrated in school on a weekly basis. Important events, such as Christmas and Easter and Holy Days of Obligation in the Church's liturgical year, will be celebrated by the whole school community. There will be opportunities for Eucharistic adoration and confession in school.

Prayer is at the core of our life here in school. Pupils have the opportunity to pray in form time, assemblies and regular chapel visits. Students have the opportunity to visit places of worship in other religions and to go on residential retreats in Year 8, Year 10 and in the Sixth Form.

Pastoral Care

The aims of the pastoral system at St Benedict's are embodied in the following prayer:

"We pray that our School will strive to be: A place where Christ is at the heart of the community. A place where every member of the community is valued. A place where every child is known and loved. A place where compassion, forbearance and forgiveness are hallmarks. A place where co-operation and consideration are preferred to competition. A place where difficulties are talked through and problems prayed through. A place where success is shared. A place where there is prayer. A place where the presence of Christ is celebrated."

This prayer clearly identifies:

- a) That Christ is an example to everyone.
- b) That prayer is all-powerful.
- c) That it is incumbent upon every member of the school to be aware of his/her work, role and responsibilities.
- d) That achievement should be shared and praised.
- e) That indiscretions and unacceptable behaviour should be dealt with in a firm, appropriate, but sensitive manner.
- f) That discipline be followed by forgiveness. Equally it should be recognised that forgiveness does not equate with condoning.

The Head of Pastoral Care, Mrs Boote Powell, has the overall responsibility for the pastoral system assisted by the Pastoral Support Manager, Mrs Tarver, the Pastoral Assistant, the Special Educational Needs Co-ordinator (SENCO) and our school Chaplain. The Head of Pastoral Care is accountable in the first instance to the Headteacher and ultimately to the Governors. The Head of Pastoral Care is the registered child protection designate. The pastoral team take a proactive stance towards implementing excellent standards of pastoral care in which every child is nurtured and respected enabling them to develop their individual gifts.

The school works collaboratively with families and a range of services to support our pupil's where the need arises.

CHILD PROTECTION

St. Benedict's Catholic High School is committed to safeguarding and meeting the needs of all our pupils and staff.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. If you are worried about the

Pastoral Care

safety of any young person at St. Benedict's Catholic High School, you must report this to the designated people for Child Protection, namely Mrs Boote Powell, Mrs Tarver or Deacon Steve Dunton.

St Benedict's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and pupils to share this commitment.

- The school is committed to the welfare, protection and safekeeping of all young people in its care
- Young People have a fundamental right to be protected from harm and from all forms of neglect, abuse and exploitation and should feel safe and secure at school
- It is an aim of the school always to act in a young person's best interests and we will encourage the fullest possible involvement and consultation

If pupils have any concerns about their own safety and welfare or the safety of another pupil they can raise those issues with any member of staff. All concerns will be taken seriously. Pupils are encouraged to talk to us and they will be listened to.

Designated Safeguarding Lead

Mrs S Boote Powell Head of Pastoral Care, Assistant Headteacher

Deputy Safeguarding Leads

Mrs J Tarver Pastoral Support Manager

Rev. Deacon Steve Dunton Pastoral Support Assistant

The House System

On arrival at St Benedict's, each pupil will be allocated to one of the following:



BECKET HOUSE Colour: Red

takes its name from Saint Thomas Becket, venerated as a saint and martyr by both Catholic and Anglican churches (1118 – 1170)



CLITHEROW HOUSE Colour: Yellow

takes its name from Saint Margaret Clitherow, English saint and martyr of the Roman Catholic Church (1556 – 1586)



DIBDALE HOUSE Colour: Burgundy

takes its name from the Blessed Robert Dibdale, English Catholic priest and martyr (1556 – 1586),



FISHER HOUSE Colour: Blue

takes its name from Saint John Fisher, English prelate, Cardinal and Bishop of Rochester (1504-1534).



MORE HOUSE Colour: Green

takes its name from St Thomas More, English lawyer, social philosopher, author, statesman and noted Renaissance humanist (1478 – 1535).

The House System

Members of the Senior Prefect Teams in both Year 11 and Year 12/13 lead the Houses, under the direction of the Heads of House who are members of the teaching staff. Throughout the year there are a number of inter-house competitions, including House Music and House sports events. All students contribute to their House by gaining House Points and at the end of the academic year a trophy is presented to the House with the most number of points. House assemblies, led by the student House Captains and Heads of House, are held every half-term. Houses also contribute to the charitable fundraising the School does, raising thousands of pounds each year for good causes.

The Normal School Day

8.50 – 9.00	Registration
9.00 - 10.00	Period 1
10.00 - 11.00	Period 2
11.00 – 11.20	Break
11.20 – 12.20	Period 3
12.20 – 1.15	Lunch
1.15 – 2.15	Period 4 – Registration taken in the lesson
2.15 – 3.15	Period 5
3.15 – 3.35	Key Stage Assembly – Mondays & Fridays House/Year Group Assembly/Form Time – Wednesdays Form Time (on days when there's no assembly)

School Meals

Students may bring in a packed lunch or purchase food in the School canteen. All food must be eaten in the dining hall, including packed lunches. The canteen operates a breakfast service before school from 8.15am, and morning snacks are also available to buy at 11am.

Since sweets, crisps and fizzy drinks are not sold on the premises, the school requests that children only bring healthy options into school.

The lunch menu in the main canteen at St Benedict's is based on a Cash Café style service where pupils choose from a healthy menu of individually priced items which include traditional hot lunches, hot baps, wraps and paninis, a variety of salads, sandwiches and filled baguettes, chilled milk, juice and water-based drinks.

Meal Payment

The school operates a cashless payment system for all food and drink purchases, using biometric fingerprint technology for security. You can use our Parent Pay facility to make payments on line. Please consider using this system where possible for your convenience.

Free School Meals (FSM))

Your child may be eligible for free school meals if you are in receipt of any of the following:

Income Support

Income-based Jobseekers Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of State Pension Credit

Child Tax Credit (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit

You may be aware that schools' budgets are enhanced through a 'Pupil Premium' grant and this income to the school is determined by the number of students eligible for a Free School Meal (FSM).

Just registering your child for Free School Meals means that the school will receive additional funding to support their learning.

We appreciate that some parents do not claim Free School Meals as they feel that they can cope without so doing. Our biometric systems in school ensure that students who are in receipt of FSM have absolute privacy and cannot be identified by their peers. This is because all payments are credited directly onto the student's personal account and for those children in receipt of FSM, this is done automatically. When they purchase a meal, they use their finger print at the cashier in just the same way as all other students.

Parents of students who are eligible for FSM can save approximately £350 year.

Parents are now required to apply for FSM on line; please follow the link below and follow the simple instructions. You will be asked a series of questions to ascertain your eligibility. This is very quick process which will only take a few minutes of your time.

For more information contact:

Warwickshire residents Telephone: 01926 359189

Worcestershire residents Telephone: 01905
766182 Email: freeschoolmeals@worcestershire.gov.uk

Lockers

Every student is issued with a locker within the first week of September. St Benedict's places great emphasis on trust and this is reflected in the policy that lockers cannot have locks. We are fortunate that items seldom go missing from lockers but we still strongly encourage students not to leave valuable items, such as expensive calculators, mobile phones or money in them.

Lost Property

Any items of lost property which have been found are usually taken to the main school office. Students who have lost something will need to go there first and report the item as missing. The office staff will then guide the student through the various stages of publicising the missing item, such as through placing a notice in the internal school bulletin, and on the screen in the foyer. Year 7s should report the missing item to their tutor who again will be able to help in arranging a search. **Whilst most items are usually found, we strongly recommend that all items of uniform, PE kit (including trainers/football boots), bags and coats are labelled with the students' name.**

Medical Issues

St Benedict's has adopted the Warwickshire County Council policy on medication in school. Therefore, only medication that has been prescribed by a GP and is in the original chemist's packaging with the label clearly stating the pupil's name, medicine and dosage can be brought into school. This needs to be brought to the Office where it will be stored. It is the pupil's responsibility to come to the Office when they require their medication.

If your son or daughter has more complex medical needs, please contact Mrs Nickerson in the Inclusion Department to discuss specific arrangements to support them.

Attendance and Absence

Attendance

A high level of attendance is expected of all students at St Benedict's. There is a clear correlation between attendance and academic outcomes and so we encourage all students to maintain 95% or above attendance rates throughout their time with us. Where a student's attendance falls below this threshold, contact will be made with the parent to discuss the matter and to provide support so that attendance improves. We always try to work with parents and the student to help attendance to get better; however, if this does not lead to the required improvement, then support from outside agencies may be elicited.

Absence

We ask parents to contact the school on 01789 762888 by 8.45am on the first day of absence and indicate the likely date of the student's return to school. Parents should contact the school on each subsequent day that the student is absent. The office is staffed from 8.15am each morning.

If a child is not accounted for, a text message will be sent to each parent prompting you to contact the school immediately to explain why your child is not at school.

In the event of a late arrival of a student that is known (dental appointment, medical appointment etc.) parents should send a note in advance to inform the school. The student should report to the School Office on arrival at the school.

In the event of a late arrival of a student that is unforeseen, parents should make every attempt to contact the school, but where this is not possible, a note should be sent with the student to explain the reason for the absence. It is up to the school to decide whether it is an authorised absence.

We ask parents to notify the school in good time (usually not less than five working days) of any such absence known in advance. Staff will then make arrangements, where possible, for any work missed to be completed at home.

Parents should also provide signed and dated notes for all absences. The letter should be signed and dated, ensuring that the student's surname, form and relevant dates of absence are included. The letter should be handed to the Form Tutor immediately on the student's return to school. Alternatively a parent may telephone the school to explain the absence.

Leave of Absence

Leave of Absence requests must be made directly to the School using the form available from the school office. In line with Government and Warwickshire County Council guidance, absence during term time will not usually be granted unless there are exceptional circumstances relating to the application.

Please note that parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

If permission is granted, the Headteacher will determine how many school days a child may be absent from school. However, all requests will be considered on an individual basis.

Daily Routines

Entrances and Exits

The Main School Entrance is open each morning from 8.15 to 8.50am and at the end of the day at 3.35. At all other times, students and visitors need to use the Reception entrance at the front of the school where a member of the Reception Team will be pleased to help. If a student needs to leave the school site during the day they should also report to Reception where they will be asked to sign out.

Before School

Many students arrive early. Students can choose to remain in the playground before school or come inside and wait in the Hall. The Hall serves breakfasts and hot drinks from 8.15am until 8.45am. Students should not go to form rooms or try to find teaching staff before 8.50am unless otherwise asked to do so by a member of staff. By keeping everyone in the above areas we can ensure everyone is safe.

A bell is rung at 8.50am and at this point students move to their form rooms for registration.

Registration

Students should be in their registration rooms by 8.50am. The Form Teacher takes the register, notices are handed out and on some days books are collected in. The register is taken in silence, and most staff simply like a 'Yes Miss' or 'Yes Sir' when names are called out.

Assembly

There is an assembly every day: whole school, House or Form. Prayers are said in Forms in the morning during registration before the start of lesson 1, before and after lunch and at the end of the day in Assembly/Form Time.

Break Time

At break time students can go to the Hall to purchase food and drink which they must eat there. For safety reasons students are not allowed to take their bags into the Hall at either break time or lunchtime. Bags should be put in lockers. Students who bring their own snacks can go to the Dining Room to eat them or go outside to eat. Students must clear any table they have eaten at. The Library is also open at break time.

Lunchtime

All students, other than the sixth form, must remain on the school site during the lunchtime. Each year group is allocated a time-slot in the Hall on a rotational basis, which eases congestion. Year 7 will be allowed in first for the first week so they can get used to the routine. Lunchtime supervisors and Year 10/11 Prefects notify each year group when it is their turn to come into the Hall. Once a year group has been called, the pupils in this year line up on the playground ready to be admitted to the Hall. Hot and cold lunches are available in the Hall and they must be eaten there. Students who bring sandwiches can go to the Hall to eat them. As at break time, students are responsible for disposing of any packaging whether in the canteen or sandwich area. In fine weather many students socialise outside but again all litter must be put into the bin. The Library is open most lunchtimes and there are also some clubs to go to.

Sixth Form Centre

This is for Sixth Form use only and is out of bounds to main school students unless they have a timetabled lesson there.

End of School

The Library remains open until 5.30pm every night apart from Friday. This is for students to complete their homework as part of 'homework club'. Students need to sign up for this and agree to a contract. Parental consent is also needed for a student to attend. A letter explaining how to sign up to attend the Library after school is available from the Librarian. There are some extra – curricular activities available, mainly sports fixtures. If your son or daughter is not going to the Library or an after School Club they should be clear of the building by 4pm.

Students are not permitted to leave the school site at the end of the day to buy refreshments and then come back into school.

Particular care must be taken by all when crossing the road outside the main school gates which becomes very congested at the start and end of the day. St Benedict's pupils must use the pedestrian crossing at the traffic lights a little further up Kinwarton Road, and we politely ask that parents and carers do the same.

Furthermore, cars are not allowed to come onto site to collect or drop-off students between 8.15-8.50am and 3pm – 4pm. Alternative parking can be found across the road outside Tesco and also on the Grieg carpark.

Form Rooms

All forms have a room which is their base. Every form room has a form noticeboard which the Tutor and the form organise. This is for reminders, rotas and special events. Students, including Year 7, may not use their form room unless it is a 'wet-break or lunch'. At other times, those students who wish to complete homework or do other work at lunchtime are able to use either the Library or Rooms 6 and 6A, all of which have computing facilities.

It is the Form's responsibility to ensure their room is tidy and all Forms contribute to a rota of tidying the wider school environment.

Contacting the School

The school can be contacted in a variety of ways including by telephone on 01789 762888 or via email to admin@st-benedicts.org.

If you would like to speak to a member of staff in person please contact the member of staff through the School Office to arrange a mutually convenient time to meet.

Parents' Evenings

These are held twice a year for Year 7: the first early in the Autumn term and again in the Summer term. The first parents' evening for Year 7 is a meeting with your son or daughter's tutor only and is intended to provide an insight into how well they have settled into their new secondary school. This is an opportunity for you to discuss the first few weeks and any issues which may have arisen. Your son or daughter will make one appointment with their tutor for this evening: subject teachers will not be present.

In the summer term, the second Year 7 parents' evening will be with individual subject teachers. Students will be guided about how to make appointments with their teachers prior to the evening.

At other times, please feel free to contact your son or daughter's subject teacher (for subject-related matters), or their Form Tutor (for wider pastoral issues) directly.

Reports and Assessments

Students' progress is reported to parents through half-termly reports which are sent home, as well as through the marking of classwork and homework. The half-termly report will indicate whether a student is in line to realise their target grade, as well as providing information on their 'Characteristics of Learning'. Collectively, assessment highlights the student's level of achievement, as well as providing encouragement and reinforcing effective effort, progress and attainment.

In core subjects students' work will be assessed by the class teacher or Learning Assistant (LA) at least once every 2 weeks. In foundation subjects, students' work will be assessed by the class teacher or LA at least twice every half term.

Students work will be given an effort grade whereby:

o A – Above expectation o B – Meets expectation o C – Below expectation

Key assessed pieces of work will be given a ‘working towards’ grade based on the GCSE/ Scheme of Work Attainment descriptors for the subject, from 1 to 9 (9 being the highest).

Not all work will be marked in detail. Checking that it is complete and setting a target where appropriate may be sufficient. Spelling, punctuation and grammar will be corrected in line with the school literacy policy.

Homework

Homework is vital for consolidating and extending learning beyond lessons and in developing skills of independent learning. Within the first couple of weeks, Year 7 will be issued with a homework timetable indicating the schedule for subjects setting homework. They will keep this timetable in their planner, and it will also be available on the School website. The expectation is that a student at Key Stage 3 (Years 7-9) will spend 45-60 minutes each night completing homework. This rises to 60-90 minutes for Key Stage 4 (Years 10-11). Homework will be marked by teachers or peer/self-assessed in class, and pupils will receive developmental feedback.

Students are expected to organise their time themselves and prioritise according to the deadlines they have been given.

St Benedict’s Parent Teacher Association

A great deal of the school’s success and social life can be attributed to the St Benedict’s Association (PTA). Thanks to their considerable efforts, staff, parents, pupils and sometimes the wider community, can enjoy a varied range of activities such as the Christmas Market, barbeques, auction of promises, barn dances, discos, race nights, 50/50 club, concerts and quizzes. These events are also a vital source of income for St Benedict’s School. Recent purchases and improvements made by the PTA include a new school minibus, refurbishment of pupil toilets, changing rooms and showers, landscaping the Science/ Technology quad. Parents of students joining the school are warmly invited to join. Please see the School’s website for further details or speak to a member of the PTA at a parents’ evening.

Parent Pay

We are now using electronic payments for school meals, trips, music lessons etc. This may be done online using ParentPay and/or in a local store with a PayPoint card.

ParentPay offers parents the freedom to make payments wherever and whenever they like, 24 hours a day, safe in the knowledge that the technology is of the highest internet security available.

The school will provide you with your own personal secure online account in September with a unique user ID and password. For families with more than one child, accounts can be merged.

Any queries, please contact Mrs K Whitehouse, Finance Administrator.

Extra-Curricular Activities

There is a high emphasis placed on extra-curricular activity in the Physical Education department at St.Benedict's and we offer an extensive range of opportunities for students of all levels and interests. There are many traditional team games involved in competitive leagues and cup competitions as well as recreational activities such as Trampolining, Handball, Fitness, Cross Country, Badminton, Dance/Aerobics, and Tennis. We are a successful School in most sports with many students going on to represent County and Regional levels. In addition, we offer the Duke of Edinburgh Award, the Arts Award amongst other things.

Uniform

All pupils are required to wear school uniform and to follow the regulation as published below. A high standard of dress is expected of all pupils and exaggerated styles are inappropriate. We encourage pupils to wear uniform with pride. We insist on high standards and ask for the co-operation of parents in ensuring that we work together to maintain our regulations. It is important that pupils dress smartly wearing their uniform whilst travelling to and from school, throughout the school day and when representing the school elsewhere. Pupils are encouraged to wear a safety helmet and luminous jacket if travelling to school by bicycle.

Girls	Boys
Navy-blue or plain dark top coat Black blazer with school badge White button-to-neck blouse Medium-grey <u>knee-length skirt</u> with school badge Black knee-length skirt with school badge* (Year 11 only) Medium-grey V-necked long sleeve pullover – No cardigans Black V-necked long sleeve pullover (Year 11 only)	Navy-blue or plain dark top coat Black blazer with school badge White shirt Black trousers Medium-grey V-necked long sleeve pullover – No cardigans Black V-necked long-sleeve pullover (Year 11 only)

<p>Black shoes – <u>must be able to apply polish</u> Not trainer style, canvas or stiletto heels White socks/grey tights Black tights (Year 11 only) Clip-on school tie <u>No</u> make-up, synthetic nails or nail polish <u>No</u> jewellery except a watch (pierced ears – small stud only in lower lobe) <u>No</u> other piercings Hair must be neat and tidy with no extremes of fashion styles/colours</p>	<p>Black shoes – <u>must be able to apply polish</u> Not trainer style or canvas Grey/black socks Clip-on school tie <u>No</u> make-up <u>No</u> jewellery except a watch <u>No</u> earrings or piercings Hair must be neat and tidy with no extremes of fashion styles/colours</p>
<p style="text-align: center;">PE & Games</p> <p>Compulsory Items Black skort with school badge Sports polo shirt with school badge Royal blue hockey/football/rugby socks Training shoes Shin pads Towel Hooded sweatshirt with school badge Bag for sports clothing Strongly advisable Gum shield Optional Black tracksuit bottoms Football boots (for hockey/football/rugby) <i>*New items for 2017-18</i></p>	<p style="text-align: center;">PE & Games</p> <p>Compulsory Items Sports polo shirt with school badge Rugby shirt with school badge Royal blue football/rugby socks Training shoes Football boots Black football shorts with school badge Shin pads Towel Bag for sports clothing Strongly advisable Gum shield Optional Hooded sweatshirt with school badge Black tracksuit bottoms</p>

School Behaviour Policy

The full behaviour policy can be found in the ‘Home’ section of the School website. Our school embraces the teaching of Christ, allowing every individual the opportunity to excel academically and socially within a spiritually enhancing and caring community. The Catholic ethos is firmly grounded in core biblical principles of service, compassion, justice and respect for all, where every pupil is valued as an individual. This means that the school works together to:

- promote good behaviour, self-discipline and respect;
- prevent bullying;
- ensure that pupils complete their academic work to a high quality; and
- regulate the conduct of pupils.

We do this in the context of the Christian values we promote as a Catholic school. Every member of staff (teachers, support staff, site team, technicians and administrators) are

School Behaviour Policy

expected to have high expectations in relation to behaviour ensuring that all members of the school community will respect one another, enjoy a safe, happy and stimulating environment and have their voice heard Each pupil should be nurtured through praise, encouragement, and celebration of achievement. It goes without saying that we adopt a zero-tolerance approach towards bullying.

If a student fails to meet the expectations in the Code of Conduct, staff will apply the sanctions outlined in the behaviour policy. This might include lunchtime or after-school detentions. In the case of the latter we usually provide parents with at least 24 hour's notice.

Term Dates 2017-18

Autumn Term 2017

Term starts – Monday 4th September 2017

Half term holiday – Saturday 21st October to Sunday 29th October 2017

Term ends – Friday 22nd December 2017

Spring Term 2018

Term starts – Tuesday 8th January 2018

Half term holiday – Saturday 17th February to Sunday 25th February 2018

Term ends – Thursday 29th March 2018

Summer Term 2018

Term starts – Monday 16th April 2018

Half term holiday – Saturday 26th May to Sunday 3rd June 2018

Term ends – Friday 20th July 2018

Teacher Days

Friday 1st September 2017

Wednesday 18th October 2017

Friday 5th January 2018