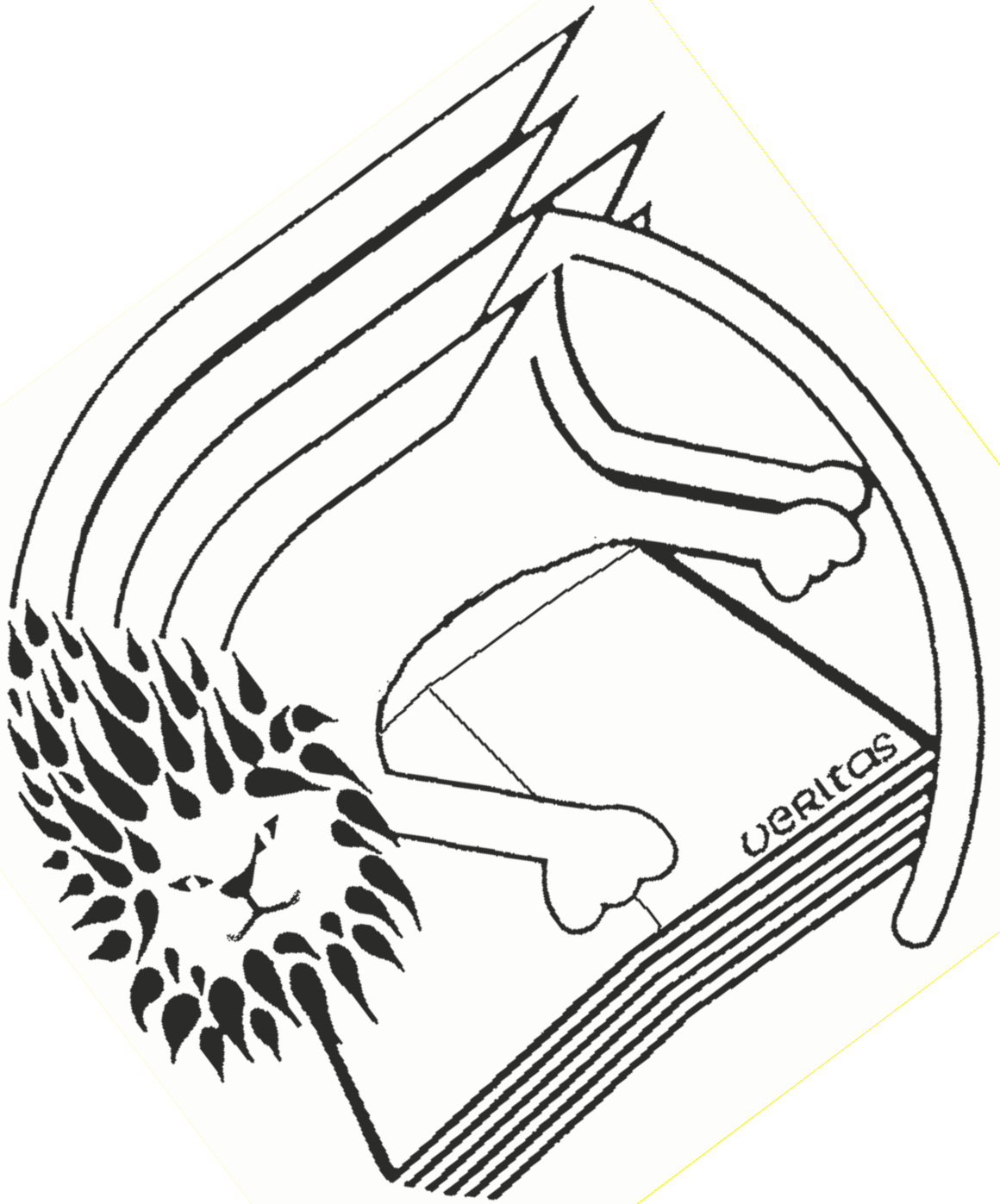


# ST MARK'S CATHOLIC SCHOOL



## PARENT/PUPIL HANDBOOK 2024 - 2025

## St. Mark's Catholic



*Committed to putting our faith into action and embracing excellence in all that we do.*

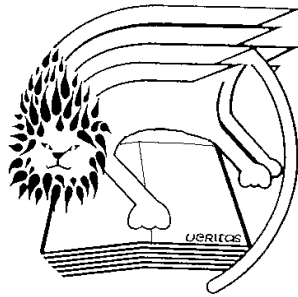
### ***Our Mission***

***St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.***

### **Our Core**

1. St. Mark's is a loving and joyful Catholic community centred around a love of God, the teaching and example of
2. Our unwavering dedication to academic excellence enables all students to make outstanding progress and have the
3. We strive for all members of our community to fulfil their God- given potential and to develop skills, abilities and
4. Exceptional relationships are at the heart of all that we do. We are a diverse and inclusive community, and we show
5. We see the best in every person, and we help one another to develop the confidence to thrive and be the best that
6. We ensure students are at the centre of everything we do, and we have an unwavering commitment to their spiritu-
7. We have a clear and shared vision of the different attributes we want a St Mark's student to demonstrate: Strength,
8. We work closely with parents to help our students develop clear moral principles which will guide them throughout
9. We support the spiritual development of staff and students through prayer, reflection, and collective worship, and
10. We promote a love of learning which extends beyond school, and this is achieved by all staff conveying a passion for





September 2024

To enable the school to continue to improve from its present outstanding position we need to raise awareness of the guidelines within which we work. The aim of this booklet is to remind you of information about us which you may or may not already know. The particular areas we wish to emphasise this year are outlined below.

- **Pupils in years 7-11 are not allowed to bring mobile phones or any other electronic equipment** into school this includes **smart watches**. If they are found on pupils, they will be confiscated for at least 24 hours and then the items only returned to a parent or guardian. If a child needs to contact his/her parent(s)/guardian(s) urgently whilst they are in school he/she should speak to Reception.
- Pupils **should not bring any valuable items including large amounts of money** in to school. The School will not accept responsibility for the loss or theft of such items.
- There is no parking on site

Please note **the direct line telephone number** to report your child's absence from school is **020 8814 7344 (24hr answer machine)**. It is important for us to know why a pupil is not in school so that time is not wasted by following up unexplained absences. We expect a call **every day** your child is absent unless prior authorisation was given. An 'absence' check is always made when we do not receive a call from parents.

Education is a partnership between the school and family. We depend on the support and cooperation of all members of the community. We are very fortunate at St. Mark's to have this support from so many parents.

## **ORGANISATION OF THE SCHOOL DAY**

We are a Catholic School and therefore worship is integral to our school life. We have a Mass every Thursday at breaktime to which all are invited to come

Monday, Tuesday, Wednesday, Friday

Thursday - Mass

08.40 - 09.00 Registration/Assembly  
09.00 - 09.50 Period 1  
09.50 - 10.40 Period 2  
10.40 - 11.00 Break  
11.00 - 11.50 Period 3  
11.50 - 12.40 Period 4  
12.40 - 01.20 Lunch  
01.20 - 01.25 Registration  
01.25 - 02.15 Period 5  
02.15 - 03.05 Period 6

08.40 - 08.45 Registration  
08.45 - 09.35 Period 1  
09.35 - 10.25 Period 2  
10.25 - 11.00 Break - MASS

Then the day as normal

if they wish.

## **SUPERVISION OF PUPILS OUTSIDE SCHOOL HOURS**

No formal supervision is provided for pupils who arrive on the school premises before 8.40 a.m. except in the Learning Resources Centre which is open from 8.00 a.m. Pupils should leave the school premises promptly at the end of the school day unless staying for specific activities that are supervised, such as the curriculum enrichment programme, homework club and sports clubs. The Learning Resources Centre is open until 5pm, under the supervision of staff, for pupils who wish to use the research and study facilities.

## **TERM DATES 2024 - 2025**

### **Autumn Term 2024**

First half of term:

2 <sup>nd</sup> to 4 <sup>th</sup> September	Inset Day
5 <sup>th</sup> September	Year 7 start
9 <sup>th</sup> September	Year 8 to 13 start

26 <sup>th</sup> September	Open morning 9 – 10.30am
2 <sup>nd</sup> October	Open morning 9 – 10.30am & Open evening 5 – 9pm

<i>Inset Day</i>	<i>4<sup>th</sup> October 2023</i>
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Half Term:	25 <sup>th</sup> October to 1 <sup>st</sup> November
School closed	25 <sup>th</sup> November
Second half of term:	4 <sup>th</sup> November to 20 <sup>th</sup> December

### **Spring Term 2025**

First half of term:	7 <sup>th</sup> January – 14 <sup>th</sup> February
Half Term:	17 <sup>th</sup> – 21 <sup>st</sup> February
Second half of term:	24 <sup>th</sup> February – 4 <sup>th</sup> April

<i>Inset Day</i>	<i>6<sup>th</sup> January 2025</i>
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### **Summer Term 2025**

First half of term:	22 <sup>nd</sup> April – 23 <sup>rd</sup> May
Half Term:	26 <sup>th</sup> May to 30 <sup>th</sup> May
Second half of term:	2 <sup>nd</sup> June – 18 <sup>th</sup> July

<i>Inset Day</i>	<i>13<sup>th</sup> June</i>
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***Dates may be subject to alteration. Parents will be informed of any changes by email and details will be posted on the school website***

***[www.st-marks.hounslow.sch.uk](http://www.st-marks.hounslow.sch.uk)***

# THINGS YOU NEED TO KNOW ABOUT

## **ADDRESS AND TELEPHONE NUMBER**

Each year, parents will be asked to complete and return a Data Collection Sheet for school trip consent and emergency numbers. It is essential that we have the correct address and contact telephone numbers in case of emergency. **Please notify the school immediately** if there is any change in your circumstances that requires the data checking sheet to be altered, (e.g. change of address, work telephone number, mobile phone number, or email address).

## **LATENESS**

All pupils should be in school by 8.35 a.m. School starts at 8.40 a.m. All pupils who arrive after the Form Registration period should sign in at Student Services. Being late will automatically trigger a late detention on the same day. Failure to attend the detention is regarded as being a serious matter.

## **ABSENCE FROM SCHOOL**

There is a direct line telephone number to report your child's absence. It is: **0208 8814 7344 (24hr answer machine)**. Please telephone before 9.00am to report an absence every day your child is absent. An absence check will be made if we do not receive a call. If no contact has been made by the third day of any absence, then the Education Welfare Officer will be advised to investigate. **Please ring us daily. We do not accept emails as a form of daily absence reporting.**

**If your child has a medical appointment:** Please send in a copy of the appointment letter prior to the appointment. Medical absences are mornings or afternoons away from school for medical / dental appointments which cannot be rearranged to fall outside of school hours. Please note we do not authorise opticians appointments as these can be arranged for evenings or weekends.

**Absences for Consulate/passport/biometrics** should be requested in advance and appointment letters sent into school. Absences should be limited to a morning or afternoon away from school.

**Absence requests for events such as funerals / sporting events / music exams etc.** should be sent to [attendance@st-marks.hounslow.sch.uk](mailto:attendance@st-marks.hounslow.sch.uk) – these must be received prior to the event.

The official school holiday dates are indicated at the beginning of this booklet and available on the school website. **Absences outside these days will not be authorised and will be referred to the Education Welfare Officer at the Local Authority and it may jeopardise your child's place at St Mark's. Forms are available from the school office to request an absence during term time, these will only be considered if there are exceptional circumstances.** Please note: there is no general right to authorised absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

## **NON-UNIFORM DAYS**

On special occasions we have a non-uniform day in school to raise money for charities or particular needs. Whilst the uniform rule is relaxed, the dress code remains! (Smart appearance, appropriate dress, no jewellery or expensive items to be brought into school) On Sports Day – PE shorts, socks, trainers and a top in house colours (t-shirt or polo shirt) but NO jewellery to be worn.

## **FIRE DRILL**

A prolonged ringing of the school bell will indicate fire drill. Pupils will follow the teachers' instructions and leave everything in the classroom and proceed directly along the shortest route to the Senior Playground in single file, on the left, without talking, running or overtaking.

## **MEDICAL**

If pupils feel ill then they should go to the Medical Room and a decision will be made if the child needs to go home or to the hospital. In either case the parents will be contacted. It is essential that parents inform the Medical Room of any known medical problem so that we can provide the best possible care. (See Drug Administration Policy).

## **BICYCLES**

It is permitted for a pupil to travel by bicycle to school, but the bicycle is to be stored in the cycle area at school **at his/her own risk**. Pupils may not ride in or out of the drive. All cycles brought to school must be in a roadworthy condition. We would urge you to provide your child with reflective clothing. **A good quality cycle helmet must be worn.**

## **CAR PARKING**

Due to the narrowness and frequent congestion of the school entrance, parents must **not** bring their cars onto the school premises to drop off and pick up pupils.

## **PUPIL PLANNERS**

These must be brought into school **every day** as they are an important means of communication as well as a means of recording homework. In the unlikely event of them being forgotten, a homework diary sheet must be collected from the form tutor and then the sheet copied or attached to the diary. There must be **no graffiti or stickers placed on the diary**.

## **SCHOOLGATEWAY**

**Schoolgateway** is a simple way to keep parents informed about what is happening at school and how it affects your child. It is registered with the Data Protection Register. Once registered you will receive texts and e mails supplying you with information. Registering also enables you to pay for School Fund, dinner money and trips online.

The school will only accept online payments. Should you not have access to online facilities please let Student Services know and a barcode will be generated to allow you to pay in shops with the PayPoint sign.

All reports and IPMs will also be available to view on your Schoolgateway account.

## **MOBILE PHONES**

Mobile phones are **NOT** allowed in school at any time and for any reason. They will be confiscated for at least 24 hours and then only returned to a **parent/guardian**. The video/photo contents of confiscated phones may be viewed.

## **LOCKERS**

Pupils may hire lockers for the school year for a rental of **£12.00**. In some cases lockers may have to be shared. However, sub-letting lockers or swapping is not allowed because of key issues.

## **LUNCH ARRANGEMENTS**

**We are keen to promote the idea of a healthy lifestyle. This includes having a balanced diet and sufficient exercise.** If your child brings a packed lunch to school we hope that it will be in line with current dietary recommendations for young people and also **does not include any fizzy drinks**.

Pupils may pay money into their lunch account via Schoolgateway. The balance may also be viewed on Schoolgateway.

The school canteen is open at break and lunchtime. We ask that you ensure that the lunch your child brings to school is a healthy balanced meal. Years 13 to 10 eat first. Years 9 to 7 eat at a second sitting which starts at approximately 12.55 p.m. We only allow eating in the dining room or St. Michael's hall. Pupils found eating in other parts of the building or outside will have food confiscated and be given a Pastoral detention after school. Water may be consumed outside but not cans or bottles of other drinks. We expect pupils to be outside during break periods to get some exercise and fresh air. If it is raining or very cold, special arrangements will be made, (see the notice board in the Main Entrance). **We do not allow Pupils to bring in fizzy drinks to be consumed in school.**



## **SCHOOL UNIFORM**

**We are a strict uniform school.** We ask, parents, when buying shoes or items of clothing, be conscious of the school uniform. Pupils will not be allowed to wear non-uniform items even if they have just been bought. We will confiscate non uniform items. We will put in detention, internally exclude, exclude for a fixed term any pupils who persist in not wearing their uniform properly. Please take particular note of the following comments about non-uniform items that have given us most concern in the past year.

If you are unsure about any uniform purchase please contact the school and refer the matter to the appropriate PPL. The school will make the final decision as to what is acceptable or not according to our policy.

Our School uniform shop:-

School Bells - <https://www.schoolbellsuniforms.co.uk/>

School Bells,  
48 Bell Road,  
Hounslow,  
TW3 3PB.

0208 577 6656

<b><u>Type of Uniform</u></b>	<b><u>Correct</u></b>	<b><u>NOT Acceptable</u></b>
Shoes	Plain Black leather Heels – less than 2 inches (5cm)	Suede Canvas Coloured trim/laces Resembling trainers Boots (including Kickers)
Tights (Girls)	Plain Navy blue or black Matt and opaque	Patterns Sheer
Socks (only to be worn with trousers boys and girls)	Plain black Plain navy Dark grey	Bright colours Patterns Stripes etc Trainer socks
Girls skirts	Trim to be visible Knee length (Only available from School Bells)	Rolled over at waist Unfastened Above the knee
Boys Trousers	Black Sitting on the waist (Belt to be black if worn)	Jeans Faded brushed denim Skinny fit or tapered
Girls' Trousers	Black	Lycra Skinny Cropped
Shirts	Blue formal shirt Tucked in at all times Top button done up at all times	Untucked Folded up Tied
Blazers	Navy blue with school badge Must be worn on way to and from school and throughout the school day	Black Royal blue Sleeves rolled up
Pullovers/fleeces	School pullover with school trim (available from School Bells)	Cardigans Fleeces (either underneath or over blazer)

<b><u>Type of Uniform</u></b>	<b><u>Correct</u></b>	<b><u>NOT Acceptable</u></b>
School ties	Clip on in house colour covering top button of school shirt (available from School Bells)	Frayed or house colours picked out
Coats	Plain navy blue or black Long enough to cover school blazer	Leather, suede Large logos Casual bomber style Harrington style jackets
Scarves/Hats	St Mark's hat/scarf or plain black or navy hat or scarves	Any other coloured scarves/hats
Jewellery	Girls earrings - Single plain pair of gold or silver studs (one in each earlobe) <b>Only earlobe piercing is allowed</b>  Both Boys and Girls – a wristwatch	Earrings coloured or sparkly Hoops Dangly  Piercing in top of ear/nose Retainers Bracelets Any other jewellery Smart/Apple Watches
Nails	Clear nails	Nail extensions, coloured nail varnish
Make up	None – Year 7 and 8 Minimal – Year 9, 10 & 11	
False Eyelashes	None – all years	
PE Kit	All items are available from School Bells and have the school badge embroidered on them. Compulsory items: Blue collared polo shirts, shorts and socks (all logoed) Optional items: Long sleeved logoed quarter zip top and tracksuit bottoms with logo	Any other sports clothing

**Any queries contact the school for clarification.**

**ALL UNIFORM AND P.E. KIT SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME.**

## **Hair**

- Hairstyles should be conventional. Fad hairstyles, symbols, or marks shaved into the hair or eyebrows is prohibited.
- Natural hair colours only are allowed. Unnaturally blended hair colours are not permitted.
- Hair must be a consistent length and no obvious or dramatic differences in hair length are allowed. For example, hair must not be cut short at the sides and left long on top.
- If hair is longer in length it should either be worn down or tied back neatly. Topknots are not allowed.
- Hair bands or hair beads should be black or navy in colour and small. Scarf style bands, flower clips, large slides and coloured clips are not allowed.
- It is the school's expectation that boys are clean shaven or well-groomed in years 7 to 11. Long or excessive side-burns are not permitted.

**The Senior Leadership Team will make the final decision.**

## **Facial Piercings**

The only piercings allowed are in the earlobe. One small discrete ear stud is allowed in each earlobe.

No other facial piercings are allowed. This includes tongue or nose piercings or earrings in the ear other than in the ear lobe.

Retainers to hold open piercings are not allowed.

The wearing of a sticking plaster to cover over a recent piercing is not acceptable. If a pupil has difficulty removing any such piercing this could result in exclusion from school until such time as he/she conforms to school rules.

## **Nail Varnish**

The wearing of nail varnish, false nails or nail jewellery is not allowed.

Nail varnish remover is provided in the Medical Room. However, repeat offenders will be asked to pay to cover costs. Pupils will be required to remove false nails overnight.

## **Make up**

No make up should be worn in years 7 or 8 and only minimal make up can be worn in year 9, 10 and 11

## **Eyelashes**

No false eyelashes are permitted to be worn in school

## **Shirts**

It is essential that the size of the collar of the school shirt fits well and is large enough to allow the top button to be done up.

The shirt should be long enough to be tucked in.

Pupils may not wear a coloured T-shirt or any other top under the school shirt. If seen the pupil will be asked to remove it.

## **Ties**

The clip on tie is the only acceptable tie. Pupils are expected to wear the correct house colour.

## **Tights**

Girls' tights must not be footless and must not be worn with socks under. Navy blue or black tights only are allowed but leggings are not permitted. Tights should be matt or opaque but not sheer.

Socks must not be worn with skirts (the Headteacher will make a decision on whether socks may be worn during the summer term.)

## Socks

Plain socks in black, grey or navy blue are the only ones which are acceptable when being worn with trousers.

## Shoes

The following are examples of appropriate footwear:



Examples of footwear which are **NOT** acceptable



No plimsoll, trainer or Vans style shoe is acceptable footwear for school. If a shop advertises a shoe as a “school shoe” this may still not be compatible with the uniform policy. If a pupil arrives at school, even with a note, he/she may be sent home or put into isolation in order to resolve the issue. The school will always attempt to support parents where necessary.

## Uniform FAQs:

- What if the pupil has a medical condition or a Doctor/medical practitioner advises him/her to wear trainers?

A doctor's letter to confirm this must be provided prior to buying of trainers. The trainers should be plain black and completely unbranded.

- What if the shoes are still wet from the rain the previous day?

Shoes should be left on a radiator to dry overnight.

- What if shoes are broken, lost, left at another house, left on the bus, left behind after a sports fixture, left in a locker, left in the car, taken home in a friend's bag and left at home?

Shoes can be purchased at most large supermarkets usually from 8am until 10pm. The school will send a child to purchase another pair of inexpensive shoes if necessary. Parents will be contacted in all instances to enable them to rectify the problem as quickly as possible.

**The guidance from the Department for Education allows for *“the Head teacher to ask a student to go home to remedy a breach of the school's rules on appearance or uniform. If the student repeatedly infringes the school rules on uniform or appearance this may constitute a disciplinary offence and may be grounds for exclusion.”***

Final decisions on school uniform infringements will be made by Ms O'Connell, Director of Pastoral Care / Assistant Headteacher.

## **COMMUNICATION WITH PARENTS**

As well as the assessment information that you will be able to see in your child's exercise books, at various points throughout the school year there are more formal opportunities for us to provide you with information about your child's progress.

Through the Individual Pupil Monitoring system (IPM) most pupils will be formally assessed twice during the year. This will provide you with information as to whether they are on, above or below their target grade. IPMs are available on our Online Reporting System as soon as they are complete. A paper copy will also be stuck into your child's diary and parents are asked to sign this when you have seen the IPMs and discussed them with your child.

Once a year, teachers will also write a report outlining your child's progress and indicating effort grades for aspects such as classwork and homework.

A parents'/carers' evening is also held for each year group at different points throughout the school year.

### **While your child is at St Mark's, we will**

- Set and regularly review appropriately challenging target grades for your child
- Provide regular feedback to your child throughout the academic year
- Communicate your child's progress directly to you using the IPM system
- Give your child feedback on how he/she can improve on their current performance
- Provide a report to you on your child's progress in each subject once per year
- Arrange a parents'/carers' evening at which you can discuss your child's progress with individual subject teachers
- Keep you informed of any ongoing concerns about your child's progress throughout the year

### **While your child is at St Mark's, parents/carers should**

- Ensure that your child is spending an appropriate amount of time on his/her schoolwork during the evening. Details of suggested time to be spent are in the homework timetable part of this booklet
- Look at your child's exercise books regularly. Encourage them to act on the advice given
- Sign your child's diary every week. In Year 7, parents are asked to initial each piece of homework in the diary after it has been completed
- Check the diary for any comments that may have been written by a teacher.
- Find time to discuss your child's progress with them on a regular basis, particularly on receipt of IPMs, reports and in preparation for parents'/carers' evenings
- Keep the school informed of any concerns over your child's progress



# Assessment in Years 7 and 8: A guide for parents.

This year we have made some changes to the way we assess and report student achievement in years 7 and 8. The main change is that we are now reporting attainment (how students have achieved on a particular assessment) rather than progress (students' achievement relative to their KS2 data).

## How do we now assess students?

We assess the learning of students in two ways, formative and summative:

### Formative Assessment

Formative Assessment is the ongoing process of assessing students and using this knowledge to evolve subsequent lesson design and teaching. Formative assessment incorporates peer and self-assessment to activate student ownership of their learning. Moreover, formative assessments are planned to inform progression toward summative assessment.

Feedback may be given to students in writing, orally, using techniques such as stickers or stamps or via other methods such as self or peer assessment. There is no expectation that every page or piece of work needs to show teacher marking however we encourage students' efforts and successes to be recognised to ensure pupils repeat these successes and are motivated to continue to learn. Progress will be celebrated via the school rewards system and this should extend to effort as well as attainment.

Some departments may separate class notes from written work for assessment (a 'notes' book versus a 'best' book or folder). Notes do not need to be marked, but should be monitored to ensure quality and take appropriate actions if notes have gaps or errors.

The formative assessment is what we want teachers to focus on most. This is because research evidence tells us that this has the greatest impact on learning. It does not involve the grading of work but instead the teacher identifying students' strengths and weaknesses and then adapting their teaching to help students improve.

### Summative Assessment

Summative assessments give students, teachers and parents/carers a guide to how they are performing in that subject at that time. In each subject a grade will be awarded three times per year and the assessment may take the form of a test, an assessed piece of writing or practical work as appropriate to the subject.

Grades awarded for summative assessments are based on the key knowledge, concepts and skills that each department has identified as being the most important in Years 7 and 8. These are called Subject Key Indicators of Performance (SKIPS) and they increase in challenge across the two years.

### Summative Assessment Grades

Grade	Description
-------	-------------

Outstanding	The highest level of attainment. Students achieving this grade would be aiming for a 9 at GCSE
Exceeding	Students achieving this grade would aim for grade 7 and above at GCSE
Secure	Students achieving this grade would aim for grade 5 and above at GCSE
Developing	Students achieving this grade would aim for grade 4 and above at GCSE
Foundation	Students achieving this grade would aim for grade 3 and above at GCSE.

## Starting Points

We do not assign targets for students in KS3 as we do not wish to place limits on their aspirations. We do use their KS2 data to assign each student a starting point. We compare this starting point with the student's grade in a subject and use this to highlight when assessments are reported home which subjects the student should focus on. We also use this data to monitor progress of the students.

## IPMs and Reports

Each term the assessments will be reported home as an IPM (Individual Pupil Monitoring) or a more detailed Report. This will be colour coded to indicate how the achievement compares with their starting points. Subjects where the student has performed significantly better than their starting point are highlighted as are 'areas of focus' - subjects where they have not performed as well as their starting point would have indicated. An example is given below:

	Autumn Assessments
Maths	Secure
English	Secure
Science	Secure
Art	Outstanding
RE	Outstanding
French	Exceeding
CS	Developing
Tech	Secure
Drama	Outstanding
History	Outstanding
Geography	Exceeding

Example 1:

The Student has achieved Secure in Maths in the Autumn Assessments. The student's Starting Point was also Secure and so this has not been highlighted as an area of focus.

Example 2:

The Student has achieved Secure in Science in the Autumn Assessments. The student's Starting Point was significantly above this and so this has been highlighted as an **area of focus**.

Example 3:

The Student has achieved Outstanding in History in the Autumn Assessments. The student's Starting Point was significantly below this and so this has been highlighted as an **area of success**.

## Frequently Asked Questions

### Why are students not given a target grade?

Whilst we can use data to look at how students with particular starting points usually perform at GCSE, we don't want to use this to set them targets. The main reason is that we don't want to put a ceiling on their expectations of themselves – we want all students to believe that with the right effort, we can all get that little bit better. Just because most students with a particular KS2 starting point end up getting grade 5 at GCSE, that doesn't mean that has to be the case for everybody.

### What does the assessment grade mean?

This is a guide to your child's current attainment based on the assessment of all their learning up to this point. This may have been assigned through a single test which examined their knowledge of what they have learnt up to that point, or in some more practical subjects such as art, the threshold may have been attained through on-going assessment. The hierarchy of six thresholds gives students, teachers and you as parents/carers a guide as to their relative learning and performance in each subject.

### What GCSE grade is each assessment grade equivalent to?

It is extremely difficult to predict GCSE grades during KS3 due to the amount of learning that has to take place before students eventually sit their exams at the end of year 11. As a result we have designed a KS3 assessment system that deliberately avoids connecting our thresholds too closely to GCSE grades. We feel to do so would be misleading and may lead to unnecessary anxiety for our students. We want our students to focus on getting better in every subject during KS3 rather than their eventual GCSE grades.

**COMMUNICATION WITH PARENTS AND EXAM SCHEDULE**  
**2024/2025**

**YEAR 7**

- |                    |                               |
|--------------------|-------------------------------|
| • Tutors Evening   | 23 <sup>rd</sup> October 2024 |
| • Parents' Evening | 19 <sup>th</sup> June 2025    |
| • Reports          | July 2025                     |
| • IPM              | December 2024 and March 2025  |

**YEAR 8**

- |                    |                              |
|--------------------|------------------------------|
| • Parents' Evening | 5 <sup>th</sup> June 2025    |
| • Yr 8 reports     | July 2025                    |
| • IPM              | December 2024 and March 2025 |

**YEAR 9**

- |                    |                                 |
|--------------------|---------------------------------|
| • Parents' Evening | 28 <sup>th</sup> November 2024  |
| • Reports          | June 2024                       |
| • Options Evening  | 25 <sup>th</sup> February 2025  |
| • IPM              | November 2024 and February 2025 |

**YEAR 10**

- |                        |                                 |
|------------------------|---------------------------------|
| • Expectations evening | 12 <sup>th</sup> September 2024 |
| • Parents' Evening     | 22 <sup>nd</sup> May 2024       |
| • Year 10 Exam Week    | 23 <sup>rd</sup> June 2024      |
| • Reports              | July 2025                       |
| • IPM                  | November 2024 and February 2025 |

**YEAR 11**

- |   |  |
|---|--|
| • Expectations Evening                  | 19 <sup>th</sup> September 2024                            |
| • Into 6 <sup>th</sup> form day/evening | 17 <sup>th</sup> October 2024                              |
| • Parents' Meeting                      | 16 <sup>th</sup> January 2025, 27 <sup>th</sup> March 2025 |
| • PPE Week                              | 4 <sup>th</sup> December 2024, 10 <sup>th</sup> March 2025 |
| • Reports                               | October 2024   |

**YEAR 12**

- |                        |  |
|------------------------|--|
| • Expectations Evening | 11 <sup>th</sup> September 2024                              |
| • Short Test Week      | 11 <sup>th</sup> November 2024, 6 <sup>th</sup> January 2025 |
| • Report               | January 2025   |
| • IPM                  | November 2024  |
| • Parents' Evening     | 6 <sup>th</sup> March 2025                                   |

**YEAR 13**

- |                    |   |
|--------------------|---|
| • Parents' Meeting | 6 <sup>th</sup> February 2025                             |
| • IPM              | October 2024  |
| • PPE Week         | 6 <sup>th</sup> January 2024, 22 <sup>nd</sup> April 2024 |
| • Report           | May 2025  |

*Please note these dates may be subject to change – please check the calendar on [www.st-marks.hounslow.sch.uk](http://www.st-marks.hounslow.sch.uk)*

## **HOMEWORK**

It is our stated policy that homework will be set and marked on a regular basis. Sometimes the homework will be set as one unit and sometimes as several smaller units. Do not accept the excuse from your child that they have no homework even though there may be occasions when homework is not set - for example the teacher may be absent. Please look in the diary or check on Google Classroom. All teachers put their homework on this site. There is always private study that can be done, whether it is reading on ahead or going over past work. Reading newspapers and watching current affairs programmes can be useful tasks when homework has not been set.

**If homework is not being set regularly then please contact your child's Pupil Progress Leader who will investigate this for you.**

The Learning Resources Centre with its books and Internet facilities is available from 8.00am to 8.30am and 3.05pm to 5.00pm to help pupils produce high quality homework. There are homework clubs to help pupils with their homework.

### **When Parents check a child's diary it should:**

- Not have any graffiti on the cover or on the inside pages
- Be signed on the relevant pages (home school agreement, user agreement, IPMs when issued)
- Be set out in advance indicating the homework subjects per day (this should be completed in full at the beginning of each term.)
- Have 'None Set' written in if applicable
- Be signed by both a parent and the form tutor each week
- Be checked for any notes written by tutors particularly indicating detention set

**ALL HOMEWORK IS AVAILABLE ON 'GOOGLE CLASSROOM'**

## **The St Mark's Reward System**

At St. Mark's we believe that it is important to acknowledge students' excellent behaviour and positive attitudes. We encourage all our young people in years 7 – 13 to be committed learners; well-rounded individuals and to take every opportunity to develop themselves as a person spiritually, intellectually, morally, culturally, and socially. Students are rewarded for their accomplishments with ST MARK points; the system recognises and rewards the different attributes we want a student at St Mark's to demonstrate.

### **S – Strength**

- Demonstrating exceptional initiative, autonomy, resilience, perseverance, or leadership
- Embracing challenge - displaying a strong growth mindset
- Standing up for what is right, above and beyond expectations

### **T- Teamwork**

- Exceptional group work - fostering exceptional communication, collaboration and support
- Demonstration of initiative, dynamism or impressive problem solving within a group context
- Boosting the morale of other members of the team beyond what is expected

### **M – Mission**

- Displaying a commitment to upholding the Gospel values
- Commitment to acts of service
- Embodying the Catholic ethos beyond what is expected

### **A – Ambition**

- Exceptional class work or homework
- Commitment to challenge tasks and evidence of super curriculum
- Commitment to extracurricular activities

### **R – Respect**

- Demonstrating a strong sense of integrity for who they are and their values
- Consistently showing respect for others beyond what is expected
- Respect for the community and environment beyond what is expected

### **K – Knowledge**

- Exceptional academic achievement
- Demonstration of superb progress
- Demonstration of knowledge acquired outside of the curriculum

## **Awarding ST MARK points**

ST MARK points should be awarded when students have gone over and above our high expectations; the point demonstrates the students' committed actions in one of the classifications of good behaviour. ST MARK points should be logged under the appropriate category on SIMS. On average a teacher should award 25 ST MARK points a week and students should be given opportunities to demonstrate these attributes in lessons, around school and in extra-curricular activities.

### **Links to the House System**

Every time a student earns a ST MARK point, they also earn a point for their house: Becket, Champion, Clitherow, Fisher, More or Pole. Overall house totals will be shared weekly in year assemblies and regularly in KS3 and KS4/5 assemblies. At the end of the academic year the house with the highest total of points will be awarded a 'House Party' celebration.

### **Rewards**

The ST MARK points will link to a clear rewards system that will be communicated regularly with students and parents to motivate our young people and to celebrate their success.

<b>15 points</b>	Email home
<b>20 points</b>	Priority in the queue at lunchtime (one day pass)
<b>40 points</b>	Priority in the queue at lunchtime (two-day pass)
<b>50 points</b>	SLT Certificate
<b>60 points</b>	Ticket to movie
<b>80 points</b>	Priority in the queue at lunchtime (one week pass)
<b>100 points</b>	Phone call home
<b>120 points</b>	Ticket to a pizza party
<b>150 points</b>	The Headteacher Lions

\*Surprise rewards available for top achievers and years 11, 12 and 13

## **GUIDING PRINCIPLES FOR BEHAVIOUR**

We hope that all pupils will co-operate with their teachers and keep to the school guidance procedures on behaviour.

### **MISSION STATEMENT**

***St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.***

### **INTRODUCTION**

We expect all Pupils in St. Mark's to learn and achieve to the best of their ability. We expect that they will do so in an environment where courtesy, consideration, co-operation, forgiveness, friendliness, honesty, hard work, responsibility and trust are the norm. To help us achieve this we have adopted the following:

#### **CO-OPERATION AND RESPECT**

**R**eflect and take time to understand what is happening around you  
**E**xcuse failings in others and yourself  
**S**mile when all is not going well  
**P**roceed with care in a conflict situation  
**E**veryone is of equal worth  
**C**onsider others' points of view  
**T**ry to behave so that everybody feels part of the community

#### **LEARNING**

**L**isten and participate in lessons  
**E**ffective learning requires commitment to homework  
**A**lways work to the best of your ability  
**R**emember to come to lessons fully equipped  
**N**ever disrupt other learners

#### **EXPECTATION**

**E**veryone should do their best  
**X**no bullying, drugs, smoking, sexist or racist behaviour or violence  
**P**unctuality and Attendance are essential  
**E**nvironmental respect (no litter, graffiti)  
**C**ode of dress and appearance should be upheld  
**T**o follow staff instructions and accept their authority  
**S**afety at all times



## Safeguarding Issues

### Facebook/ Social Networking websites

It is becoming evident that cyber bullying is a problem in all schools and it is something that we are having to deal with at St Mark's. We would ask all parents to monitor closely their child's use of the Internet. It can be the source of much anxiety and distress and it is very difficult for the school to engage in the disciplining of pupils for activities which take place out of school, are caused by online conversations and impact on the behaviour of pupils in school. There is the likelihood that any serious misuse of such sites will be reported to the police. It is so important for St Mark's to be able to count on the support of all parents to enable us to work together for the well-being of all our pupils.

Query/Concern	Contact	E-mail
Absence and Attendance	Mrs J Forde	attendance@st-marks.hounslow.sch.uk
Child Protection	Ms L O'Connell	safeguarding@st-marks.hounslow.sch.uk
Drug and Substance Abuse	Ms L O'Connell	safeguarding@st-marks.hounslow.sch.uk
Educational Visits	Mr C Greensmith	greensmithc@st-marks.hounslow.sch.uk
First Aid	Welfare	welfare@st-marks.hounslow.sch.uk
Harassment and Discrimination	Ms A Waugh-Lucas	headteacher@st-marks.hounslow.sch.uk
Health&Safety and Security		finance@st-marks.hounslow.sch.uk
Looked-after Children	Ms L O'Connell	safeguarding@st-marks.hounslow.sch.uk
Meeting Medical and Personal Needs	Pupil Progress Leaders Welfare	ppls@st-marks.hounslow.sch.uk welfare@st-marks.hounslow.sch.uk
Punctuality	Mrs J Forde	attendance@st-marks.hounslow.sch.uk
Racist Incidents	Ms L O'Connell	safeguarding@st-marks.hounslow.sch.uk
Staff Conduct	Ms A Waugh-Lucas Chair of Governors	headteacher@st-marks.hounslow.sch.uk

At St Mark's we take looking after the pupils very seriously. Their needs come first. The school undertakes to keep the children safe. This means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being proactive against racist behaviour
- Using physical intervention appropriately when necessary
- Meeting the needs of pupils with medical conditions
- Providing First Aid
- Protecting children from drug and substance misuse
- Children enjoying educational visits
- Caring for children's personal needs
- Keeping children safe when they use the internet
- Making sure our school is secure
- Protecting our children from harassment and discrimination

The chart makes it clear who to contact in school if you have a concern. Essential policies relating to these areas can be found on the school website.

If any parent/pupil has any concern about safeguarding or wishes to have further clarification please contact Ms L O'Connell, Director of Pastoral Care - Assistant Headteacher.

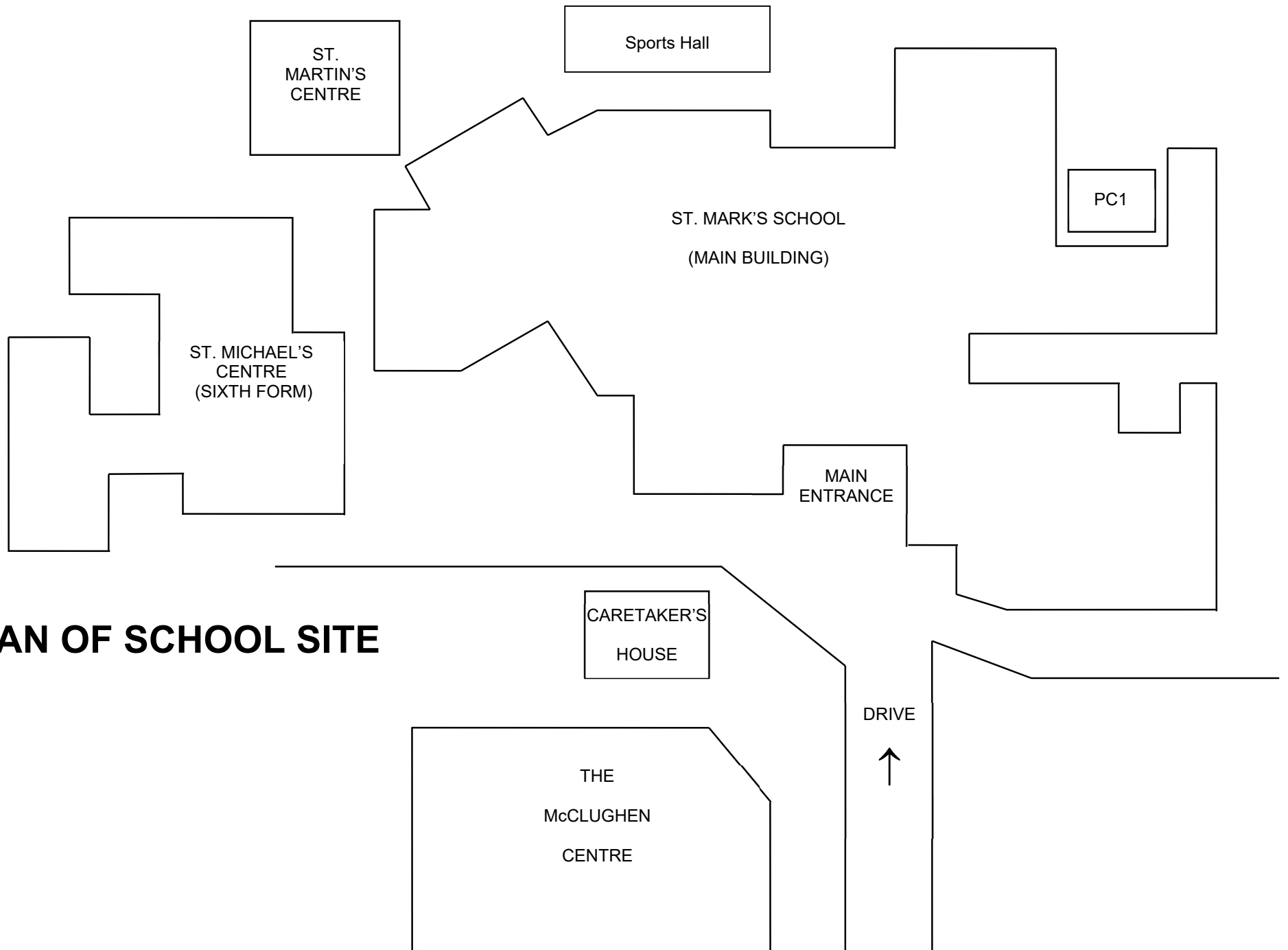
### Cycle helmets and Reflectors

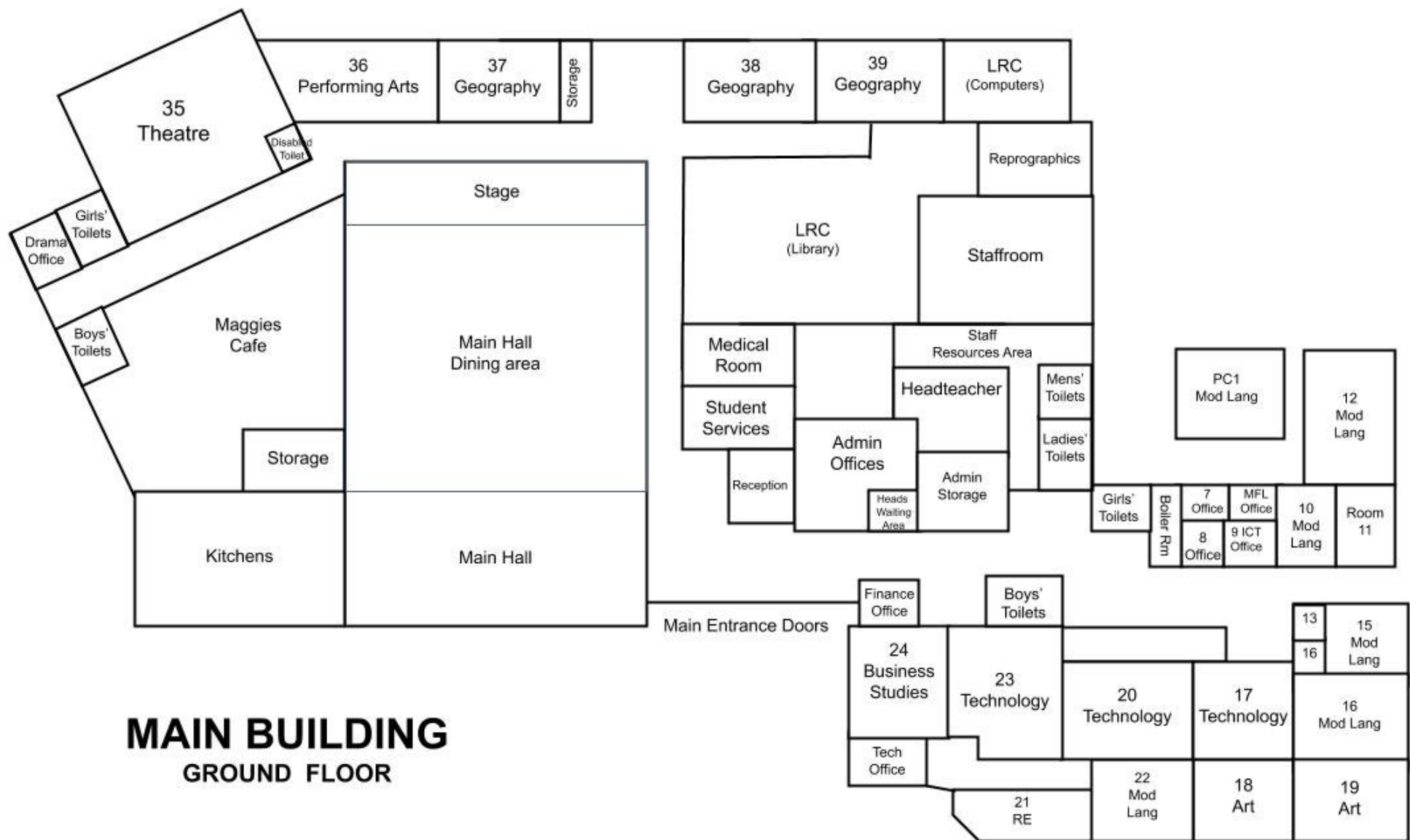
The school encourages children to cycle to school safely as part of our healthy schools initiative. We would urge parents to ensure that their child is provided with a good quality cycle helmet (**which must be worn**) and reflective clothing or reflectors. The school does not permit pupils to cycle on the site but it has become noticeable that few pupils are taking adequate precautions for the journey to and from school. Bath Road is particularly busy at the end of the school day and we aim to protect the pupils from the likelihood of injury. However, the safety of pupils cycling home is a parental responsibility. We appreciate your support in this matter.

### After school Activities

The supervision of planned after school activities is undertaken by staff. However the playgrounds are not patrolled at the end of the day. Therefore pupils are not allowed to use the grounds for playing ball or other games at the end of afternoon school. This is regrettable but the school cannot provide staff to supervise out-of-hours play. Members of the Senior Leadership Team are on gate and bus duty from 3.05 and pupils will be moved from the playgrounds by them if necessary.

# PLAN OF SCHOOL SITE

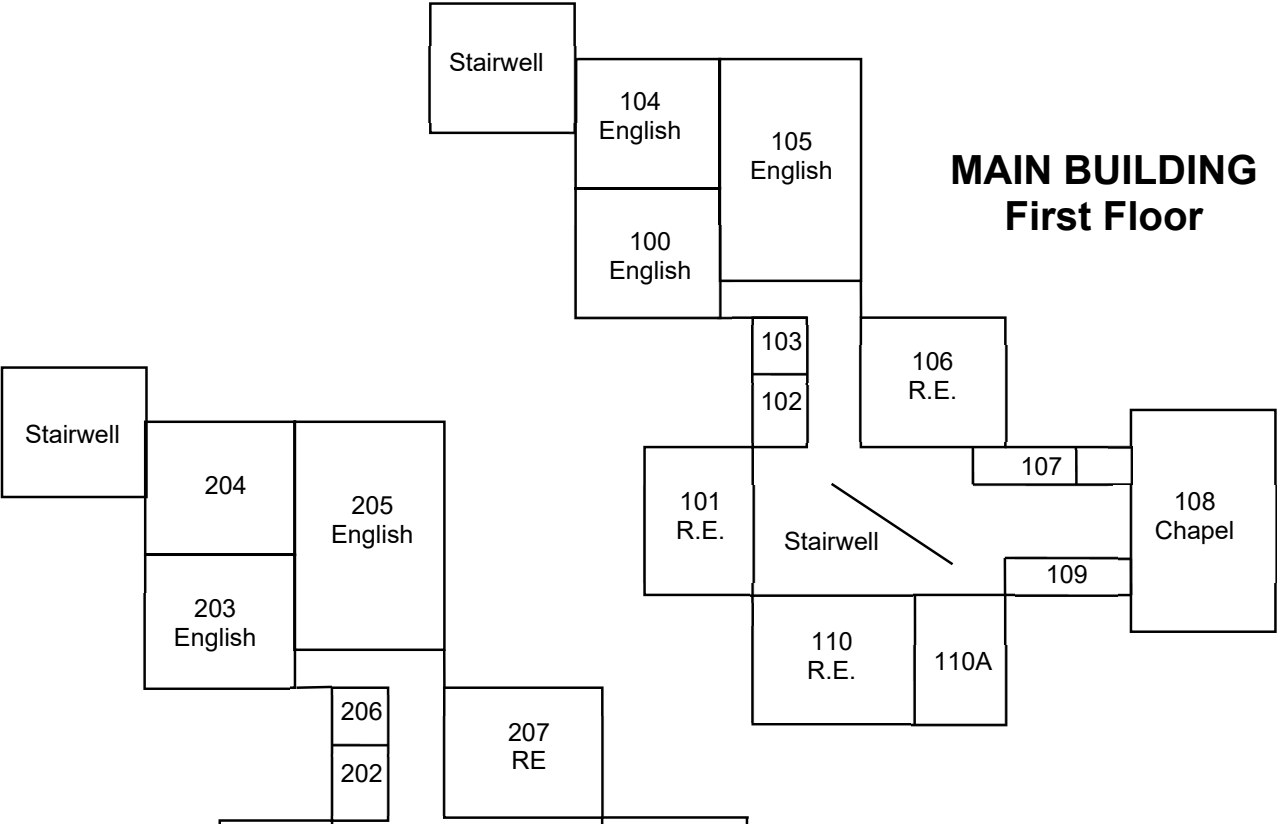




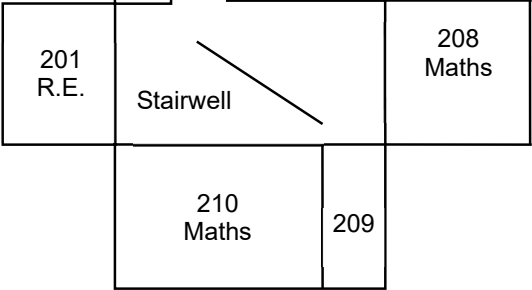
**MAIN BUILDING**  
GROUND FLOOR



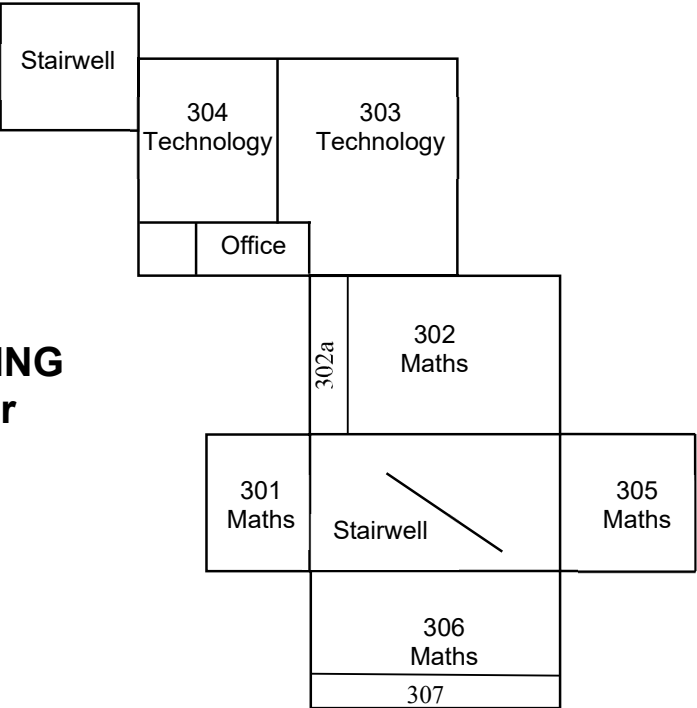
**MAIN BUILDING  
First Floor**

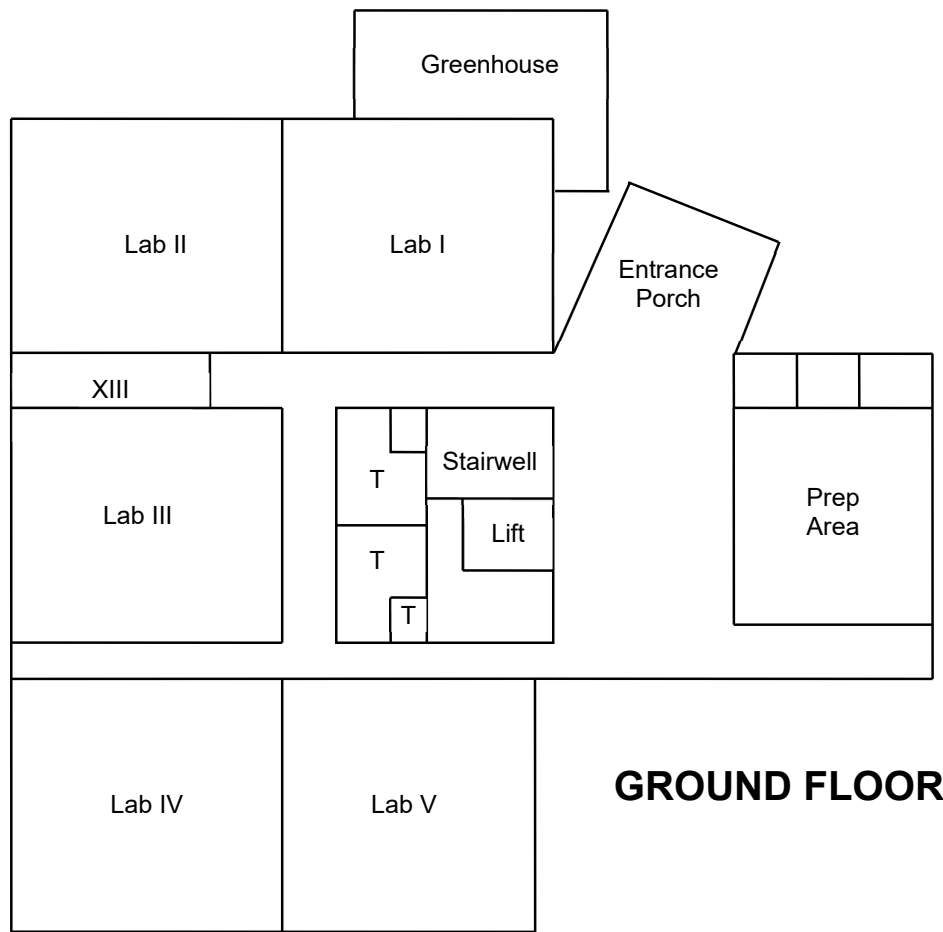


**MAIN BUILDING  
Second Floor**

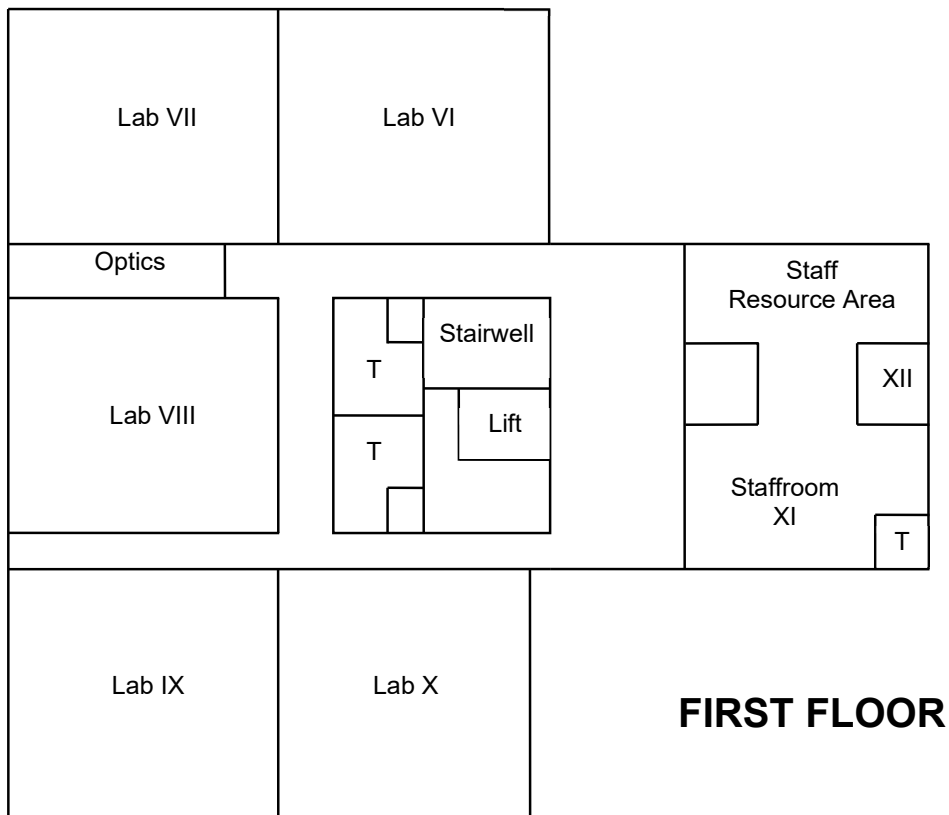


**MAIN BUILDING  
Third Floor**



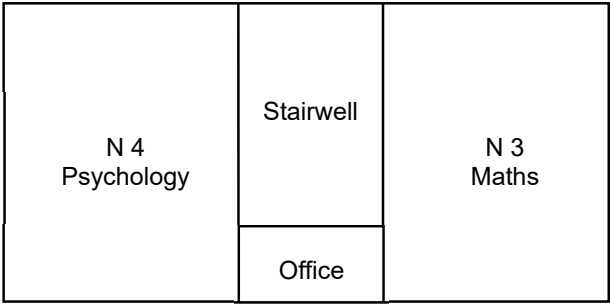
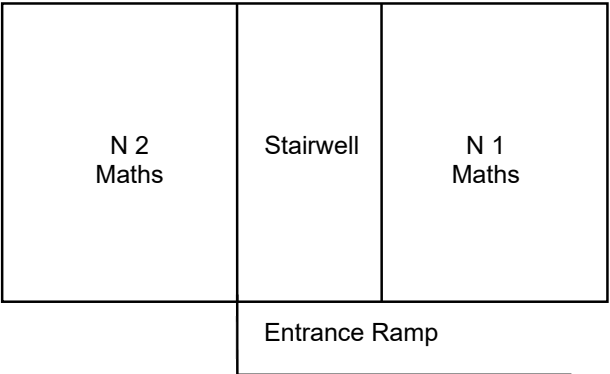


## THE McCLUGHEN CENTRE

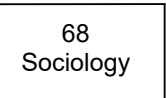
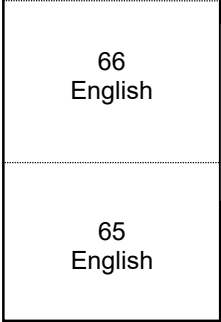
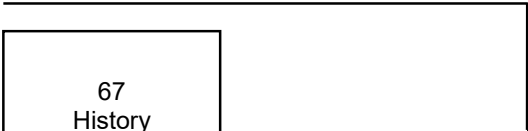


# ST. MARTIN'S CENTRE

## GROUND FLOOR

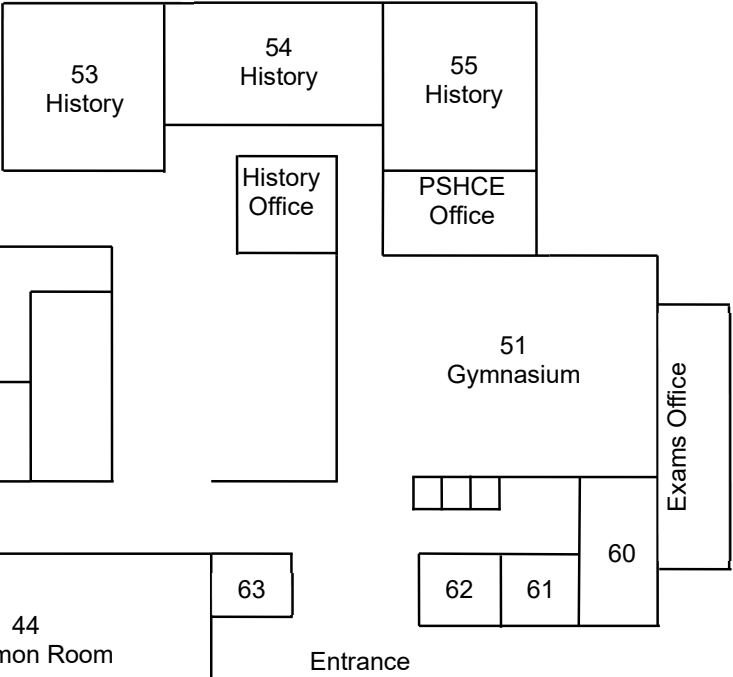


## FIRST FLOOR



## THE BOLAND WING

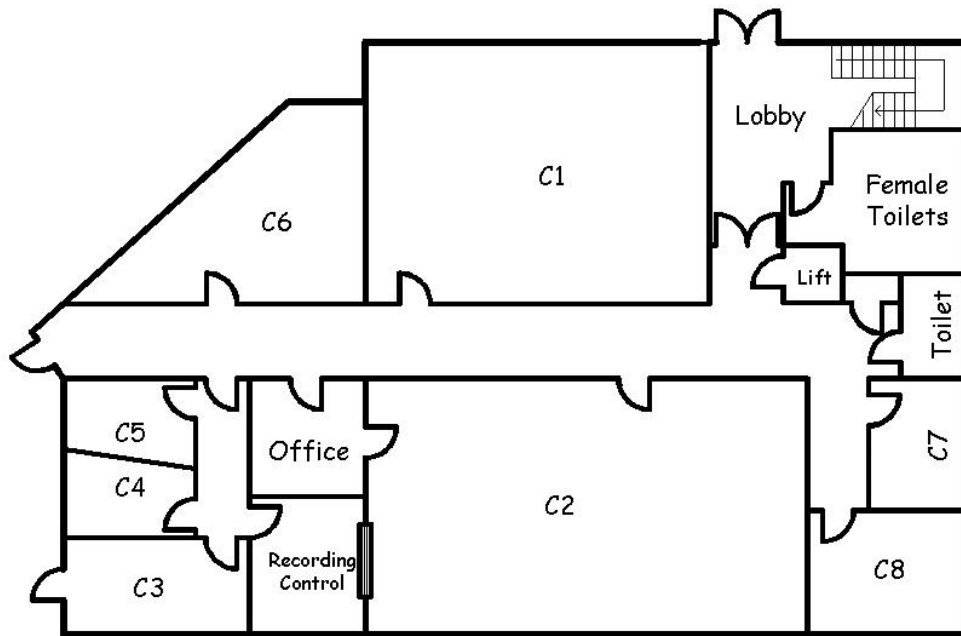
### ← First Floor



## ST. MICHAEL'S CENTRE (SIXTH FORM)



St. Mark's Catholic School: St. Cecilia's Block - Ground floor



St. Mark's Catholic School: St. Cecilia's Block - First floor

