

September 2021

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. 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.
- Please refer to the Uniform and Appearance Booklet for specific details of uniform regulations.
- 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**

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

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 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 2021-2022**

### **Autumn Term 2021**

First half of term:

3<sup>rd</sup> September

6<sup>th</sup> September

Year 12 interviews, Year 7 Start

Year 8 to 13 start

(Registration with tutors periods 1-3 all years)

29<sup>th</sup> September

7<sup>th</sup> October

Open morning 9 – 10.30am

Open morning 9 – 10.30am & Open evening 5 – 9pm

*Inset Day*

*8<sup>th</sup> October 2021*

Half Term:

School closed

Second half of term:

25<sup>th</sup> October – 29<sup>th</sup> October 2021

29<sup>th</sup> November 2021

1<sup>st</sup> November to 17<sup>th</sup> December 2021

### **Spring Term 2022**

First half of term:

Half Term:

Second half of term:

5<sup>th</sup> January – 11<sup>th</sup> February 2022

14<sup>th</sup> – 18<sup>th</sup> February 2022

21<sup>st</sup> February – 1<sup>st</sup> April 2022

*Inset Day*

*4<sup>th</sup> January 2022*

### **Summer Term 2022**

First half of term:

Half Term:

Second half of term:

19<sup>th</sup> April – 27<sup>th</sup> May 2022

30<sup>th</sup> May to 3<sup>rd</sup> June 2022

6<sup>th</sup> June – 22<sup>nd</sup> July 2022

*Inset Day*

*17<sup>th</sup> June 2022*

***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)***

## **RESPONSIBILITIES OF SENIOR STAFF**

Ms	A Waugh-Lucas	-	Headteacher
Mr	M Longuehaye	-	Deputy Head
Mrs	S McGinty	-	Deputy Head
Mrs	T Ferguson	-	Assistant Head
Mr	P Monaghan	-	Assistant Head
Ms	L O'Connell	-	Assistant Head
Ms	S Wickenden	-	Assistant Head
Mr	I Wilkinson	-	Assistant Head

## **HEADS OF HOUSE 2020/2021**

Head of House Co-ordinator		Mr C Greensmith
Be - Becket	(Green)	TBC
Ca – Campion	(Red)	Miss J Hirani
Cl – Clitherow	(Purple)	Miss N Mitchell
Fi - Fisher	(Yellow)	Ms S McIntyre
Mo - More	(Blue)	Mr S Yiu
Po - Pole	(White)	Mr D Waters

## **DEPARTMENTAL STAFF STRUCTURE**

### **ART**

Mrs E Murphy (Subject Leader)  
Mrs T Eastwood

### **BUSINESS STUDIES**

Ms T Flannery (Economics)  
Ms M Wade (Subject Leader)

### **COMPUTING**

Mr L Fanning (Subject Leader,)  
Ms J Hirani

### **ENGLISH**

Mr P Hanlon. (Subject Leader Film Studies)  
Ms A Harris  
Ms T John  
Ms L Joyce (Subject Leader English and Media)  
Mrs S McGinty  
Mrs V Millin  
Mr P Monaghan  
Ms S Nawaz  
Ms L O'Connell  
Ms L Ryan  
Mr J Sheehan (Lead Practitioner)  
Ms N Takenaka  
Ms A Weir

## **HUMANITIES**

Mrs J Alderson-Evans (Geography)  
Ms J Armstrong (Subject Leader Sociology)  
Mrs H Bennie (Subject Leader Psychology)  
Ms E Brown (History & Politics)  
Dr D Callaghan (Politics, History, Classics)  
Ms M Croft (Subject Leader Geography)  
Mr M Longuehay (History & Classical Civilizations)  
Mrs A Morillon (Geography)  
Ms N Mitchell (Subject Leader History)  
Ms E Oakley (History)  
Mr D Waters (History)

## **LANGUAGE SUPPORT**

Mr R McAuliffe

## **MATHEMATICS**

Mr M Bamrolia  
Mr N Bowley  
Mr M Gold  
Mrs A Lewis  
Mr K Naiker  
Mr C Odedra  
Mr R Scamardella  
Mrs S Thomas (Subject Leader)  
Ms S Wickenden  
Ms E Wlodrska

## **MODERN LANGUAGES**

Mrs C Bandarian  
Ms M Cruz Montes  
Ms H Diallo  
Ms A Olalla-Lopez  
Mr J Rodriguez  
Ms R Stewart (Subject Leader)

## **PERFORMING ARTS**

Ms T Hutchison (Subject Leader Drama)  
Ms T John (Drama & English)  
Mr D Rogan (Music)  
Ms A Welbourn (Subject Leader Music)

## **PHYSICAL EDUCATION**

Ms K Davies  
Mr C Greensmith  
Mr P Taylor (Subject Leader)  
Ms M Thomas

## **RELIGIOUS EDUCATION**

Ms S Bray  
Mrs T Ferguson  
Mr T Haley  
Ms M K Heeney  
Ms A Jackson (Subject Leader)  
Miss A McMorrow

## **SCIENCE**

Dr R Chakraborty  
Mr A Crone  
Mr J Fisher  
Mr R Grover  
Mr S Janman  
Mrs M Kingsland  
Mr S Milhailvic  
Mrs H Mould (Subject Leader)  
Mr G Shore  
Mr I Wilkinson  
Mr J Windmill  
Mr S Yiu

## **SEND**

Ms C Cannon  
Miss A Chisholm  
Ms M Curran  
Mr J Ferguson  
Mrs K Jenkins (Special Needs Coordinator)  
Ms R Koomson  
Mrs P Raccani (SEN Administrator)  
Mr J Romero

## **TECHNOLOGY DEPT**

Ms G Gulyas  
Mr C McConnon  
Ms S McIntyre (Subject Leader)  
Mr A Ranu

# THINGS YOU NEED TO KNOW ABOUT

## **ADDRESS AND TELEPHONE NUMBER**

Each year, parents will be asked to complete and return a medical form 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 e mail 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 the late book at Student Services. Being late will automatically trigger a late detention unless there is a compelling reason for lateness. Failure to attend is regarded as being a serious matter.

## **ABSENCES**

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.**

The official school holiday dates are indicated at the beginning of this booklet. **Absences outside these days will not be authorised and will be referred to the Education Welfare Officer at the Local Authority.** 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.

## **MUFTI DAYS**

On special occasions we have a mufti-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 DIARIES**

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 (yet to be confirmed for 21/22 terms)**

Pupils may hire lockers for the school year for a rental of **£10.00**. In some cases lockers may have to be shared. However, sub-letting lockers is not allowed because of key issues – this is to be confirmed due to current restrictions.

## **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 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.

The 'Uniform and Appearance' booklet with full details of uniform requirements can be found on the school website under the school information tab.

<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 (Boys)	Plain black Plain navy Dark grey	Bright colours Patterns Stripes etc Trainer socks
Girls skirts	Knee length Style from School Bells (trim to be visible)	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
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)

<u>Type of Uniform</u>	<u>Correct</u>	<u>NOT Acceptable</u>
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	School hat and scarf only – available from School Bells	All other scarves
Jewellery	Girls earrings - Single plain pair of gold or silver studs (one in each earlobe)  Both Boys and Girls – a wristwatch	Earrings coloured or sparkly Hoops Dangly  Piercing in top of ear/nose Retainers Bracelets Any other jewellery
Nails	Clear nails	Nail extensions, coloured and clear nail varnish
Make up	None – Year 7 and 8 Minimal– Year 9, 10 & 11	
Hair	Neat and tidy Boys shortest number 3 Hair accessories – moderate  Clean Shaven face	Shaved heads Dyed hair Longer than collar length Shorter than number 3 Patterns shaved into hair Gelled into obvious styles  Expectation is for boys to be clean shaven (no facial hair) Years 7 to 11

**ALL UNIFORM AND P.E. KIT SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME. A large number of lost uniform items go unclaimed each year.**

## **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

## ASSESSING YOUR CHILD'S PROGRESS

In all Key Stages pupils are set target grades for each subject based on a range of data including performance at Key Stages 2, 3 and 4. These targets are regularly reviewed to ensure they are appropriately challenging for each pupil.

Years 7 and 8 pupils will be given a target based on their Key Stage 2 scores in Reading and Maths. The targets are to be **Developing**, **Secure** or **Exceeding** in 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.

Assessment is central to all teaching and learning in St Mark's. Teachers will use a variety of assessment tools with pupils. These can include: observation of pupils in class and their contribution and responses; questioning; self and peer assessment. Pupils' work is also assessed through the use of attainment grades, written feedback and effort grades.

Attainment grades are given for key pieces of work (using SKIPS criteria at KS3 and GCSE grades at KS4).

The following provides a key for these grades:

	Effort	Attainment
Years 7 to 8	A = Excellent work B = Good effort C = Requires improvement D = Very little effort	<b>SKIPS</b> Developing Secure Exceeding
Year 9 to 11	A = Excellent effort B = Good effort C = Requires improvement D = Very little effort	GCSE Grade 9-1
Year 12 to 13		A* - E for exam style work = A Level grades. Other work will be marked according to departmental policy

## COMMUNICATION WITH PARENTS AND EXAM SCHEDULE 2021-2022

### YEAR 7

- Parents' Evening 28<sup>th</sup> April 2022
- Reports June 2022
- IPM October 2021 and March 2022

### YEAR 8

- Parents' Evening 3<sup>rd</sup> February 2022
- Yr 8 reports June 2022
- Test Week 23<sup>rd</sup> May 2022
- IPM October 2021 and March 2022

### YEAR 9

- Parents' Evening 2<sup>nd</sup> December 2021
- Reports July 2022
- Options Evening 22<sup>nd</sup> February 2022
- Test Week 19<sup>th</sup> April 2022
- IPM October 2021 and March 2022

### YEAR 10

- Expectations evening 9<sup>th</sup> September 2021
- Parents' Evening 19<sup>th</sup> May 2022
- Year 10 Exam Week 23<sup>rd</sup> June 2022
- Reports July 2022
- IPM October 2021 and March 2022

### YEAR 11

- Expectations Evening 16<sup>th</sup> September 2021
- Into 6<sup>th</sup> form day/evening 21<sup>st</sup> October 2021
- Parents' Meeting 13<sup>th</sup> January 2022, 24<sup>th</sup> March 2022
- PPE Week 30<sup>th</sup> November 2021, 14<sup>th</sup> March 2022
- IPM October 2021
- Reports March 2022

### YEAR 12

- Expectations Evening 8<sup>th</sup> September 2021
- Short Test Week 15<sup>th</sup> November 2021
- Report March 2022
- Higher Education Evening 22<sup>nd</sup> June 2022
- IPM November 2021
- Parents' Evening 3<sup>rd</sup> March 2022

### YEAR 13

- Parents' Meeting 10<sup>th</sup> February 2022
- IPM October 2021
- PPE Week 19<sup>th</sup> April 2022

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'**

## **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 School which has at its heart a love of God, the education of its pupils, and a mission to serve our neighbours and community. We seek to foster a spirit of truth, reconciliation, justice and peace. We are committed to developing the spiritual, intellectual, moral, emotional, cultural, social and physical potential of all our members within a safe and supportive environment.

### **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



## OUR REWARD SYSTEM

In St. Mark's we think it is important to recognise when pupils are doing things well. We use a Mark Point and Green Card system.

### In years 7-9

**Mark Points** will be given for a range of achievements and contributions and they will be logged on SIMs. Examples of things for which a mark point is awarded:

- Excellent attainment and effort with classwork and homework
- An act of service
- Representing the school or house in sport, debate, drama etc.
- Mentees achieving their targets

Mark Points	Award
100	Bronze certificate, badge and dinner card to go to front of queue in dinner hall
200	Silver certificate and badge
300	Gold certificate and badge
600	Platinum certificate and badge

### In years 10 and 11

Green Cards are used to reward pupils:

**20 cards** will gain a letter of commendation from the Headteacher

**50 cards** - Certificate

**100 cards** - Certificate

To gain these cards pupils will need to produce classwork/homework above target, or make an excellent contribution to a lesson, or make a great effort in supporting charity/ community work in the school.

Departmental certificates are awarded termly at special award assemblies for outstanding achievement and work.

## 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.

<b>Query/Concern</b>	<b>Contact</b>	<b>E-mail</b>
Absence and Attendance	Mrs J Forde	fordej@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	Mrs S de Roeper	deroepers@st-marks.hounslow.sch.uk
Harassment and Discrimination	Ms A Waugh-Lucas	headteacher@st-marks.hounslow.sch.uk
Health&Safety and Security	Mrs D Fear	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 Mrs S de Roeper	ppls@st-marks.hounslow.sch.uk deroepers@st-marks.hounslow.sch.uk
Punctuality	Mrs J Forde	fordej@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.

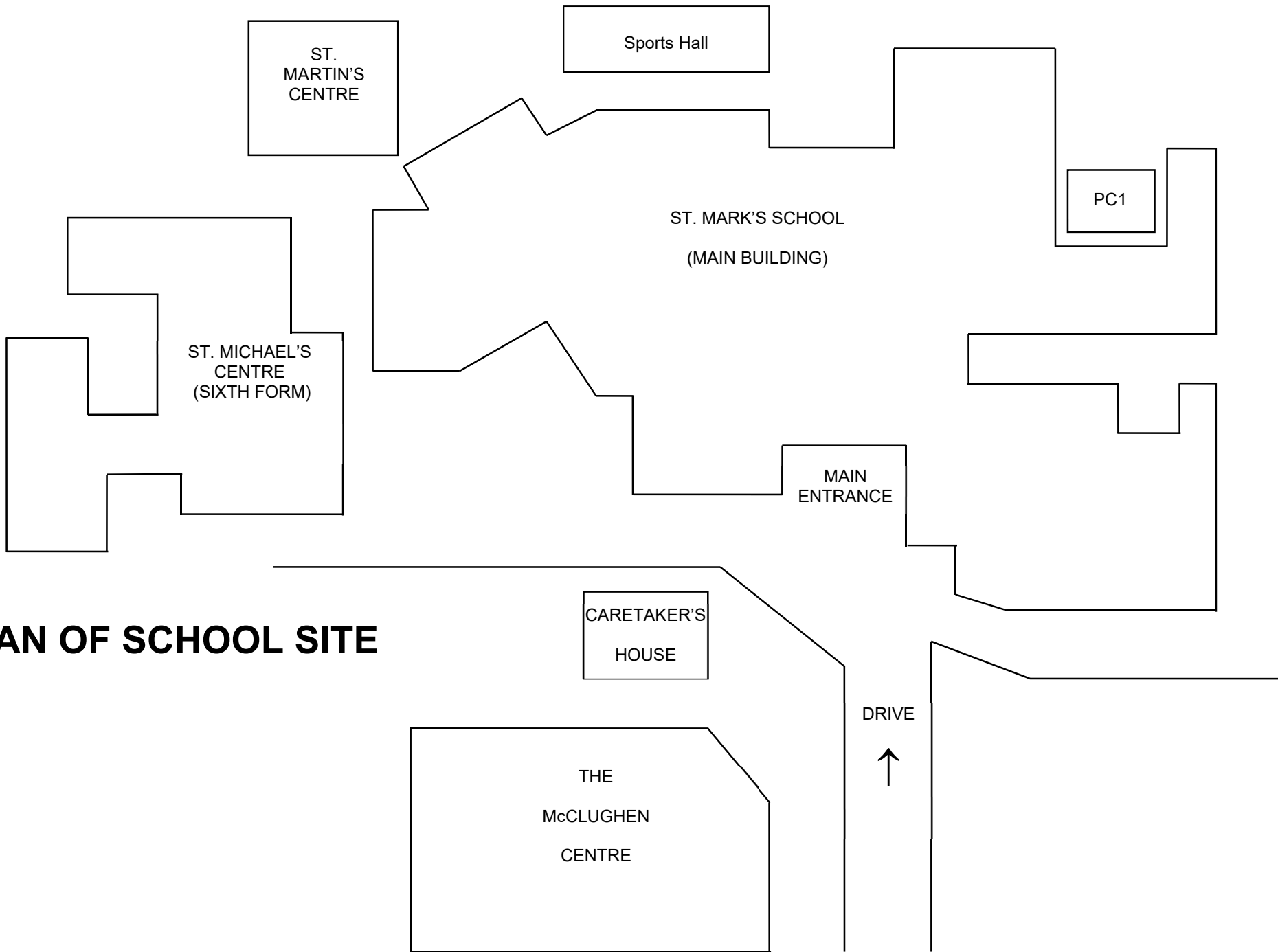
### Cycle helmets and Reflectors

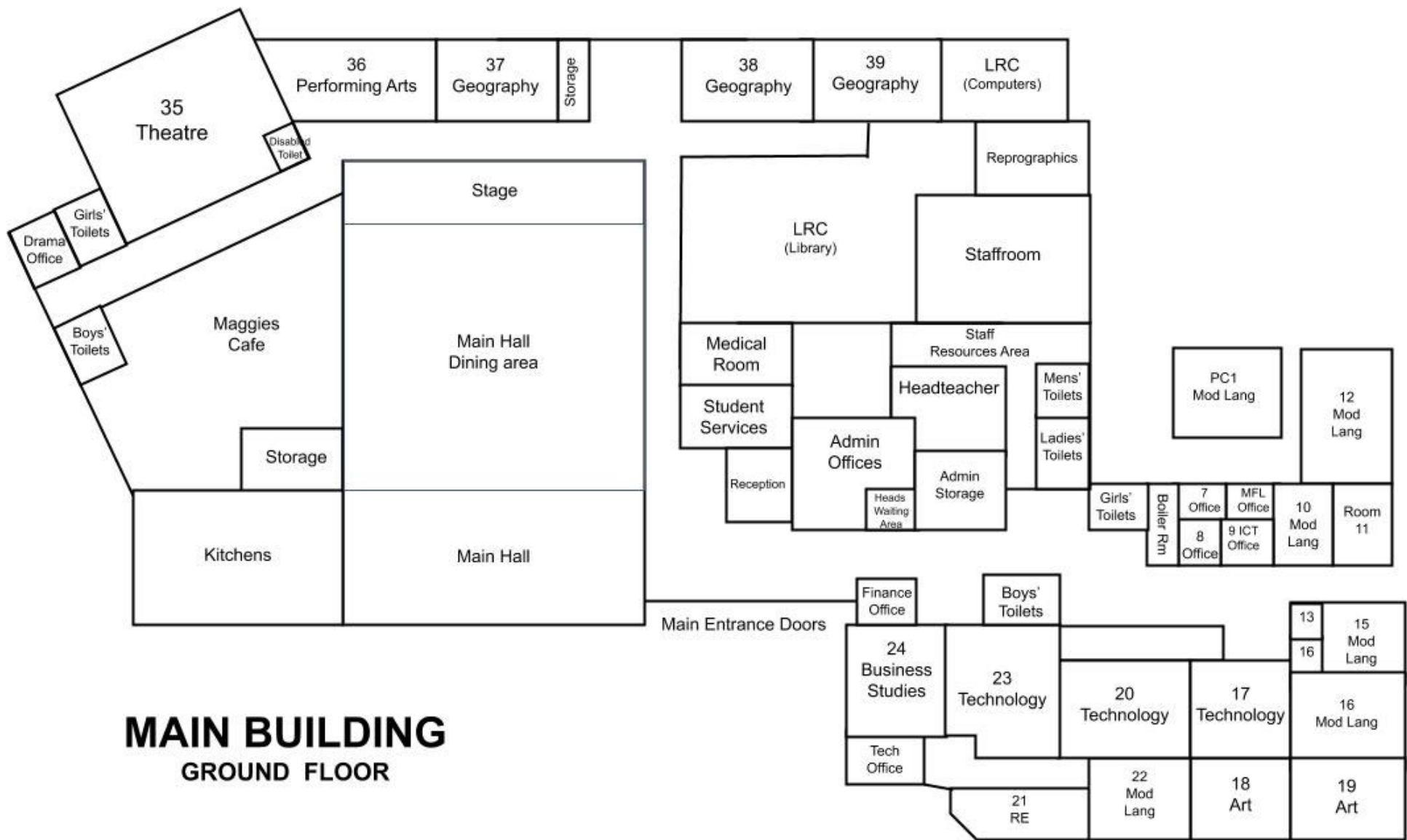
The school encourages children to cycle to school safely as part of our healthy schools initiative. We would urge parents to ensure that their child is provided with a good quality cycle helmet (**which must be worn**) and reflective clothing or reflectors. The school does not permit pupils to cycle 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

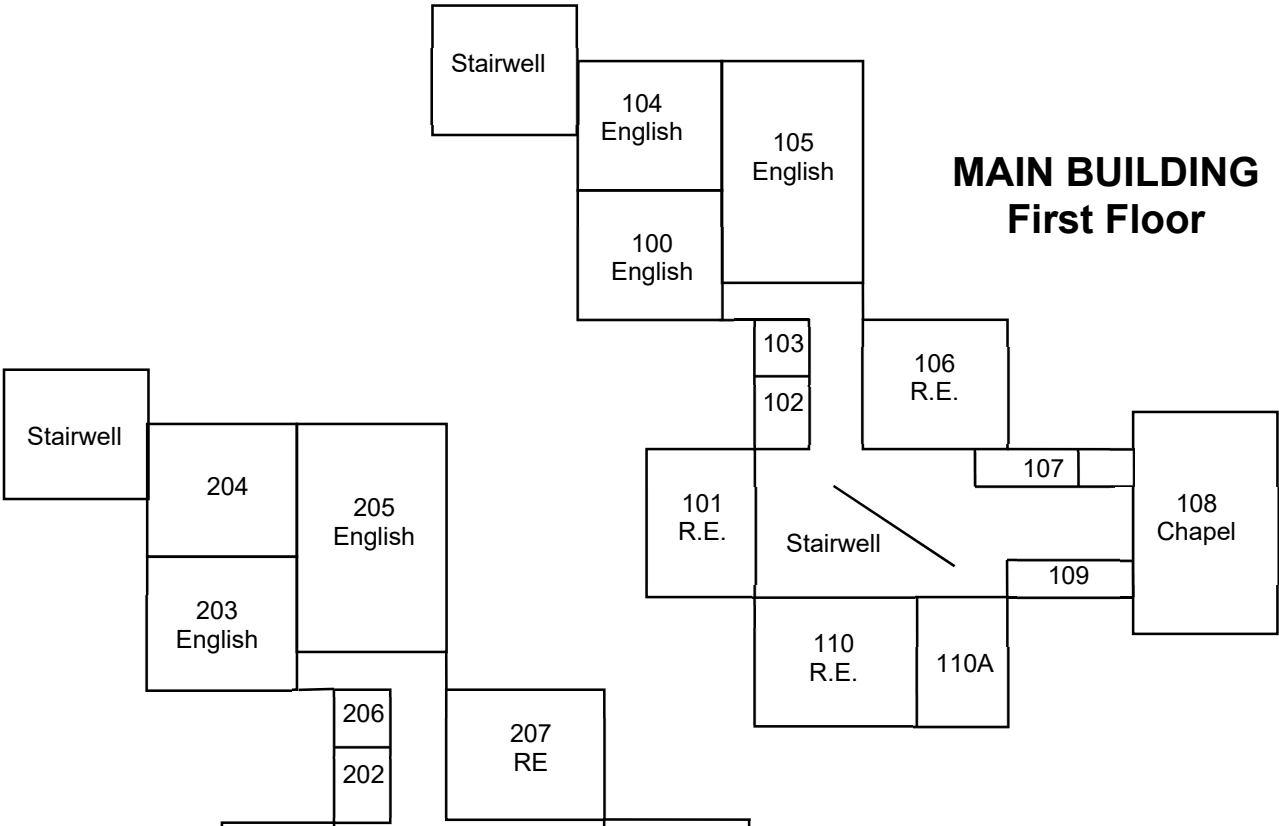




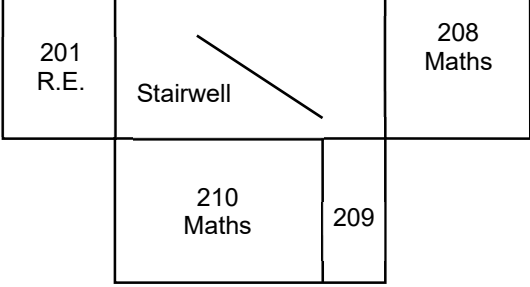
**MAIN BUILDING**  
GROUND FLOOR



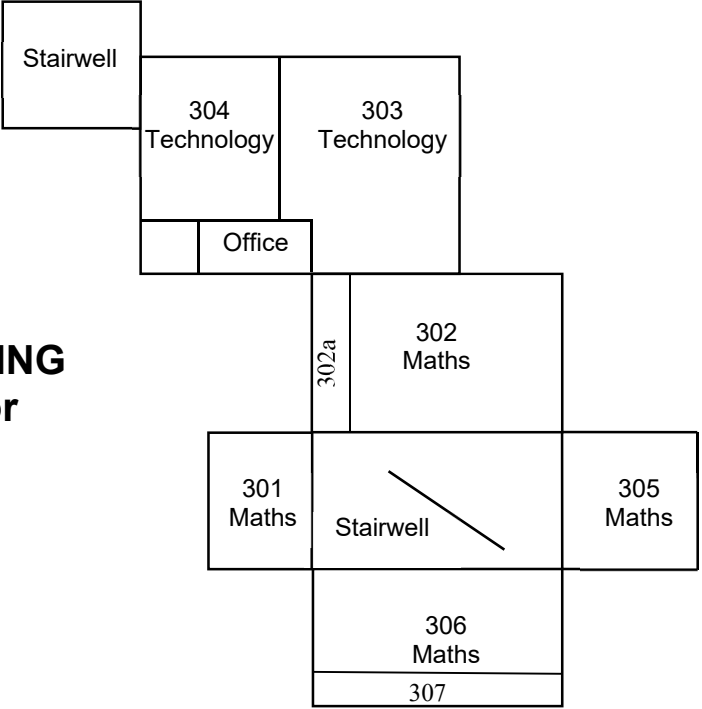
**MAIN BUILDING  
First Floor**

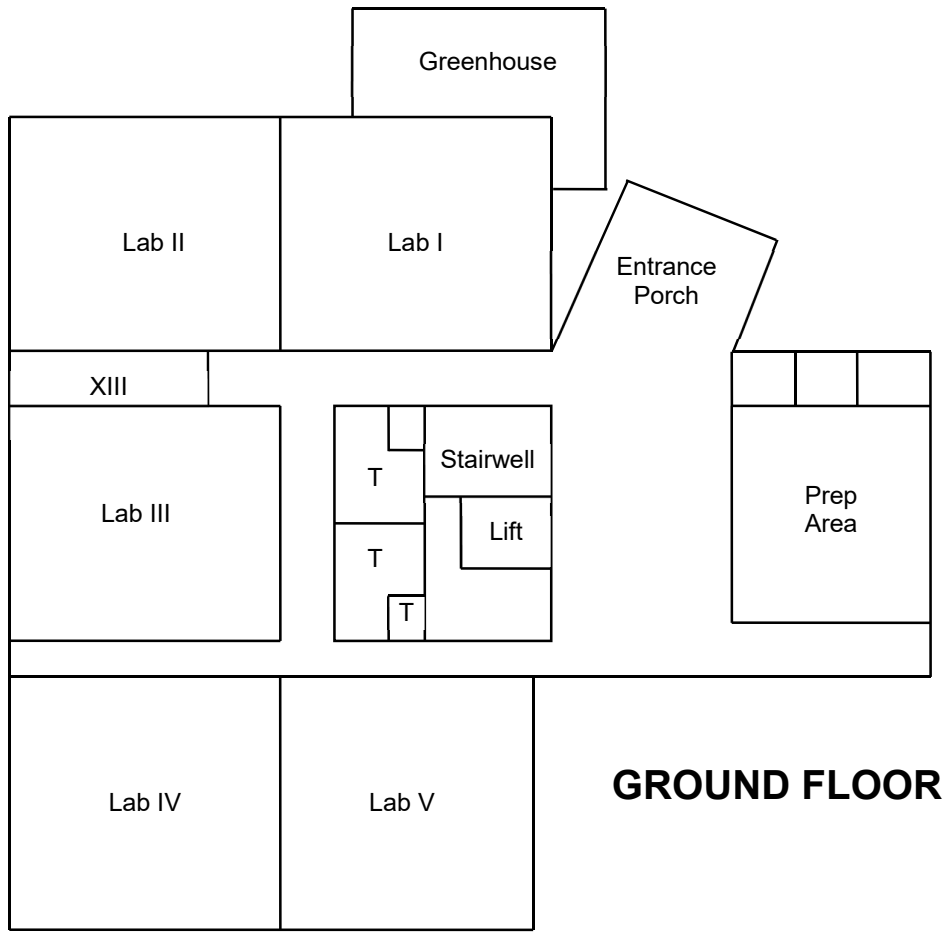


**MAIN BUILDING  
Second Floor**

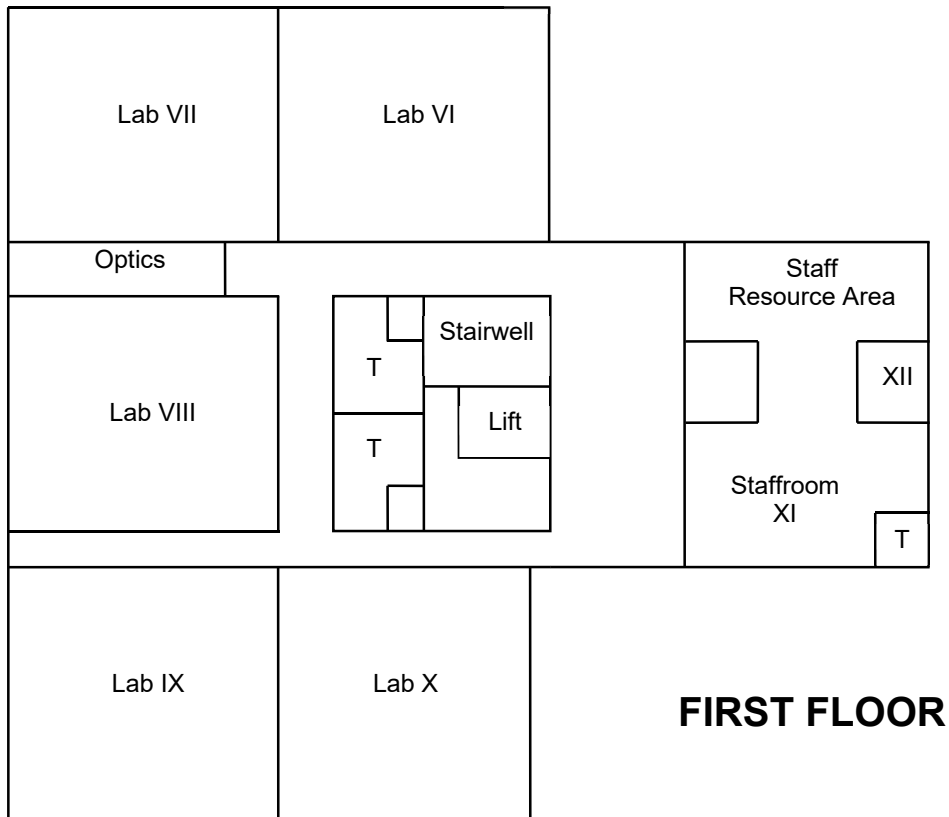


**MAIN BUILDING  
Third Floor**





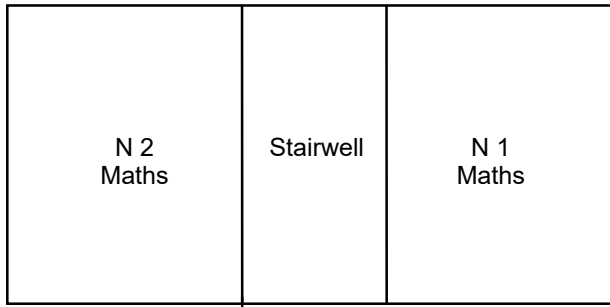
# THE McCLUGHEN CENTRE



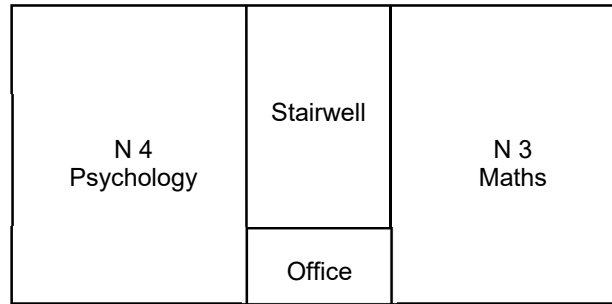


# ST. MARTIN'S CENTRE

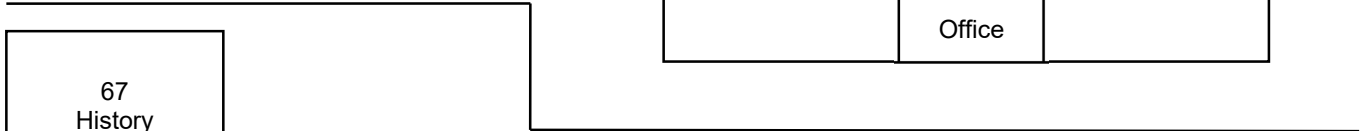
## GROUND FLOOR



Entrance Ramp

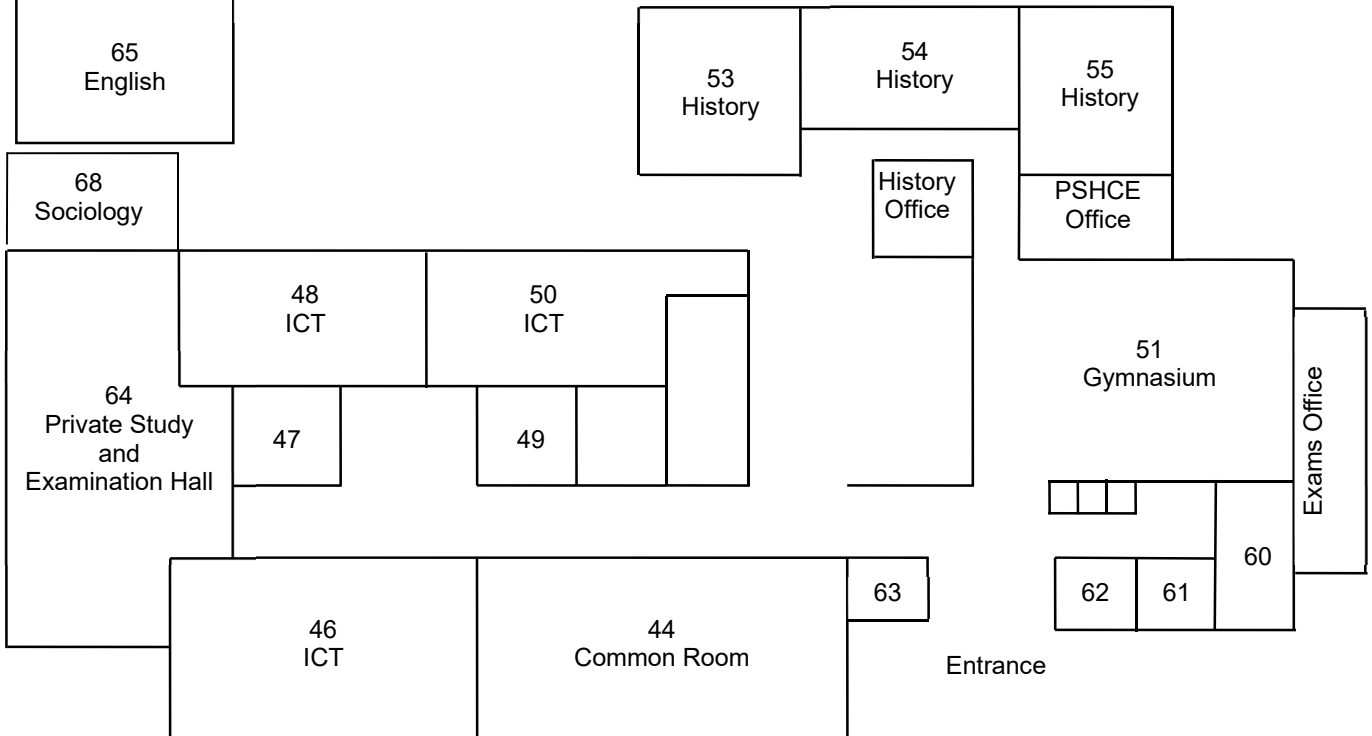


## FIRST FLOOR



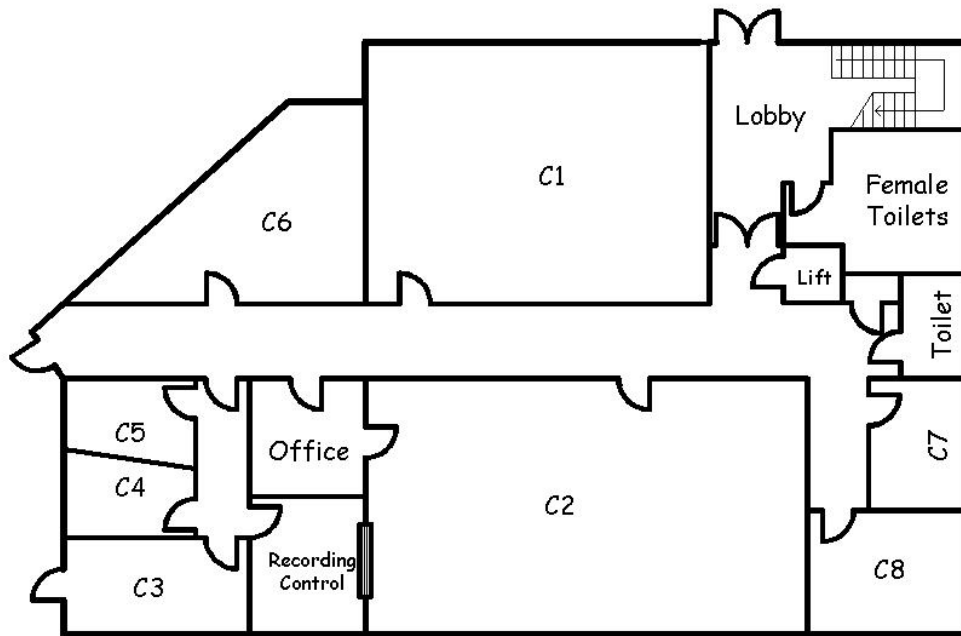
# THE BOLAND WING

## ← 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

