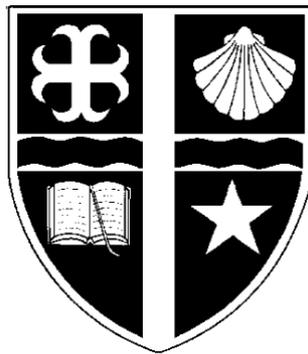


SAVIO SALESIAN COLLEGE



Educating in friendship and peace

GUIDE FOR NEW STUDENTS AND PARENTS

2020 – 2021

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OUR MISSION

“In order to empower everyone to achieve their full potential we, as a community, accept our responsibility to respect and care for each other and our environment in a spirit of friendship and peace”

At Savio Salesian College we believe that clear expectations regarding responsibilities and behaviour are important in maintaining a successful and happy atmosphere in school.

This is underpinned by:

THE FOUR RIGHTS

- 1. Students have the *right* to learn**
- 2. Teachers have the *right* to teach**
- 3. Everyone has the *right* to be respected**
- 4. Everyone has the *right* to be safe**

We expect our students to accept that they have a responsibility to respect and co-operate with the Mission and shared values of the school.

Savio Salesian College is a **Restorative Justice school**. This means we aim to resolve any disputes between students or between students and teachers so that all concerned are satisfied with the outcome. This is helpful in developing relationships which are positive. It is a time consuming process but one that we have had much success with.

HOME – SCHOOL PARTNERSHIP

When your child becomes a student at Savio Salesian College it is the beginning of a partnership.

We want this partnership to support your child's learning and we want to share and develop an understanding of the ways students, parents and school staff can best help each other.

We have had a Home – School Partnership Agreement for some years but we are keen to consider your views. It is simply a set of statements about what each of us will try to do.

You are invited to read and comment on the Home – School Partnership Agreement and to share any comments. Your advice will influence changes to the document. You and your child will be asked to sign the agreement as a statement of best intentions for the beginning of our partnership at Savio.



WE ARE A HEALTHY EATING AND DRINKING SCHOOL

BREAKFAST CLUB OPENS FROM 7.30am

Free breakfast includes porridge, cereal, bagels

BREAK

Water, milk, juice, fruit, toast, crumpets etc will be on sale

LUNCH

- A cashless cafeteria system is in operation – a photograph is taken of the student's thumb which is used at the cash loader and tills. Students put money into the cash loader and when they make a purchase at the till the cost is deducted automatically. Students on free school meals have their meal allowance credited to their account daily at lunchtime. On arrival, children will be given full instructions on the cashless system.
- Students may bring their own packed lunch if preferred
- Students are NOT allowed to leave college premises during break or lunch times.

Please note that chocolate, fizzy drinks or high-performance energising drinks are not allowed in school in accordance with Government guidelines for healthy eating

UNIFORM

Full school uniform must be worn every day. It is important that our students take pride in the way they look both in school and on the way to and from school. Members of the Bootle community will judge Savio Salesian College by the way students look and behave. Students who wear the uniform of Savio Salesian College are representing every member of our school community.

A dark anorak or coat without logos or designs is suitable to wear to and from school and will reflect parental support in maintaining the reputation of the school in the area. We are not able to accept responsibility for valuable jackets worn to school that are lost, stolen or damaged in any way.

All items of school uniform should be clearly marked with the student's name in case items are mislaid.

We do not accept extremes of hairstyle and students must only wear a small, plain black or navy hair accessory. Students must not dye their hair or present themselves with shaven heads.

On the grounds of health and safety, long hair must be tied back when students are in school and must not cover the face.

A school bag will be provided to all Year 7, 8 and 9 students and this is the **only** bag that is allowed in school.

Free school uniform / Savio PE Kit will be available from:

Paul's Place, 272 Stanley Road, Bootle L20 3ER

I WILL WRITE TO YOU SEPARATELY WITH DETAILS OF HOW THIS CAN BE COLLECTED BEFORE THE END OF THE SCHOOL YEAR. DUE TO THE CURRENT CORONAVIRUS CRISIS THERE MAY BE SOME DELAY IN PROVIDING BOTH UNIFORM AND PE KIT.

GIRLS

Navy blazer with college crest

Navy V neck jumper with college crest

Grey pleated skirt (pinafores are not allowed)

School tie with crest

White blouse with top fastening button

Dark grey socks

Plain black shoes (trainers or canvas shoes are not allowed)

BOYS

Navy blazer with college crest

Navy V neck jumper with college crest

Grey trousers

School tie with crest

White shirt

Grey or black socks

Plain black shoes (trainers or canvas shoes are not allowed)

The school tie will be issued by Student Services. All other uniform items will be available from the above supplier.

EQUIPMENT

It is essential that students are properly equipped for their lessons.

Basic equipment to be brought to school each day:

- **School bag**
- **School Planner**
- **A pencil case containing at least two pens, a pencil, a ruler, a rubber and coloured pencils**

Students should check their timetable every evening to see if they need any other equipment e.g. PE kit, ingredients/money for Food Technology, calculator, compass and protractor for Maths. Keep a copy of your child's timetable at home to remind you and make sure that they pack their bag the night before to ensure they are ready and organised for the next day.

Students must also bring money for lunch and bus fare if required. Money should be kept safely in a named purse. Only money needed for the school day should be brought to school.



SCHOOL STANDARDS

- Treat all members of the school community with respect and courtesy
- Try to do your best in all school activities
- Homework and coursework assignments are to be recorded in your Planner and completed on time
- Wear your school uniform with pride
- Arrive at school promptly and be on time for all lessons
- Have the correct equipment for all lessons
- Carry out instructions given by your teachers
- Do not drop litter around the school and take care of your environment
- Listen to others as they take part in the lesson
- If you are absent during school time, find out what work you have missed and try to catch up
- **Do not leave the school site at any time without permission**



STUDENT POSSESSIONS

Please note that under no circumstance can Savio Salesian College accept any liability whatsoever for student possessions. We cannot insure personal 'items of value' such as mobile phones, electrical equipment, jewellery, expensive shoes or jackets.

In addition, recent changes to the law make it clear that the school cannot be held liable to the confiscation of any goods, perishable or otherwise, which have been brought into school in contravention of school rules.

Jewellery

Watches may be worn for school. The wearing of all other jewellery is against school rules. We do not accept responsibility for jewellery that is worn in school. Unacceptable jewellery will be confiscated and will need to be collected by parents/carers. False nails must not be worn. Make-up must be kept to a minimum and false eyelashes are not allowed. We will insist that all students who arrive with either false nails, eyelashes or tans remove them either in school or before the next school day.

Mobile Telephones

We do not accept responsibility for students' mobile phones. They are not essential equipment for school. Student Services are available to contact parents in an emergency. Mobile phones **MUST BE SWITCHED OFF IN CLASSROOMS** and kept in the student's school bag. If mobile phones are used **IN CLASSROOMS** during lessons, at breaktime or lunchtime, they will be confiscated and returned at 2.45pm. The same applies to any type of electronic gadgetry.

MEDICAL NEEDS

Students who require medication during the school day, eg inhalers for asthma, need to bring a note to school so that staff are aware of their medical needs. All medicines will be kept in Student Services.

COMMUNICATION WITH PARENTS

It is important that we maintain good communication links during your child's time at Savio Salesian College.

- **Please telephone school before 9.00am if your son or daughter will be absent that day**
- **Please send a written explanation of your child's absence when he/she returns to school**

It is essential that we always have updated information about:

- > **change of address**
- > **change of telephone number**
- > **change of emergency contact numbers**
- > **name change of parent(s)/legal carer(s)**

If there are any changes to this information Student Services must be informed in writing.

HOMEWORK

To help students to complete their homework/organise their time, they are given a **School Planner** in which they can write down exactly what they have to do for homework each night of the week and also record any achievements and prizes that they earn during the course of the year.

Parents may also use the Planner as a method of communication with school, form tutors and subject staff. We recommend that parents check the planner each day.

Students MUST bring their Planner to school EACH DAY

ATTENDANCE

Regular attendance at school is vital in ensuring the success of your child.

There are rewards for students who attend regularly during the school year. At the end of the year, students who receive full attendance will receive a prize in the Prize Giving Assembly.

Holidays During Term Time

We request that you do not arrange to take your child on holiday during term time. If you do, the absence will be unauthorised and you could receive a penalty charge notice from the Local Authority.

Punctuality

Students should plan their journey to school and aim to arrive by **8.20am** to give themselves time to prepare for the school day which begins at **8.30am**. Any student arriving after **8.30am** will receive a 'late' mark. NB, it is very important that students sign in at Reception if they are late. The school will close the register at **9.30am**. If your child arrives after this time their mark will be recorded as an unauthorised absence.

Students who are late with no valid reason will receive detention. We will inform parents if students are late frequently.

Medical or Dental Appointments

Please try to make medical or dental appointments after school or during holidays. If your child needs to be absent for a medical or dental appointment, please make sure you send in the appointment card the day before to the attendance officer so that the absence can be recorded.

We will authorise up to half a day for medical appointments during the school day

THE SCHOOL DAY AT SAVIO

For most subjects students will be placed in a class group according to their ability. Students' attainment will be reviewed regularly during the year to make sure they are making good progress and are in the most appropriate class to meet their learning requirements.

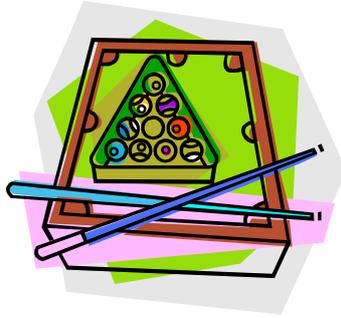
	Monday Wednesday Friday	Tuesday Thursday
Line up on yard	8.25am	8.25am
Registration/Form/PSHCE	8.30am – 8.50am	8.30am – 9.15am
Period 1	8.50am – 9.50am	9.15am – 10.10am
Period 2	9.50am – 10.50am	10.10am – 11.05am
Break	10.50am – 11.05am	11.05am – 11.20am
Period 3	11.05am – 12.05pm	11.20am – 12.15pm
Period 4	12.05pm – 1.05pm	12.15pm – 1.10pm
Lunch	1.05pm – 1.45pm	1.10pm – 1.50pm
Period 5	1.45pm – 2.45pm	1.50pm – 2.45pm
School finishes	2.45pm	2.45pm

LUNCHTIME ACTIVITIES

Please note that students are not allowed to leave the school premises at lunchtime without permission

Youth Centre

At lunchtime, students can go to the Don Bosco Youth Centre where they can use pool tables and table tennis. Students may also visit the Oratory or attend one of the lunchtime activities that run each day (see below).



Lunchtime Activities depending on student interest

- * Art Club
- * Computer Club
- * Music Groups
- * Sports Activities
- * Dance Groups
- * Library/The Oratory
- * Don Bosco Centre
- * Language Club
- * Latin classes
- * Indoor Board Games



BUS ROUTES (AM)

691 - Starts at Kirkdale Train Station (7.57am) via Westminster Road, Hawthorne Road, Oxford Road, Worcester Road,

Aintree Road, Marsh Lane (8.04am), Stanley Road, Linacre Road (8.08am), Bridge Road, Church Road onto Netherton Way to Savio Salesian College (layby)

- 692** - Starts at Kirkdale Train Station (8.00am) via Melrose Road, Stanley Road, Marsh Lane, Rimrose Road, Knowsley Road, Stanley Road, Marsh Lane, Aintree Road, Southport Road, Watts Lane, Orrell Road, Harris Drive, Kirkstone Road South, Church Road onto Netherton Way to Savio Salesian College (layby)
- 56** - Kirkdale Station (8.00am), Melrose Road, Southport Road, Netherton Way

BUS ROUTES (PM)

- 692** - Netherton Way, Bailey Drive, Southport Road, Aintree Road, Marsh Lane, Stanley Road, Melrose Road to Kirkdale Station
- 693** - Netherton Way, Bailey Drive, Linacre Lane, Knowsley Road, Rimrose Road, Marsh Lane to Brunswick Boys Club
- 56** - Netherton Way, Southport Road, Melrose Road, Kirkdale Station

The cost of travel on school buses is £1 each way



PLEASE REMEMBER:

- Provision of bus services depends on the good behaviour which is well managed by the great majority of Savio Salesian College students;
- **When using any form of public transport in school uniform, students are representing Savio Salesian College and should behave appropriately**
- Students who prove to be either a nuisance or a danger on the way to or from school threaten the provision of these services. To safeguard the services for others, any student who fails to behave properly on these journeys will be **BARRED from using school buses** AND may be subject to further school discipline as a result. The school will not rule out the issuing of fixed penalty notices to anyone who causes serious and wilful damage.

FREE SCHOOL MEALS

Your child may be entitled to free school meals if you receive any of the following :

- Income Support
- Income Based Job seekers Allowance
- Child Tax Credit (provided your income does not exceed a stated amount and you are not entitled to Working Tax Credit)
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act

Please contact your local authority Free School Meals department to make a claim if you think your child is entitled

PRIVACY NOTICE

For
***Students in Schools, Alternative Provision and
Student Referral Units and Children in Early Years Settings***

Privacy Notice - Data Protection Act 2018

We, **Savio Salesian College** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learning Number (ULN), and update/check your Personal Learning Record (PLR). The Skills Funding Agency may share your ULN and PLR with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. If you want more information about this section, please contact the Examinations Officer at the College.

In addition, for Secondary and Middle deemed Secondary Schools:

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the school office if you wish to opt out of this arrangement.

For more information about young people's services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact the school office.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.sefton.gov.uk/default.aspx?page=9541> or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Sefton Metropolitan Borough Council
Telephone: 0845 140 0845
Minicom: 0151 934 4657
or by completing the contact us online form available at
www.sefton.gov.uk
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288
- Data Protection Officer
The Data Protection Officer is responsible for overseeing data Protection within the School so if you do have any questions in this Regard, please do contact him on the information below:-
Data Protection Officer: Craig Stilwell
Company: Judicium Consulting Ltd
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Telephone: 0203 326 9174

SAFEGUARDING

The staff and governors at Savio Salesian College strongly believe that it is always unacceptable for a learner to experience abuse of any kind and we take responsibility to safeguard the welfare and wellbeing of all learners seriously. We do so through our commitment to safe practices, the inclusive and supportive environment within the college that recognises respect, openness and honesty and the promotion of good health, development and wellbeing.

This statement applies to all staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of the college or visiting the college premises.

Safeguarding Policy

The college's safeguarding policy is designed to provide a basic safeguarding procedure and should be followed at all times.

Savio Salesian College recognises that:

- The welfare of all its learners is paramount
- All learners, regardless of age, disability, gender, sexual orientation, ethnicity or religious belief have the right to equal protection from all types of harm and abuse
- Working in partnership with learners and other agencies is essential to provide a safe learning environment
- All staff must be trained in Safeguarding

We will seek to safeguard all learners by:

- Valuing and respecting them as individuals, providing them with opportunities to share their concerns and listening to them
- Adopting safeguarding practices through procedures that reflect current legislation and guidelines and code of conduct for staff and volunteers
- Recruiting staff safely
- Sharing information about concerns with agencies who need it, and involving learners and their parents/carers appropriately
- Ensuring learners know who the Designated Safeguarding Officers are and their contact details

A copy of our Safeguarding Policy is available at reception

Designated Safeguarding Officers:

Mrs Murphy / Mrs L Howe / Mr T Costello / Mr B Fox