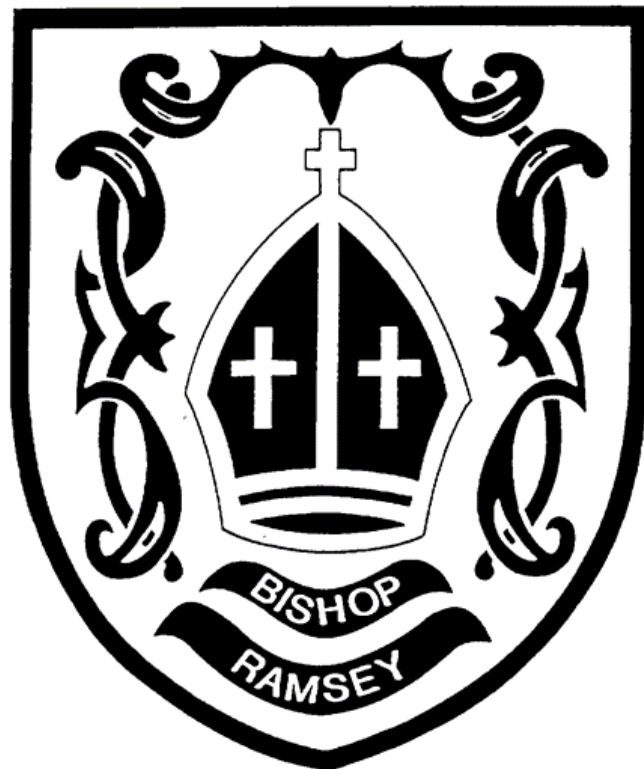


# **BISHOP RAMSEY**

**A Christian Learning Community**



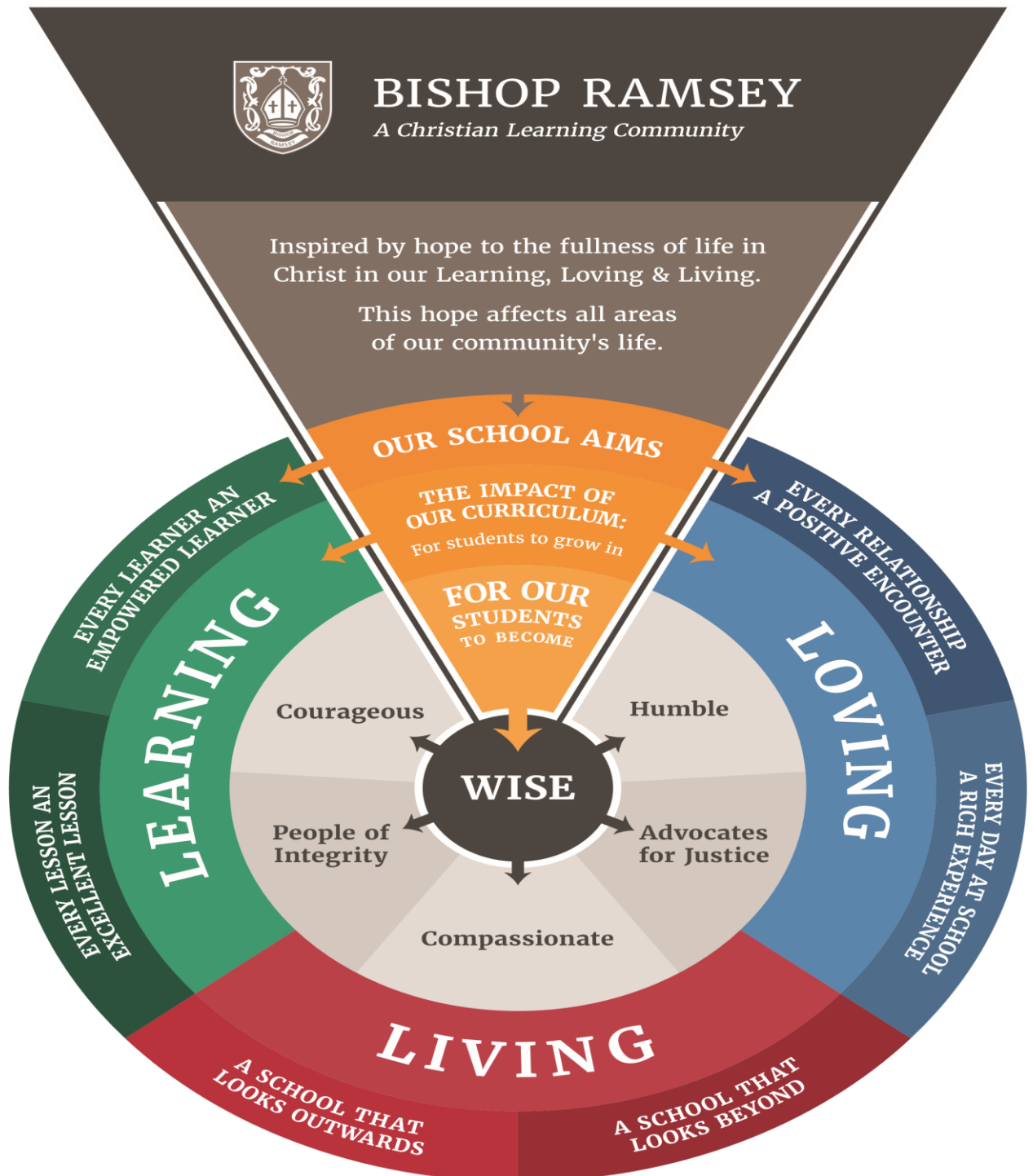
## **Welcome Booklet**

# **2022 / 2023**

## Welcome to Bishop Ramsey School

A Christian Learning Community, inspired by hope to the fullness of life in Christ in our Learning, Loving & Living

Our intention is that every learner be empowered, every lesson excellent, every school day a rich experience, every relationship a positive encounter and together a community looking outwards and beyond.



**Term Dates**  
**Academic Year 2022-23**

**Autumn Term 2022**

Staff Development Days	Thursday 1 <sup>st</sup> September 2022 Friday 2 <sup>nd</sup> September 2022
Autumn Term Begins	Monday 5 <sup>th</sup> September 2022 - Year 7 & Year 12 Tuesday 6 <sup>th</sup> September 2022 - Years 8 -13
Half Term Holiday	Monday 24 <sup>th</sup> October - Tuesday 1 <sup>st</sup> November 2022
Occasional Day	Friday 2 <sup>nd</sup> December 2022
Autumn Term Ends	Friday 16 <sup>th</sup> December 2022

**Spring Term 2023**

Spring Term Begins	Tuesday 3 <sup>rd</sup> January 2023
Half Term Holiday	Monday 13 <sup>th</sup> - Friday 17 <sup>th</sup> February 2023
Spring Term Ends	Friday 31 <sup>st</sup> March 2023

**Summer Term 2023**

Summer Term Begins	Monday 17 <sup>th</sup> April 2023
May Day Bank Holiday	Monday 1 <sup>st</sup> May 2023
Half Term Holiday	Monday 29 <sup>th</sup> May - Friday 2 <sup>nd</sup> June 2023
Summer Term Ends	Friday 21 <sup>st</sup> July 2023

## The School Day

### September Intake Year 7 Students:

On the first day of term, students should arrive by 8.40am and make their way to the Hub in the Wedge Building. Students should bring a pencil case and a packed lunch. P.E. kits are not required on this day.

Friday of week one has different timing to the other days

<b>8:40am – 9:10am</b>	Muster points and Form Time/assembly
<b>9:10am – 10:10am</b>	Period 1
<b>10:10am – 11:25am</b>	Period 2 (including 15 minute break)
<b>11:25am – 12:25pm</b>	Period 3
<b>12:25pm – 1:55pm</b>	Period 4 (including 30 minute lunch)
<b>1:55pm – 2:55pm</b>	Period 5
<b>2:55pm - 3:45pm</b>	Optional extra-curricular opportunities

### Timings for Friday Week One

<b>8:40am</b>	Meet students at muster point and form time
<b>8:45am – 9:45am</b>	Period 1
<b>9:45am– 1:00am</b>	Period 2 (including 15 minute break)
<b>11:00am – 12:00pm</b>	Period 3
<b>12:00pm – 1:30pm</b>	Period 4 (including 30 minute lunch)
<b>1:30pm – 2:30pm</b>	Period 5

### In Year Admissions

Students should arrive at 8.15am and report to the school Reception. Students will be met by their Year Director who will then take them to Student Services to have their photograph taken and then to their Form Group.

The School day is 8.40am – 2.55pm except on Friday Week A when school finishes at 2.35pm.

## Safeguarding

Bishop Ramsey School is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach to enable us to support all of our students.

Safeguarding issues are the responsibility of the following members of staff:

- Ms A Maycock (Designated Safeguarding Lead)
- Mr M Britton
- Mrs St Louis King
- Mr Jeffries



**Any Safeguarding concerns during school hours should be reported immediately by calling  
01895 639227.**

**During out of school hours, details of your concern should be sent via email, copying ALL  
members of the Safeguarding Team (as above).**

## School Uniform and PE Kit

Uniform at Bishop Ramsey School is of great importance as it is a direct reflection of our school and our students. A school uniform and recommended P.E. kit have been chosen by the Trust Board and it is expected that students will wear this and that parents will willingly support the school in this matter. Please mark all clothing clearly with your son/daughter's name.

Item	Description
Blazer	Black Blazer - Banner Signature with Gold Trim and School Badge
Shirt	White with a collar designed to accommodate a tie. Short sleeves are permitted in summer. Only plain white "T" shirts are allowed under shirts.
Tie – All Students	William Turner black with single gold stripe
Jumper (optional)	Proforma 50 black V-neck with gold trim and school badge
Kilt	Kelso Tartan ( BA279T)
Trousers	Black - Banner Signature classic or contemporary fit (or equivalent) Jeans, stretch, cords, hipsters, flares, bootleg, low-slung and skin tight trousers are not permitted. Belts should be plain black. Trousers should fall over the shoe.
Coat	Dark coloured warm and weatherproof. Leather, denim and suede are not permitted. Students may not wear hoodies as an alternative to a coat.
Shoes	Plain, flat, black, 'leather' style shoes. Casual shoes, trainers and boots (as defined as those items of footwear where the ankle bone is covered either partly or in full by the footwear) are <b>not</b> permitted. Please note that VANS, Converse and Nike Air styles are not permitted.
Socks	Black socks with trousers or kilt
Tights	Black opaque tights
P.E. Kit	Black and gold embroidered polo shirt Black shorts (no logo) Gold football socks (Autumn & Spring Term) White socks (Summer Term) Training shoes with a non-marking sole Football boots
Optional P.E. Kit	Black and gold embroidered hooded top Black tracksuit bottoms or sports leggings (no logo)
School bag	Branded Bishop Ramsey School bag from Year 7 onwards



There are a number of other local suppliers that sell our school uniform.

<p><b>Adams</b> 55 Victoria Road Ruislip Manor HA4 9BH</p>	<p>01895 674155 <a href="http://www.hillingdonschooluniforms.co.uk">www.hillingdonschooluniforms.co.uk</a></p>
<p><b>Angels</b> 317 Rayners Lane Pinner HA5 5EN</p>	<p>0208 866 9972 <a href="http://www.angelsuniforms.co.uk">www.angelsuniforms.co.uk</a></p>
<p><b>Kevins</b> 17 The Broadway Greenford UB6 9PH</p> <p>104 Marsh Road Pinner HA5 5NA</p>	<p>0208 578 1210 <a href="http://www.kevins-schoolwear.co.uk">www.kevins-schoolwear.co.uk</a></p> <p>0208 866 7208</p>
<p><b>PE Kit only:</b> <b>Different Class Schoolwear</b> Unit 9 Wessex Industrial Estate Bourne End Bucks SL8 5DT</p>	<p>01628 531821 <a href="http://www.differentclassschoolwear.co.uk">www.differentclassschoolwear.co.uk</a>. Mail order only. The user name is <b>bishopramsey</b> and the password is <b>bedifferent</b>.</p> <p><b>PLEASE NOTE THAT WE ARE A WAREHOUSE NOT A SHOP. YOU ARE VERY WELCOME TO VISIT DURING WEEKDAYS BUT YOU WILL NEED AN APPOINTMENT IF YOU NEED TO BUY UNIFORM IN PERSON OR REQUIRE A FITTING.</b></p> <p>E-mail: <a href="mailto:enquiries@differentclassuk.com">enquiries@differentclassuk.com</a></p>

## Lost Property

All property brought into school must be clearly named. Any lost property found at school will be taken to the Hub and stored in the Lost Property Trunk. Students are responsible for looking for their own items. Due to the vast amount of lost property, any unclaimed items will be disposed of after one month. Unclaimed cash will be donated to the school's Charities Account.

The school cannot accept responsibility for personal possessions brought into school, students do so entirely at their own risk.

## Hair

Any extremes of hair are not permitted. This includes symbols, shapes and lines cut into hair or eyebrows. Haircuts below a number two are unacceptable except in the case of students with extremely curled hair, who may have a number ½. Boys are expected to be clean shaven. Students are not allowed coloured extensions or to dye their hair in unnatural colours or shades. Hair bands must be brown, white, gold or black only. No head scarves, bandanas or other hair adornments are allowed. Hats and scarves may be worn in cold weather outside of the building but baseball caps are not allowed.



## **Nails**

Acrylics/false nails or nail varnish are not permitted. Students breaking the rules will be sent to the Welfare Office to remove the nails/nail varnish (we keep a stock of nail polish remover). If acrylic nails can not be immediately removed, students will be required to spend the day in isolation.

## **Make Up**

No make-up, including false eyelashes or eyelash extensions is allowed. If students are seen wearing make-up they will be sent to the Welfare Office to remove their make-up (we keep a stock of make-up remover). If students can not adhere to the standards expected they will spend the day in isolation.

## **Jewellery**

Students are permitted to wear a watch and one stud earring in each ear, no other facial piercings including nose studs or jewellery are permitted.

The above list is not exhaustive. Please note that any items that are not permitted will be confiscated and students may be sent home. There will be a full uniform check on the first day of term and we will follow this up with the use of the Expectation Card. If you have any questions about this, please do not hesitate to contact your son/daughter's Year Director or one of the Assistant Headteachers. Please refer to the Uniform Policy on the school website for further details.

## **Lanyards**

Students have a photo identity card and a lanyard in the colour of their Year which they must wear at all times. This will enable them to purchase food in the Hub when the card has been topped up and also borrow books from the Library. Lanyards for new students can be purchased once a ParentPay account has been set up.

If a student loses their identity card they must report it to Student Services immediately for the card to be blocked. If replacement items are required they are available to purchase on ParentPay. These can be found under 'Replacement Lanyards'. Parents/carers can buy either an ID card for £2.50, a plastic holder for £1.00, a lanyard for £2.00 or all three items for £5.50. Students will need to present the ParentPay receipt for replacement items.

## **Travelling To/From School**

The 696 bus route runs to and from the school from Hayes. This is a public bus service and not a dedicated school bus. At the end of the school day the bus leaves the school at the following times:

Monday to Friday:	3:05pm & 3:15pm
Friday (Week A timetable only)	2:45pm & 2:55pm

Students should be mindful that they are representing the school when travelling to/from school, whether walking or by public transport. Any reports of poor behaviour will be taken very seriously and will result in a sanction.

Students may ride bicycles to school and leave them in the school bicycle sheds. They are required to secure their bicycles rather than leaving them unlocked. A bicycle is brought to school at the student's own risk and it is advisable that it is adequately insured. It is recommended that the students are in possession of a Bikeability Certificate (Level 2). All students must wear a cycle helmet when cycling to/from school. Bicycles may not be ridden on the school premises.

## **ParentPay**

Parents/carers of new Year 7 students will receive a letter from the school during July 2022 containing their ParentPay user name and password, enabling them to log onto the ParentPay website [www.parentpay.com](http://www.parentpay.com) and activate their ParentPay account. This will enable them to purchase their child's lanyard and identity card. For admissions at other times of the year, parents/carers are advised that until



they have received these details, students will bring a packed lunch with them until their card can be topped up.

Bishop Ramsey School is a cashless environment where school trips, revision guides and replacement items need to be paid for using the ParentPay facility with a debit or credit card.

If you have any queries about Parentpay, please contact Mrs Hagon by telephone on 01895 671002 or via e-mail on [parentpay@bishopramsey.school](mailto:parentpay@bishopramsey.school)

Students may bring a packed lunch. Alternatively, a selection of hot/cold lunches/snacks and drinks are available to purchase using your ID card. Please note, all payments are cashless and money must be loaded on via ParentPay. Food must be eaten in the Hub.

### **1-1 Digital Device Scheme at Bishop Ramsey**

We find that increasingly, independent work requires access to digital resources and our homework tasks are set on the digital platform Arbor, with many resources shared via Microsoft Teams. Teachers also use a wide range of teaching and learning tools, accessible via the internet, within their lessons, alongside the more traditional exercise and textbooks. To promote independent learning and empower students to use digital tools in their communication and learning, from September 2022, all our Year 7 students will have a small laptop, managed and monitored by the school, to use in lessons and at home. The laptop can be purchased via a payment plan, which includes the cost of the device, software and a 3-year repair/replace warranty, for as little as £15 per month over 36 months. We work with a company called FreedomTech and the portal to order laptops will open in May, with first payments taken in July for a September delivery. For students in receipt of Free School Meals or eligible for Pupil Premium funding (for 6 years after FSM end), this device will be provided by the school.

### **Student Lockers**

When your child starts at Bishop Ramsey School he/she will be able to rent a locker to keep their belongings (e.g. Books, P.E. kit) in a secure place.

The rental fee for a Locker includes a returnable key deposit of £5 which they will get back when they hand their key back. Please see the fees below:

Year 7 Student - £42 for five years rental  
Year 8 Student – £35 for four years rental  
Year 9 Student – £28 for three years rental  
Year 10 Student – £21 for 2 years rental  
Year 11 Student – £14 for one year rental  
Sixth form student- £21 for 2 years rental

If you would like to rent a locker for your child, please make the required payment on ParentPay. Once the payment has been received, we will be notified, and we will then issue your child with a locker.

If your child is joining Bishop Ramsey in September 2022, please can we request that all payments are received by 20th August 2022. This will allow us enough time to complete the necessary work to ensure we can issue the lockers in the first week of them joining. Payments received after this date will be issued lockers at a later date.

There will be no charge for children that qualify for Pupil Premium, they will automatically be issued with a locker.

### **Catering**

Alliance In Partnership, our caterers, provide early morning breakfast bites, snacks at break times and a wide range of hot and cold food at lunch times. Students can pay for food using their identity card, which can be loaded with a cash value via ParentPay.

## **Attending School**

### **Attendance**

Good attendance is linked to progress and students achieving their potential. The attendance target for students at Bishop Ramsey is 95%. Attendance below 90% is classed by the Government as 'Persistent Absenteeism' and can be reported to the Participation Team at the London Borough of Hillingdon. Please refer to the Attendance Policy in the Policies section of the School website.

### **Punctuality**

Students should be at their muster point for 8:35 am ready for registration .Students are registered electronically every morning and for every lesson. Year Directors monitor punctuality to school and lessons. Students will be marked late if they arrive after 8:40am.

If a student arrives late on two mornings in a week, they will receive a school detention. A detention will also be issued if a student accrues over ten minutes of being late for lessons during the week.

If a student arrives late for school, it is important that they are marked present in the following way:

- Between 8.40am and 9.00am - to go straight to their Form Group/Assembly
- After 9.00am- students must sign in with the Attendance Administrator in Student Services.

### **Absence Email System**

To report your child absent from school, you must email [absence@bishopramsey.school](mailto:absence@bishopramsey.school) no later than 8:30am. Please do not leave a telephone message or email an alternative email address.

If your son/daughter is absent from school for more than one day we do require that you report the absence on a daily basis, unless the period of absence has been agreed or signed off by a doctor.

In the event, that your son/daughter is absent from school and we have not received an email confirming the absence, you will be sent an 'attendance follow up' email and SMS requesting that you contact school. If you do not respond to this alert the absence will be recorded as an authorised absence.

### **Medical/Dental Appointments**

We do ask Parents/Carers to notify the school of any absence known in advance, such as a doctor or dentist appointment by e-mailing [absence@bishopramsey.school](mailto:absence@bishopramsey.school)

Please also add the details of the appointment in the back of your child's Link Book, so that this can be shown to the class teacher if the students need to leave the school site. Students have to report to Student Services to sign in and out for appointments. We are unable to allow students to leave school without written parental permission.

### **Arriving to School Late/Leaving Early**

Late arrivals are required to report to Student Services to sign in with the Attendance Administrator. Students should also sign out in the same way. Students are required to be at their muster point at 8:35am. Students will be recorded as late if they arrive after 8:40am.

### **Requests for Term Time Absence**

Parents/Carers need to request permission from the Headteacher for any planned absences.

A letter must be sent to [absence@bishopramsey.school](mailto:absence@bishopramsey.school) outlining the details of any planned absence at least four weeks prior to the date of the absence. Only letters from parents/carers will be accepted. Applications for leave of absence will be reviewed and authorised by the Headteacher. This does not include requests for term time holidays. Please see the School's Attendance Policy on the website.

## Medical

If a student feels unwell during the school day, they must report to the Welfare Office, which is located in Student Services. Our Welfare Officers who are qualified First Aiders will attend to your son/daughter and if necessary we will call you to discuss arrangements for your son/daughter to be collected.

Students **MUST NOT** contact their parents/carers directly.

If your child requires medication to be taken during the school day, please contact our Welfare Officers. Medication must be clearly labelled, with your child's name, form and the required dose to be administered.

Students diagnosed with Asthma or Anaphylactic reaction must carry their own medication at all times. Emergency inhaler packs are located around the school for easy access if required. Students who carry Epipens must supply the school with a back-up EpiPen which will be held in the Welfare Office.

## Pupil Premium

The Pupil Premium is a Government grant allocated to schools to help raise the attainment of disadvantaged students. Schools have the freedom to spend the Pupil Premium, which is additional to the underlying schools budget, in a way they think will best support the raising of attainment for the most vulnerable students.

Students who are eligible for Pupil Premium funding are those who meet the following criteria:

- Currently receive Free School Meals (FSMs)
- Are known to have received FSMs at any time in the last 6 years
- Have a parent in the Armed Forces

You should indicate on the data collection form if any of these apply to your child.

The school can only apply for funding if we are made aware of a student's eligibility and we understand that that home and financial circumstances are often a sensitive issue. If you need to discuss this, please contact Welfare via [medical@bishopramsey.school](mailto:medical@bishopramsey.school).

## Pupil Premium Plus

Additional funding is also allocated for students who are considered 'Looked After' (LAC) and applies to children who are adopted or are under special guardianship orders and children under a child arrangement order (previously known as a residence order).

- Adoption
- A special guardianship order
- A child arrangement order (previously known as a residence order)

If any of these apply to your child and you wish to make the school aware, please indicate this on the data collection form in the appropriate section.

Because of the confidential and sensitive nature of such information, it is the responsibility of parents/carers to self-declare eligibility. Your situation can be discussed in confidence with Ms Maycock at [amaycock@bishopramsey.school](mailto:amaycock@bishopramsey.school)

If you think your child meets any of these criteria it is important that you inform the school so that this information can be recorded. Please be aware that in certain cases evidence such as adoption papers or correspondence with the local authority may be required. This information can be passed onto Ms Maycock, whose email address is above.

## **Free School Meals**

If your child is currently receiving Free School Meals or has received them in the past six years, please tick the relevant box on the Arbor form. Please check or re-check your eligibility online at Free School Meal Eligibility Checker ([lgfl.org.uk](http://lgfl.org.uk)).

The application process and entitlement is confidential. Please contact our Welfare Office with any queries, by telephone on 01895 671088 or by e-mail at [medical@bishopramsey.school](mailto:medical@bishopramsey.school)

## **Behaviour Policy**

Bishop Ramsey School is a Christian community and as such believes that all members of its community are of equal and invaluable worth. All have the right to respect and tolerance from others. All equally, are responsible for treating others with the same respect and tolerance. The School Behaviour Policy is designated to achieve these aims. Please refer to the full policy on our website for further details.

## **Code of Conduct**

All students are expected to:

- Behave in an orderly and self-controlled way
- Expected to behave with courtesy, consideration and respect for all members of the school community
- In class, make it possible for all students to learn
- Be punctual to school and for lessons
- Have the necessary equipment and work for lessons
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including outside of school hours.

## **Rewards**

We all like to be congratulated when we have done well and in Bishop Ramsey we like to award a House Point for a particularly good piece of work or act of service to the school. Members of staff record House Points electronically. Form Tutors and Year Directors will explain the system to students in greater detail.

Upon gaining 25 House Points students receive a Bronze Merit Certificate, 50 points a Silver, 100 points a Gold and 150 a Platinum Certificate. Other House Point certificates for gaining even more House Points can also be awarded. There will be prizes for the students who gain the most House Points during the year.

Students can also be rewarded a yellow 'Good News Note' worth two House Points if, for example, they produce excellent work, make a superb effort, have been particularly helpful or have displayed consistently good behaviour. Postcards are sent home to recognise good work.

Good behaviour and punctuality are rewarded through termly reward parties.

Students carry a Reward Card, which will be signed by staff to acknowledge positive behaviour outside of the classroom. If a student gains ten signatures in a period of time, they will receive 10 House Points, an email home, as well as being entered into the termly draw to win an Amazon voucher.

## **Sanctions**

Students may be issued with Pastoral/Subject reports, cautions, detentions, class removal that results in an internal, fixed term exclusions or permanent exclusions. Students who break our rules will be reprimanded by staff. This may involve the student receiving a caution which is recorded in their Link Book. Students are expected to show this to their parent/carer. Repeatedly infringing of our rules may result in a detention or an isolation being issued. More serious incidents may result in an exclusion.

## **Expectation Cards**

All students will be issued with an Expectation Card on a termly basis. This should be kept in the top pocket of their blazer at all times. The Expectation Card will be used to record infringements to the school's rules. If a student receives three signatures on their Expectation Card, a detention will be issued. A missing card will also result in an automatic detention, as will eating or drinking outside of designated areas or use of/having on display a mobile phone. Damaged or washed Expectations Cards will also result in a detention.

## **Mobile Phones, Earphones and Chewing Gum**

Students are permitted to bring mobile phones to school, however they **must** remain switched off and out of sight at all times. Ear-phones/ear-buds must be removed on entering the school grounds. Students who break these rules will be given a detention, without a warning, for the following day or as soon as possible thereafter. Any mobile phone that is seen or heard **will** be confiscated overnight and returned once a detention is served. Chewing gum is banned from school.

## **Communication**

### **Maildrop**

The school sends important information to parents/carers every Thursday and this will arrive as an email. Please ensure you have provided an e-mail address for the Priority Number 1 contact on the online SIF (Student Information Form.)

### **Arbor Parent Portal**

Arbor is a simple, smart, and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information and get live updates. The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

A welcome email will be sent to you in September with details of how to sign up for Arbor. Please note, if you have more than one child at Bishop Ramsey, the same login will enable you to see the data on all of your children.

When you log in to the Arbor Parent Portal for the first time we would be grateful if you would check your own contact details and amend them in the boxes provided if they are out of date or inaccurate.

### **Website**

There is a great deal of information about the school on the school website, ([www.bishopramseyschool.org](http://www.bishopramseyschool.org)) and we would ask and encourage all parents/carers to check both the website and the online Arbor Parent Portal on a regular basis.

### **School Instagram and Twitter Accounts**

As you are aware social media plays a vital role in communicating and engaging with parents/carers, students and the wider community.

Please 'follow' our Instagram, Twitter and Facebook accounts:

**Instagram bishopramsey\_school**

**Twitter @BR\_Sch**

**Facebook Bishop Ramsey School**

## **Contacting the School**

Most commonly, communication is via e-mail or telephone. If parents/carers telephone the school they will be able to speak to a member of the office staff who will ask them to leave a voice-mail message with the teacher they wish to contact, should the teacher not be available at the time.

We would expect most of your communication to be directed towards your son/daughter's Form Tutor via their Year Director. Email contacts and the names of relevant staff can be found on the school website (follow links to 'Contact Us': 'Who to Contact'). Subject specific communications can be directed to the relevant Heads of Faculty (listed on the website) and should be sent to the school office to forward to the relevant individual.

Members of the Leadership Team should only be contacted over more serious matters. Once an enquiry has been received, the member of staff will respond within three working days, unless absent due to illness.

It is sometimes difficult to know who to approach when you have an enquiry so we would request that you use the information on the website to help you identify suitable contacts for the following areas:

Admissions, Arbor (Parent Portal), Attendance, Curriculum, Examinations, Finance, Lettings, Lockers, Lost Property, Office, School Uniform, Welfare,

## **Curriculum**

When first joining Bishop Ramsey, students may feel bewildered by so many new faces. To help understand the school, we would like to explain the work here.

In secondary school, students move to their lessons and teachers. This may seem strange at first, but students soon get used to it and realise that this enables them to have specialist facilities. During Years 7 to 9 students study a wide range of subjects.

In some classes, extra teachers and teaching assistants will be available to give additional support to students who are finding the work difficult. They are there to assist all students so students should ask for their help when needed.

Students will be following a three-year Key Stage Three (KS3) course preparing them for their Key Stage Four (KS4) courses which will start in Year 10. These will include English, Mathematics, Religious Education, Physical Education and Science, which are compulsory subjects.

## **Homework**

There will be a homework timetable devised and co-ordinated by a member of the Senior Leadership Team. Assignments and independent learning will be set using Arbor, our internal information system, with some links to tasks on Microsoft Teams. Both students and parents have access to Arbor electronically. Teachers will provide information on the content of the homework, the date it is set and due in, and there may be resources or weblinks to use. You will receive log in details when your child joins the school.

## **WORSHIP AT BISHOP RAMSEY**

### **Greetings from the Chaplaincy**

At Bishop Ramsey, we seek to share Christian beliefs and values with students through various acts of Christian worship, and through charitable efforts. The Chaplaincy team is supported by local church youth workers and clergy.

## **Assemblies**

All Year groups attend regular Christian assemblies during the week, either in the Main Hall or in the Drama Barn. The assembly normally begins with a Bible reading, led by a member of the Sixth Form and this is followed by a responsive prayer. A candle is lit to signify that this is an act of worship. The assembly which follows is adapted to the age group present and will bring a Christian focus on a topical issue or theme.

## **Form Prayers**

Form prayers take place on all days where students do not have an assembly. These can be staff or student led and may involve discussion around a topic where time is available.

## **Eucharists**

Each Year group attends two to three Eucharists per year. The year group Eucharists are held at St Lawrence Church, Eastcote, or in the School Hall. Form Eucharists will be held in the Chapel. Students, including the Worship Representatives, will take the lead with writing prayers, reading from scriptures, playing musical instruments and also preparing a presentation on the theme.

## **The Chapel**

We are very proud of our Chapel at the heart of the school. The Chapel is open before school and during break and lunch times. Students may use it for reflection and at points throughout the year there are inter-active Prayer Spaces and 24 hour prayer initiatives. We run a programme of worship and groups through the week including Morning Prayer, Christian Unions and Sung Worship. If you play an instrument or sing, there is the opportunity to join the Chaplaincy Worship Bands.

## **The Virtue Project**

We aim to develop a community that is academically excellent and rounded in character. The 'Virtue Project' is an opportunity for us all to self-evaluate the strengths and weaknesses of our characters and self-determine who we will become. Students work through self-assessment activities to explore and develop character virtues of wisdom, courage, justice, humility, integrity and compassion.

## **Parents' Prayer Group**

This Group meets on a Wednesday evening approximately once per month for parents/carers to share collective worship.

## **Senior Chaplaincy Prefects**

The Senior Chaplaincy Prefects are part of the Student Leadership Team. They work closely with the Chaplain holding responsibility for different areas with the worship life of the school.

## **Worship Representatives**

The Worship Representatives are elected in Form, from Years 7-13 and they work with the Chaplain to organise worship in Year assemblies and in both Year and Form Eucharist Services. Worship Representatives will also help with the delivery of daily form prayers.



## THE WIDER SCHOOL

### House System

There is an exciting House system for competitions in activities such as Sport, Music, Art, Drama and Science. The Houses are named after cathedral cities and the colours are:

Rochester	Red
St Albans	Blue
Manchester	White
Salisbury	Purple
Exeter	Green
York	Yellow

### Year Directors

Ms C Priestley	Year 7	cpriestley@bishopramsey.school
Miss J McLoughlin	Year 8	jmcloughlin@bishopramsey.school
Mr M Winn	Year 9	mwinn@bishopramsey.school
Mr S Wills	Year 10	swills@bishopramsey.school
Mr S Forrest	Year 11	sforrest@bishopramsey.schol

The Form Tutors and Year Directors will continue through the school with the students from Year 7 to 11.

Ms Maycock, Assistant Headteacher, has responsibility for pastoral care and behaviour across Years 7 - 11, amaycock@bishopramsey.school

## Student Leadership

### The School Council and Student Voice

Our School Council is a democratically elected group of students from each Year group. The purpose of the School Council is to represent views and opinions on a variety of issues and to be a forum for active and constructive student input into the daily life of the school community.

Our School Council benefits the whole school, students and adults, as it gives opportunities to communicate feelings and opinions to staff as well as influence decisions that are made. This enables students to become a partner in their own education.

Every student has the opportunity to participate in the activities of the School Council through Tutor group discussions with the Year Representatives.

### Extra Curricular Activities

Existing alongside the normal academic activities of Bishop Ramsey School, there are a wide range of clubs and activities catering for many varied interests which are closely linked with subjects taught in the school i.e. for those particularly enjoying a subject or who feel they need some extra help. Within this section the R.E., Art, Music, I.T., Mathematics, Science and P.E. departments are particularly active.

There are also a wide variety of recreational activities where students can develop their own interests. These include such things as the Drama Club where members not only produce their own plays, but also have the opportunity to visit London's many theatres.

Interests such as Photography, Art and Music are also catered for there is a flourishing School Orchestra, Junior Band and Choir. There will also be opportunities to learn musical instruments.

On the sports side, as well as the normal activities involving school teams – Football, Rugby, Netball, Hockey, Basketball, Tennis, Cricket, Athletics, Cross-Country etc., there are many other sporting opportunities. These include Badminton, Dance, Gymnastics, 5-a-side Soccer, Table Tennis and Volleyball.

These activities take place before school, during our extended lunchtime and after school from 3.00pm – 4.00pm. Various other activities take place during the rest of the week.

In addition, school trips are organised in which students may wish to participate, both in the United Kingdom and abroad. Trips include annual skiing holidays and enrichment. All efforts have been made to ensure that, depending on staff expertise, as many options as possible are available to students of all ages.

### **Special Educational Needs**

Students with Special Educational Needs are supported using a number of interventions and strategies. This may include in-class support from a Learning Support Assistant, differentiated teaching and intervention groups for literacy and numeracy. If your child has SEN, please indicate this on the Arbor data collection form. If this includes a formal diagnosis, please send copies of any paperwork to the Head of Inclusion, Miss Robinson, [lrobinson@bishopramsey.school](mailto:lrobinson@bishopramsey.school). Please also contact Miss Robinson if you have any concerns or questions via email at [lrobinson@bishopramsey.school](mailto:lrobinson@bishopramsey.school) or telephone on 01895 671091.

### **Parents' Engagement Group**

The Parents' Engagement Group is a termly open meeting which all parents/carers are encouraged to attend. It provides an opportunity to:

- Discuss and influence decisions that are being made by the school
- Meet each other and share experiences
- Become more involved in their child's learning.

The Group also provides the school with an opportunity to canvas the views and opinions of parents and carers on specific issues.

### **Data Protection**

Please see the Policies page of our website for further information regarding our GDPR and Data policies.

### **Policies**

All of the School's Policies are published on our website. Although there is a long list, it is recommended that the following policies are read:

- Attendance Policy
- Behaviour Policy
- Data Protection & Privacy Policies
- Special Educational Needs (inclusion) policy
- Safeguarding Children Policy
- Online Safety
- Uniform Policy
- Worship Policy
- Bring Your Own Device (BYOD)

