ST ANSELM’S COLLEGE
Edmund Rice Academy Trust

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Wirral
CH43 1UQ

Tel: 0151 652 1408
www.st-anselms.com

GENERAL INFORMATION
FOR PARENTS

2018 - 2019
MESSAGE FROM THE HEADMASTER

Dear Parents,

I am delighted to welcome both you and your son to the St. Anselm’s College community. Our aim is a simple one, to provide your son with the best possible educational opportunities to fully develop his God-given talents. Our College motto ‘Fides Quaerens Intellectum’ (Faith seeking Understanding), is taken from the writings of St. Anselm, our Patron, and underpins all that we strive to achieve.

St. Anselm’s is an Edmund Rice College. Our Trustees are the Congregation of Christian Brothers, a Catholic religious order founded in Ireland in 1802 by Blessed Edmund Ignatius Rice. Their motto is, “To do and to teach.” In recent years, the Brothers have developed their mission beyond education and now also serve in the inner cities as well as in West Africa, where the English Province has responsibility for support of the mission in Sierra Leone, one of the poorest countries in the world. Our community, as members of the worldwide Edmund Rice Family, is active in providing financial aid and prayer support for this work. I have visited the Brothers’ Mission in Africa with students and can testify to the wonderful initiatives being undertaken.

We are very fortunate to have a dedicated Governing Body, which displays an active interest in all aspects of College life and works towards achieving our shared goal of maintaining the College as a beacon of Catholic Education in Wirral. They are committed to providing the very best facilities for our boys. The opening of Outwood House, our magnificent 6th Form Centre, and the complete refurbishment of the Science Block and the Sports Centre in recent years are a testimony to this. Outwood was purchased by the Edmund Rice Trust, a charity which supports’ capital development at the College funded entirely by parental donations, at a cost of £495,000. Its building and land are welcome addition to our facilities but required substantial refurbishment. We received generous support from Wirral Local Authority, but the Trust will require your assistance to repay its loan on Outwood in support of our mission to deliver outstanding facilities that will materially benefit your sons during their secondary education here.

In 2014 the Diocese of Shrewsbury Inspector reported that “The College's approach to ensuring students’ spiritual, moral, social and cultural development is outstanding”. He judged that “Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the College are all confirmed by this inspection as outstanding. The core values of the College are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement”. We had a disappointing Ofsted inspection experience just before Christmas 2016 even though the Inspection Team judged our pastoral system and extra-curricular provision to be “excellent” and that “there is a very strong culture of safeguarding in the school” and “a strong culture of tolerance and respect”. Our GCSE and A Level results in 2017 confirmed that we have bounced back from this disappointment.

We have enjoyed considerable success in recent years, including record GCSE and A Level results so were very disappointed to be inspected after the only below standard exam results of my 14-year Headship. We have been working hard to improve aspects of teaching, learning and assessment during the past 18 months and believe that we have made good progress. We anticipate good GCSE and A Level results again this summer!
The College became an Academy in 2011, having previously been designated a High Performing Specialist School, but retains its Roman Catholic Grammar School identity. Academy status means that we are now a state-funded independent school, maintained by the Department for Education and able to strategically direct all the resources we are allocated to the goal of providing outstanding educational opportunities for all St. Anselm’s students.

The transfer to Secondary School is usually very exciting but is understandably a challenge for 11 year olds! Please be assured of our support for your son at this time. If a problem does arise, please contact the College – we will be only too pleased to help. All educational research shows that parental support and attitudes have an enormous influence on student achievement. We urge you to be ambitious for your sons. They only get one opportunity for a secondary education and need to be both supported and challenged in order to fulfil their considerable potential.

I hope that when your son leaves St Anselm’s College, probably for university, in 2025 he will have benefited fully from the exceptional academic, cultural, sporting and spiritual opportunities available to him here.

Yours sincerely,

[Signature]

Headmaster
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FRIEND OF ST ANSELM’S COLLEGE
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STAFF 2018-2019
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GOVERNING BODY
HOME SCHOOL AGREEMENT
EQUALITY STATEMENT
Our Catholic Community Offers a Learning Environment for us to develop their God Given Talents and to recognise Christ amongst us.

We Respect the Dignity of God’s Creation and Inspired by Gospel Values seek to Serve One Another.
THE CURRICULUM

Like any other maintained school we, at St. Anselm’s, follow the National Curriculum but, unlike most other schools, we offer additional curricular opportunities to our students at all stages in their College careers. In this way, we hope to develop your son’s God-given talents to their fullest extent as we proclaim in our College Mission Statement. We are most fortunate to this end that we have very talented and hard-working staff who are dedicated to achieving the best for their students. We hope that your son will benefit greatly from the studies we have on offer and that he will work hard to achieve the best level he can in each subject. The notes below will give you an outline of the studies your son will be following in the stages of his journey through the College. You will appreciate, as a Catholic College, the importance we attach to Religious Education. As a core subject, this is compulsory at all levels in keeping with the guidance of the Bishops’ Conference of England and Wales. It is a demanding academic subject that all boys take as a GCSE examination.

‘Assessment for Learning’ (AFL) lesson is incorporated into the Year 7 & 8 timetables. These focus on the different ways that young people learn and the skills needed to become a successful learner.

LOWER SCHOOL (YEARS 7-8)

Students follow a core curriculum of
- Religious Studies
- English
- Mathematics
- Computer Science
- Sciences
- Spanish
- History
- Geography
- Modern Foreign Language
- Design Technology
- Art
- Music
- PE/Games
- PSHE - Co-ordinated Personal Social and Health Education Programme / SRE

UPPER SCHOOL (Years 9-11)

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Options</th>
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<tbody>
<tr>
<td>Religious Studies (compulsory at GCSE)</td>
<td>History, Geography, Art, Music, GCSE</td>
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<tr>
<td>Mathematics</td>
<td>P.E., Computer Science, French, German, Spanish and Design Technology</td>
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<td>English / English Literature</td>
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<td>Sciences</td>
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<td>Modern Foreign Language</td>
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<td>History or Geography</td>
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<td>PE/Games</td>
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<td>PSHE &amp; Citizenship / SRE</td>
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YEARS 12 & 13
Students in 6th Form will usually take 3 A Levels in Year 12 and 13 (a small number may do 4). These are supported by General Studies A Level, EPQ, General Religious Studies, Games and various Enrichment and community service opportunities.

HOMEWORK GUIDELINES

❖ Homework
We consider homework to be a vital part of your son’s learning. Failure to do homework is a serious breach of the College’s Behaviour Policy. Any student who fails to complete homework or fails to complete it to an acceptable standard will be required to attend ‘Study Hall’ detention that day for 30mins during lunchtime. If there are any problems in completing homework parents are asked to inform the relevant teacher as soon as possible. Diaries are optional and are available from the HOY room for 50p.

❖ How much homework?
We recommend 30 to 40 minutes per subject in Years 7 and 8, 45 minutes per subject in Year 9, with students in Years 10 and 11 spending some 2 hours per night on their studies. Completion time for written homework will vary from individual to individual but your son should use any extra time for learning or additional study and preparation. Please don’t allow your son to do less than this. If a teacher was absent and no homework set, then your son should spend some time learning and reading ahead. All boys need to establish mature study habits and a regular homework routine.

❖ A time for homework
We all have different rhythms but none of us works effectively and efficiently when tired. Homework is best done in the early evening rather than late at night. With younger students, it is best to start homework early. It’s a good idea to establish a routine for when homework is done, in order to develop good patterns of study. Homework should be done on the night it is set. Experience shows that allowing it to build up only results in poor work. The homework should usually be handed in the following day. Your son will be issued with a homework timetable.

Many parents encourage their sons to do their homework in their bedroom. However, if at all possible, a quiet working family environment can help a student, where problems can be shared and discussed. Research indicates that the more interest a parent shows in homework, the better the results and progress.

If a computer is being used, occasional checks should be made to ensure that games or social networking sites, such as Facebook, are not being accessed when homework needs to be done!

❖ Show my Homework – SMHWK APP
Boys and their parents can must access a web-based package which allows you to see the homework that has been set for your son each night as well as when this work should be submitted. Teachers may also upload resources to this to help your son with his assignments and revision for tests/exercises.

Homework Contract: We ask you to sign this and return to the College.

This can be accessed via the College website www.st-anselems.com>Parents>Show My Homework.
ASSESSMENT AND REPORTING
Staff continually assess and monitor your son’s work. All subjects have regular tests or assessment exercises. All assessments will be recorded centrally on a half termly basis. Parents will receive a copy of monitoring grades three times per year.

Parents’ Evenings will allow you to discuss your son’s progress with his Form and subject teachers and to raise any matters of concern. If a problem is noted earlier in the year, you will be contacted by the Head of Year and invited to come into College to discuss the matter. Likewise, if your son is excelling in his studies you will receive notification from the College.

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<thead>
<tr>
<th>Parents’ Evening</th>
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<td>YEAR 7</td>
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<td>YEAR 8</td>
<td>Spring Term</td>
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<td>YEAR 9</td>
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<td>YEAR 12</td>
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<td>YEAR 13</td>
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<td>YEAR 7</td>
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<td>YEAR 12</td>
<td>To be confirmed</td>
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<td>YEAR 13</td>
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PASTORAL SYSTEM
STRUCTURE (YEAR 7):

Communication Route

Mrs S Cubbin
Pastoral
Deputy Head

Mrs C Evans
Head of Lower School

Form Tutor
Miss L McKinley

Form Tutor
Mr S Simpson

Form Tutor
Miss K Lenten

Form Tutor
Miss S Meadows

Form Tutor
Mr J Finch

The welfare and progress of the students is the responsibility of the Form Teacher who is supported by the Head of Year. Parents are welcome to contact the College if they have any concerns or queries concerning their son’s development.

Initial contact should always be made through the Form Teacher

Similar pastoral structures operate for the Sixth Form students although, clearly, their needs differ considerably.

When calling at the College ALL parents MUST report to the reception office for security reasons. Please bring a photo I.D. or identification with you
POSITIVE BEHAVIOUR FOR LEARNING

OUR CODE OF CONDUCT IS:

At all times we are expected to:

• Arrive on time
• Have the equipment needed for lessons
• Be prepared to work
• Listen attentively
• Await your turn to speak
• Work purposefully
• Respect the College and all members of its staff, community and visitors
• Follow instructions promptly
• To have completed the work set for that lesson, including homework
• Leave in an orderly manner
• Always be a good ambassador for the College
• Wear our uniform correctly

REWARDS
We firmly believe in recognizing outstanding effort and progress in all aspects of College life. Students have the opportunity to be recognized for their outstanding behaviour for learning, attendance and contribution to extra-curricular activities. Students can be awarded on a daily, weekly and termly basis.

HEADMASTERS AWARD / BOOK OF EXCELLENCE:
Heads of Year will nominate one student per year group for the ‘Headmaster’ award every half term. Students will receive the ‘Headmaster Award’ pin and their picture will be displayed in the ‘Book of Excellence’ in reception. This will be shared with parents/guardians and displayed on the website, newsletter, Facebook and twitter pages.

ACHIEVEMENT POINTS:
Students have the opportunity to receive one Achievement Point each lesson for outstanding effort, contribution to lesson, outstanding homework etc. Depending on the number of Achievement Points accumulated students will receive a ‘Behaviour for Learning’ pin – Bronze, Silver and Gold and a certificate.

PARTICIPATION AWARDS CEREMONY
The annual Participation Awards Ceremony provides a formal recognition of participation in the extra-curricular life of the College for all students in Years 7-10. Students in Years 11, 12 and 13 have an annual Colours’ Evening.
CHANCE, CHOICE, CONSEQUENCE

In lessons students may hear their teacher using language such as Chance, Choice and Consequence when dealing with issues relating to behaviour for learning. The aim of this strategy is to allow students to reflect on their own behaviour and the impact it is having on their progress and the progress of other students. Students will be encouraged to take responsibility for their actions.

C1 - Students will be given a chance to change their actions and behaviour.
C2 - The teacher will remind the student to make the right choice.
C3 - If a student fails to make the right choice they will have a consequence.

CONSEQUENCES:

If the student fails to make the right choice a consequence will be issued depending on the action. Consequences may include:
- Moving the student to another seat
- Asking the student to move to another room to work
- Asking the student to return at break or lunch time for a restorative conversation
- Faculty/Study Hall detention

For instances which are serious a student may be required to:
- Attend the Deputy Head teachers Friday detention 3.30-4.30pm
- Attend the Headmasters Saturday detention 9.30-11.30am
- Internal Exclusion 9.30-4.30 with parental meeting
- External Exclusion with parental meeting

MONITORING BEHAVIOUR CONCERNS:
Debits will be issued for all consequences. Heads of Year will monitor and track the number of debits each student accumulates. Parents will be given regular updates when students have received debits and invited into the College to discuss their child’s behaviour.

PROGRESS REPORTS:
For persistent failure to follow the code of conduct a student may be placed on a report. Any student placed on report will have a meeting with the form teacher and HOY to ensure expectations are clear. Parents will be informed of the report and must sign the report daily to ensure communication is clear. Reports that have not been completed fully or signed will result in a consequence. All students on report must report to the allocated staff member at the end of the day for a daily reflection. If a student loses or fails to complete their daily report it will be recorded on SIMS, a sanction will be given that day and parents informed.

Stage 1  White Report  Form Teacher Report
Stage 2  Green Report  Head of Year Report
Stage 3  Amber Report  Key Stage Lead Report
Stage 4  Red Report  Deputy Head of School Report

The full Behaviour Management Policy may be accessed through the College website in the Parents’ Section.
COLLEGE REGULATIONS

1. UNIFORM
The official College uniform must be worn correctly at all times, in College, or when travelling to and from College, or to other venues (see Page 16). Jewellery including earrings or other piercings may not be worn, a wristwatch is encouraged.

2. PERSONAL PROPERTY
If a mobile phone is confiscated because of inappropriate usage during the school day, it will be returned on Friday on receipt of a note from parents and countersigned by Mrs S Cubbin or a member of the Senior Leadership Team.

(THE COLLEGE DOES NOT ACCEPT ANY RESPONSIBILITY FOR SUCH ITEMS, WHICH CANNOT BE COVERED BY THE COLLEGE’S INSURANCE POLICY).

Bicycles on the College premises must be locked securely in the bicycle enclosure. Bicycle insurance is a parental responsibility.

Lost property may be reclaimed from the reception office [PE Kit (named) from the PE Staff]

3. COLLEGE PROPERTY
Any damage to College property should be reported to the Form Teacher/Subject Teacher, or Deputy Headteacher as soon as possible. If damage is caused by misbehaviour, a bill may be sent to the parents.

All text and exercise books are the property of the College and should not be defaced. If defacement occurs, a replacement charge will be levied to parents.

4. HEALTH & SAFETY REGULATIONS
These require that the student remains on the premises throughout the College day. Students may not leave the premises without the permission of the Head/Deputy Headteacher and any request must be in writing.

If permission is granted, the student must complete the “signing out / in” procedure at the Reception Office. Students must be collected from Reception by a parent/known responsible adult for dental / medical appointments etc.

Unsupervised games may not be played in the playground – before or after College.

Illegal items, such as fireworks, knives, offensive weapons must not be brought to College. For the full list of banned items please see the College Behaviour Management Policy on the College Website.

Other unacceptable items include liquid paper.

Chewing gum and energy drinks are not allowed at any time.

5. ABSENCE FROM COLLEGE
Should be notified by telephone on each day of absence using the absence line 0151 651 3576. This should be supported by a note to the Form Teacher, immediately upon return. Notes should be in an envelope, labelled with the student’s name and form.
Permission for foreseeable absences should be requested, in writing, to the Headmaster, well in advance.

In keeping with other Wirral Schools, the College is closed for 13 weeks’ holiday per year. Parents should therefore NOT book holidays during term time as this will prove detrimental to their sons’ education. Boys who are absent for term-time holidays will not be eligible for reward days. The DfE guidance on term time holidays is on the College Website.

Dental / medical appointments should be arranged as far as possible out of College time. If a student has to leave for an appointment, the “signing out / in” procedure must be used.

6. EXEMPTION FROM GAMES
Exemption for illness/injury must be supported by a note from a parent. Long term exemption must be supported by a doctor’s note (SEE MEDICAL NEEDS POLICY). If a boy is selected to represent the College, parents are expected to ensure that he is available to do so.

7. PARENTAL CONSENT
All College journeys and trips of an educational nature will require written consent from the student’s parents. No pupil will be accepted without their parents’ written permission. Trips during the College day will be covered by a single permission slip signed at the start of the year.

8. COMMUNICATIONS FROM THE COLLEGE
Communications from the College will be via letter, text or e-mail. Please ensure that we have the correct address, mobile numbers and e-mail addresses at all times.
EXTRA CURRICULAR ACTIVITIES

The College offers opportunities for student involvement in a wide variety of extra curricular activities which take place during lunchtime, after College, at weekends and holiday time.

❖ **Sporting Activities** cater for many interests and include clubs and teams for rugby, cross country, hockey, athletics, cricket, tennis, basketball and badminton.

❖ **Music** based activities include choir, orchestra, string orchestra, wind band, and samba band

❖ **Other Clubs** include: Art Club; Chess Club, Computer Club; Science Club, Library Club, Drama Group and Robocup.

❖ **The Duke of Edinburgh Award Scheme** is introduced to Key Stage 4 students, with many students progressing from Bronze, Silver and to Gold Award.

❖ **The St. Vincent de Paul Society** operates in the Sixth Form.

❖ The ‘Friday Club’ is organised by the Sixth Form for adults with severe learning difficulties in the community.

❖ To supplement and extend the work in the curriculum, visits may be arranged – usually day excursions – to places of special interest. These include trips to the theatre, art galleries, museums, industrial visits and historical visits.

❖ Extended visits are organised by staff in holiday time. Language trips and the ski course are annual events.
UNIFORM REQUIREMENTS
College uniform is compulsory for all students and must be labelled with the student’s name.

UNIFORM REQUIREMENTS – YEARS 7-11:
Blazer: Blue with College badge
Tie: St. Anselm’s College tie
Shirt: White
Pullover: Grey “V” necked
Trousers: Plain, charcoal grey/black, as supplied by the College’s suppliers/outfitters
Shoes: Black, plain, office style appropriate for College (training shoes may not be worn)

Please see pictures.

Socks: Plain grey/black only

Outdoor wear: Coats worn over blazers must be predominantly navy blue. No designer label anoraks or leather jackets may be worn.

Hair: Hair is to be neat and tidy and should not reach the top of the collar. Fringes below the eyebrow are not allowed. Boys must NEVER obtain a step, skinhead or any severe style, and dyed/toned hair is unacceptable. If in any doubt, consult the College IN ADVANCE. Final judgement is at the Headmaster’s discretion.

Students who do not comply are likely to be excluded until they conform

Bag: A suitable bag should be used to carry books to College and it should fit in the student’s locker. Bags may not be carried around College (Health & Safety)

The College will not be responsible for the loss or damage of any mobile phones or i watches.

There are sometimes occasions when parents feel that a boy needs to have a phone. This can only be permitted if the following conditions are observed:

• Under no circumstances should a parent try to phone a pupil during the school day.
• Important messages can be communicated via the College Office.
Emergency phone calls by boys to parents can be made from the College Office.

**UNIFORM REQUIREMENTS FOR PHYSICAL EDUCATION LESSONS**

**Compulsory Items:**
- Navy/Sky Rugby Shirt
- Navy blue Rugby Shorts
- Navy/Sky Rugby Socks
- Rugby boots with safety studs
- Blue/White PE Vest
- Blue PE Shorts
- White Sports’ Socks
- Plain white/St. Anselm’s College White ‘T’ Shirt
- Predominantly white training shoes (lightweight)
- Gum shield (Health & Safety) – boys will not be permitted to join in rugby practices or fixtures without a gum shield.

**Additional items required:**
- College Tracksuit (essential for cross country/athletics’ teams)
- Hockey stick
- Shin pads
- Tennis racket
- Basketball kit (only if selected for a team)
- Hockey shirt and shorts (Years 9 and 10)

All additional items, including Tracksuit, should be purchased from Cain of Heswall, Urban Design, Wirral Uniform Centre and To be Uniform.

**NB:**
ALL ITEMS OF KIT MUST BE LABELLED WITH THE STUDENT’S NAME BEFORE ENTRY TO THE COLLEGE.

WHEN TRAVELLING TO GAMES AT ANY TIME, THE OFFICIAL COLLEGE UNIFORM MUST ALWAYS BE WORN. WHEN INSTRUCTED, THE COLLEGE TRACKSUIT IS PERMITTED.
UNIFORM SUPPLIERS/OUTFITTERS

All items of College uniform could be purchased from:
Cain of Heswall
187 Telegraph Road
Heswall
0151 342 1769

Urban Design
260 Old Chester Road
Rock Ferry
0151 644 5599

To be Uniform
14 Seaview Road
Wallasey
CH45 4LA
0151 336 4139

Wirral Uniform Centre
2A Princes Pavement
Birkenhead
CH41 2XY
0151 647 9588
FOOD STANDARDS IN THE COLLEGE
From September 2015, College food delivery was taken over by Catering Academy, a company that provides catering services for several North West schools and colleges.

Formed in 2004 the company has developed nationally to partner a significant number of Blue Chip organisations in the delivery of catering management services to individual sites as well as group contracts from local offices throughout the UK.

The Company Ethos is "To deliver inspired service by passionate people - creating lasting partnerships"

And they describe their values as:
- Passionate about fresh food and great service
- Team Academy’s strength comes from every individual taking personal responsibility
- Collectively recognising and celebrating success
- Delivering consistent improvements with a "can do" attitude
- Open and honest communication at all levels

The menu is changed and updated regularly and posted on the College website. Each day there is a selection of hot and cold meals including vegetarian choices. This service is available at both break and lunchtime.

Other Aspects of School Food…
The College does not sell or permit the sale of sugary fizzy drinks or chocolate except on special treat days. Energy drinks are not allowed to be brought onto the site.

It is also College Policy that no student can bring sweets, chocolates or cans into the College to sell to other students. Those found in possession of such items will have the goods and money taken and the profits from the sale will be given to charity. A fixed-term exclusion and Saturday Detention will also ensue. Other sanctions may also apply.

Every day, your son can purchase a hot or cold healthy and nutritious meal which is provided by Catering Academy. Catering Academy is fully complaint with School Food Standards and menus are found on the College website and updated regularly.

We also ask you for your views regarding the dining room experience via parental questionnaires at parents’ evening and questionnaires completed in the College by the boys. Any further comments or thoughts are welcome; please e-mail Miss L Baines at the College on lbaines@st-anselms.com.

Packed Lunches
The College requests that those of you who send your son into the College with a packed lunch adhere to the same healthy eating standards as we meet. That means no fizzy drinks and no chocolate. Studies show that a healthy balanced diet improves concentration and, therefore, performance levels in young people. What students eat will help them to do better in College, an aim we all share.

Further information regarding the new standards is available from the School Food Trust website – www.schoolfoodtrust.org.uk
THE COLLEGE DAY
Students should be at College before 8.45 a.m. Parents should note that the College does not provide supervision until 8.40 a.m., when students are allowed to enter the College.

Students are recorded late if they arrive at their Form Room/Assembly after 8.45 a.m. Any student who is late must sign in at the reception office on arrival. If a student arrives late on two occasions in a week, he will be placed on Early Morning Report.

The timetable is constructed on a fortnightly cycle of 60 lessons and is accompanied by a homework timetable.

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<td>09:00 – 09:50</td>
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<td>2</td>
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<td>Break</td>
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<td>3</td>
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<td>4</td>
<td>11:50 – 12:40</td>
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<td>Lunch</td>
<td>12:40 – 13:40</td>
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<td>Registration</td>
<td>13:40 – 13:50</td>
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<td>13:50 – 14:40</td>
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<tr>
<td>6</td>
<td>14:40 – 15:30</td>
</tr>
<tr>
<td>Staff meetings</td>
<td>15:45 – 16:45</td>
</tr>
</tbody>
</table>

Please note that, for ALL PUPILS on Games in the afternoon, College finishes at the field or, for Years 10, 11 and Sixth Form, at the venue of the activity. For those who need to come back to College, there is a bus service provided. Boys waiting for their parents must wait by the pavilion inside the grounds.

THE COLLEGE CALENDAR
This is available via the College website and is an invaluable source of information for parents on up and coming events.

Please get into the habit of looking at it regularly to keep you informed of events or activities pertaining to your son.

We also send out letters, but they do tend to end up at the bottom of a bag, generally under a squashed banana!
COLLEGE POLICIES

ANTI-BULLYING POLICY

The Definition:
❖ We agree that bullying is the intimidation or harassment of a person, or persons, against their will by means of any form of verbal, mental or physical abuse.

❖ It is done by somebody more powerful in a particular situation, or by groups of two or more bullies.

❖ It includes calling a person, or their family, names, pushing or hitting another, stealing or vandalising property, laughing at another’s expense, imitating another’s weak points, crushing somebody else’s self-respect, holding back somebody’s progress or deliberately excluding a person.

❖ As a result, victims’ lives are made a misery and they feel hurt, belittled, unhappy at everything they do at home and in College – and often do not feel like coming into College any more.

For the Victim:
❖ Anybody subjected to the bullying behaviour defined above is a victim. It is the victim who decides the bullying – not somebody else.

❖ When bullying is taking place, the victim MUST tell their Form Teacher without delay.

❖ Remember that silence protects nobody except the bully, who will continue to do it.

For the Bystander:
❖ Bystanders are pupils, teachers, parents and prefects who witness bullying.

❖ Pupils who, in most cases, will be in the same class or year as the victim – must tell their Form Teacher immediately.

❖ It is important to realise that, in cases of bullying, it is right to tell somebody.

❖ If bystanders are prepared to speak out against bullying, the College can be safer for everybody.

For THE BULLY:
Where bullying is proven, penalty points will automatically be given and the bully’s parents informed by letter.

❖ If the bullying behaviour continues, the bully will be isolated so as not to come into contact with the victim.

❖ Where no improvement in the bullying behaviour takes place, further, more serious, action will be taken.

The full College Anti-Bullying Policy may be viewed on the College website. This may be accessed via the College website, in the Parents’ Section.
ANTI-BULLYING QUALITY MARK

In order to recognise the excellent anti-bullying work that goes on in the College, we have been accredited with the Anti-Bullying Quality Mark (ABQM). The College definition of bullying is:

‘Behaviour by an individual or group, sometimes repeated over time, that hurts another individual or group either physically or emotionally’.

The College’s Anti-Bullying policy is available on the College website in the Parents section under Handbook and Policies and I would be grateful for any parental input on how our policy and/or practice can be improved. Please send your comment to me via e-mail at scubbin@st-anselms.com

If you feel that you would like to speak to a member of staff regarding any concerns you may have about your son, please contact his form teacher by e-mail in the first instance. E-mail addresses for staff are available from the College Office on 0151 652 1408.

We would really welcome your input and will be seeking improvements and insight from the boys in the coming months on how our policy, and our practice can be improved even further as we seek to make all students aware of how their behaviour can impact on others.
**MEDICAL NEEDS**
The College will endeavour, whenever possible, to support children with specific medical conditions on the following basis:

- All relevant information should be supplied by the parents (prescription / nonprescription medicines form).

- The administration of medicines etc. must be requested, in writing, and is undertaken on a voluntary basis. Medication will not be given without specific written instructions, a form is required to be raised for your son when prescription or over the counter medication is brought to School (this should ideally be by the parent/carer) detailing the dosage etc. The form will be stored in a folder in the medical room and updated when medicines are dispensed.

- Medication should not be taken without the express knowledge of the School Office/Form Teacher/Head of Year.

- Medication should only be brought to College when absolutely essential and logged with the College Office, who will make arrangements for access.

- Aspirin can NOT be given to a student unless prescribed by a doctor. Staff cannot give non-prescribed medication to students unless a form is completed. Parents must authorise and supply appropriate painkillers, eg paracetamol. Parents will be contacted by phone to seek authorisation to dispense paracetamol for their son.

- A list of children with Special Medical Conditions is kept by the School Office.

- Where there are long-term medical needs the College may draw up a written Health Care Plan. The School Nurse will contact parents, as necessary.

**SPECIAL EDUCATIONAL NEEDS**
St. Anselm’s College is committed to the provision of high standards of education for all its pupils. This includes the identification and assessment of boys with special educational needs. All staff have a shared responsibility to provide for pupils with special educational needs under the guidance of the Special Educational Needs coordinator, SENCO, Mrs A Ravenscroft and the direction of the Governing Body and Headmaster.

A child has special educational needs if he has a learning difficulty which calls for special educational provision to be made for him.

Our SENCO can be contacted at aravenscroft@st-anselms.com
CHARGING POLICY

Education at St. Anselm’s is free. There is no charge for activities which take place wholly or mainly during College hours in term time, except for instrumental music tuition and/or loan of instruments, unless it is part of a public examination or National Curriculum assessment.

Except in the case of activities which fulfil any requirement of a syllabus for a prescribed public examination or of the National Curriculum, the cost of activities which take place wholly or mainly outside normal College hours must be met in full by parents. From time to time the cost may be reduced by fundraising or by subsidy from College funds. It is the policy of the Governing Body:

❖ to ask for the sum of £10.00 per boy, or £15 per family with two or more boys in the College, each year and this is collected during the first weeks of the Autumn Term. The money is used for the benefit of the boys and is a voluntary contribution.

When we inform parents/carers about a forthcoming visit, which is a requirement of the specification of a subject to be examined or as part of the National Curriculum, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS) / Universal Credit;
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £23,000 p.a.
- the guarantee element of State Pension Credit; and
- If your son(s) are on the Pupil Premium list support toward the cost of curriculum school trips will be available.

The Headmaster will use his discretion:
❖ to charge for activities wholly or mainly outside College hours, where appropriate;
❖ to ensure that, on occasions where charges may be made, no pupil is disadvantaged solely by his inability to pay;
❖ to leave to the Headmaster’s discretion the proportion of costs for an activity which can properly be charged to public or non-public funds;
❖ to require parents to pay for damage to or loss of College property for which their children are responsible, where reimbursement is appropriate;
❖ to request voluntary contributions from parents for College activities in College time which can only run if there is sufficient voluntary funding, whilst ensuring that no pupil is debarred solely by the inability or unwillingness of parents to pay. It must be pointed out in the letter to parents that these are voluntary contributions and that the event may be cancelled if insufficient funds become available.
❖ to encourage and support:
  i) the work of the Friends of St. Anselm’s, which sustains and subsidises a wide range of College activities and resources,
  ii) the maintenance of the voluntary College Fund,
  iii) to support the Edmund Rice Trust used to support major capital projects;
❖ to ask parents of pupils who do practical subjects, such as Design Technology or Art, to provide their own materials for the finished products which they will take home; or to provide food ingredients or the cost of those ingredients for Food Technology lessons.
❖ to charge pupils’ travel expenses for work experience and to refund excess costs over normal daily travel;
❖ to ask parents/carers to make a voluntary contribution towards the cost of an Art sketchpad. Pupils may need to purchase paint, pencils etc for use at home. Those unable to do this can use Art Club facilities to complete homework in school and use the College’s Art materials.
❖ Pupils are asked to purchase a calculator for use in Maths lessons. This calculator remains their property and financial assistance is available for anyone whose parents are unable to purchase this item.
❖ to charge the entry fee for examination of any pupil who, in the Headmaster’s judgement, has not prepared himself adequately by effort or study, or of any pupil who, without adequate reason, does not sit an examination for which he has been entered. A charge will be made for resits;
❖ to submit to the Headmaster and Chairman any issue which may require a decision over implementation of the policy in any particular circumstance.
❖ To ask students to reimburse fellow members of the College community for the damage to their property that has arisen from their malicious or thoughtless actions. This is done at the discretion of the Headmaster or one of his deputies.
❖ Pupils will be asked to reimburse the profits from any confectionary/drink selling in the College which is not part of a College fund raising activity and which has not received the permission of the Headmaster or a member of the SLT. This money will be donated to a College charity eg West Africa Mission.

Enrichment Activities
From time to time, the College may organise activities which are not part of the curriculum such as,
▪ Ski Trips,
▪ Rugby tours,
▪ Treat days,
▪ Rugby matches,
▪ Music Tours
▪ Visits to other countries etc

Parents are asked to meet the cost of these in full, if they wish their son/s to take part.
(see note below)

The following statement is made in compliance with Section 110 of the Education Reform Act 1988:

With effect from 1 September 1995, the Governors’ policy for making charges will be in conformity with the Education Reform Act 1988, with Circular 2/89 and subsequent Circulars. Charges will be those permitted under the Act.

The Headmaster will have discretion to pay from the College Fund of St. Anselm’s College to assist in whole or in part any pupil whose means would not enable him to pay for a particular activity for which charging is permitted.

The fully Charging Policy is available on the College website in the Parents’ Section
CHILD PROTECTION
Information for Parents
From time to time, the College may receive information from a variety of sources (children, parents or other adults) concerned with the protection of an individual child from abuse. This information will be dealt with as confidentially as possible and made known to the smallest number of staff who need to know.

Parents do need to be aware that, whilst we will deal with such information with sensitivity and care, there are legal responsibilities laid upon the College to report such allegations to Social Care or the Police, and there are procedures that we are expected to follow if suspicions are passed onto us. We, as adults, have to recognise that it is the welfare of the young person that is of paramount concern.

If you wish to know more about this procedure, there is a designated teacher with specific responsibilities for Child Protection. Please contact Mrs S Cubbin for further details. The College Safeguarding Policy is available to view in the Parents’ Section of the College website.

STATEMENT OF INTENT
At St. Anselm’s College, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a safe and secure atmosphere. We believe every pupil should be able to participate in all College activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St. Anselm’s College. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

EQUALITY STATEMENT
We have carefully considered the impact of all our practices and policies on all protected characteristics as part of our ongoing process to ensure that they are fair and do not prioritise or disadvantage any pupil. This is in line with the Equality Act 2010.

PEER MENTORING
Peer mentors are students from our College Sixth Form who give their time at registration and lunch time to listen to and support our younger students. They can help by helping to think through options, or problems or concerns.

Some of the things peer mentor may help with:
- Settling into St. Anselm’s College
- Worries over work
- Difficulties with friends
- Bullying
- Exam or revision support
- Difficulties at home

Please Note: The mentors are available to discuss any issue a student may be having: at school, with friends or at home. Pupils are encouraged to speak in confidence but must be aware that although what they say will not be passed onto anyone outside the peer mentors, mentors are encouraged to discuss things with each other and/or our Learning Mentor.

Anything which is discussed which is deemed to compromise anyone’s safety will, in all circumstances be passed onto an appropriate staff member.
GENERAL INFORMATION

LOCKERS
Boys will be allocated lockers but MUST provide their own locks and keys. Please send a spare, labelled, locker key to school in a labelled envelope.

COLLEGE FUND
The College operates a College Fund which will be used to contribute towards the cost of travel to extra curricular activities and to provide a fund for financial support for boys, where needed, to take part in field trips and residential retreats.

The suggested donation, £10.00 per pupil per year, is to be paid in September. Where there are two or more brothers in the College, the charge will be £15.00 per family per annum.

LUNCHES – £ subject to change
Hot and cold lunches are served in the Dining Room. These are sold on a cash only basis. However, for those who prefer, a lunch card can be purchased for a half term. The cost of this is £2.10 per day, so for the first half term in the autumn, the cost will be £69.30. If you wish your son to avail of this, a cheque, made payable to St. Anselm’s College, should be passed to the School Office by the first day of term, who will issue a lunch pass. For those entitled to free College meals, the pass will be provided automatically, once the office has been informed by the Local Authority.

TRAVEL
❖ By Car:
Parents are asked not to park on Egerton Road, particularly when collecting their sons in the afternoon. This causes serious traffic congestion and could lead to a tragic accident. The police are monitoring the situation closely. It may be more convenient, while waiting, to park in Palm Grove.

❖ Buses:
Registered bus services serve the College. If you wish to receive further information on these, details are available at the Parents’ Information Evening or they can be obtained from the College office. They are also available on the College website. These are public bus services and the College does not accept any liability for any accidents or incidents on these buses.
FRIENDS OF ST. ANSELM’S COLLEGE (FOSA)

All parents are automatically members of the Friends of St. Anselm’s College

The Friends exist to encourage, promote and foster active co-operation between the parents or carers of pupils, the staff and others associated with the College. They strive to protect and further the interests of the College, its staff and pupils and to encourage activities benefiting the education and welfare of all pupils attending the College.

The Friends manage their affairs through a committee, for which members are elected each year at an Annual General Meeting held during the spring term in February, to which all parents and carers are invited.

In recent years the Friends have supported a number of projects, most recently, the purchase of three minibuses, immersion trips to Sierra Leone, Rugby tours to the USA and Canada, South Africa and Italy and students taking part in “Robocup”. They have also supplied lighting for the College Hall to improve facilities for drama productions and all Hall based College events and purchased furnishings for the Outwood chapel.

The Friends run a “500 club”, details of which will be circulated separately, with membership set at £5.00 per month. Half the income is returned to the members as prizes each month and half will be used by FOSA to support and improve the College life for the students. Prize money is currently set at £180 for first prize and £60 each for second and third, all three prizes are awarded each month.

I would like to welcome you to the Friends and hope that you will take an active part by supporting the functions, joining the committee or offering assistance in any other way you can. The meetings are held on the first Tuesday of each month at 6.30 pm in the College and all are welcome to attend.

Rob Hardman
Chairman
The Edmund Rice Trust was established up in 1997 to enhance College facilities.

Since its inception, the Trust has generated over £1.8 MILLION of enhancements to the College, including a superb Sports Hall-£165k, extended Science Block-£30k, up-to-date Technology Department-£20k, a new Classroom Block-£50k with state-of-the-art Modern Foreign Languages and Mathematics suites, and £20k upgrade of the College Hall. A further £45k was expended on interest to service the £165,000 Loan for the Sports Hall, which was fully repaid in March 2010, one year ahead of schedule.

In 2011 the Edmund Rice Trust purchased ‘Outwood House’ - the former Christian Brothers’ House - to provide new Sixth Form facilities for the College. The renovation costs of £882,786 were supported by a generous DFE grant of £700,000 through Wirral Local Authority.

The old Sixth Form block, built in the 1960s, was intended to last only 25 years. It was eventually demolished in 2016.

In order to make the purchase of Outwood, the Trustees have taken out a massive £454,500 loan. Arrangements were to repay it over 25 years. Such a prolonged term would involve paying £232,000 in bank interest.

With your help, the Trustees have set out to repay the loan in eleven years. This will reduce the interest by £144,000. In the years to June 2018, the Trust has repaid £331,000 of the loan; of which £72,700 was interest, giving a nett repayment of £258,300.

The Trust currently has a two-fold programme: -
1. The fastest possible repayment of the outstanding balance of £196,200, and certainly within the next five years.
2. To raise £700,000 to finance the Phase Two refurbishment of the top floor of Outwood including an external Lift and Fire Escape. This will bring Outwood into full use and release classroom space in the main school for the ever-increasing number of pupils.

I therefore invite your personal support and commitment by making a regular monthly contribution of just £10, £15, or £20 to the Edmund Rice Trust during the years ahead.

Contribution forms are being sent out to all parents. Please ask any member of the College Staff or call at the Edmund Rice Trust display on the Open Evening

Your kind generosity now will make all the difference to your son in the future.

A J Nelson
Chairman, Edmund Rice Trust
## DATES FOR ACADEMIC YEAR 2018-2019

### AUTUMN TERM 2018

<table>
<thead>
<tr>
<th>Open</th>
<th>Close</th>
<th>Number of Days Open</th>
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<tbody>
<tr>
<td>(Teachers)</td>
<td>(Pupils—Y7,Y10&amp;12) All pupils</td>
<td>Tuesday, 4th Sept</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday 5th Sept</td>
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<tr>
<td></td>
<td></td>
<td>Thursday 6th Sept</td>
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<td></td>
<td></td>
<td>Friday 19th Oct</td>
</tr>
<tr>
<td>Open</td>
<td>Close</td>
<td></td>
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<tr>
<td>Monday 22 Oct to Friday 26 Oct</td>
<td>Monday 29th Oct</td>
<td></td>
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<td></td>
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<td>Thursday 20th Dec</td>
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### CHRISTMAS BREAK
Friday 21st December to Friday 4 January

### SPRING TERM 2019

<table>
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<tbody>
<tr>
<td>Monday 7th Jan</td>
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<tr>
<td></td>
<td>Friday 15th Feb</td>
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<tr>
<td>Monday 25th Feb</td>
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<td>Friday 29th Mar</td>
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### EASTER BREAK
Monday 1 April to Friday 12 April

**Easter Bank Holidays**
Friday 19th April and Monday 22nd April

**May Bank Holiday**
Monday 6th May

### SUMMER TERM 2019

<table>
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<tbody>
<tr>
<td>Monday 15th Apr</td>
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<tr>
<td></td>
<td>Friday 24th May</td>
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<tr>
<td>Monday 3rd June</td>
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<td></td>
<td>Wednesday 17th July</td>
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### N.B.
Staff Inset Days:
- Tuesday 4th Sept 2018
- Wednesday 19th Sept 2018
- Friday 1st February 2019
- Remaining 2 days tba
<table>
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<tr>
<th>HEADMASTER</th>
<th>Mr R S Duggan</th>
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<tbody>
<tr>
<td><strong>DEPUTY HEADS:</strong></td>
<td></td>
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<tr>
<td>Mr A Rumsby</td>
<td></td>
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<tr>
<td>Mrs S Cubbin</td>
<td></td>
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<tr>
<td><strong>ASSISTANT HEADTEACHERS</strong></td>
<td></td>
</tr>
<tr>
<td>Miss L Baines</td>
<td>Asst. Head, Head of Sixth Form</td>
</tr>
<tr>
<td>Mr B Dowse</td>
<td>Asst. Head of Key Stage 4, Curriculum &amp; Pastoral</td>
</tr>
<tr>
<td><strong>DEPARTMENTS</strong></td>
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<tr>
<td><strong>ART</strong></td>
<td></td>
</tr>
<tr>
<td>Mrs A Mills</td>
<td>Head of Faculty</td>
</tr>
<tr>
<td>Mr P Formela</td>
<td>Head of Year 8</td>
</tr>
<tr>
<td><strong>BUSINESS STUDIES</strong></td>
<td></td>
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<tr>
<td>Mr A McKay</td>
<td>Head of Faculty</td>
</tr>
<tr>
<td><strong>DESIGN &amp; TECHNOLOGY</strong></td>
<td></td>
</tr>
<tr>
<td>Mr K McLoughlin</td>
<td>Head of Department</td>
</tr>
<tr>
<td>Mrs A Ravenscroft (p/t)</td>
<td>SENCO</td>
</tr>
<tr>
<td>Mr B Witherspoon</td>
<td>Head of Year 11</td>
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<tr>
<td><strong>ICT</strong></td>
<td></td>
</tr>
<tr>
<td>Miss S Hanlon</td>
<td>Head of Faculty</td>
</tr>
<tr>
<td>Mr J McGowan</td>
<td>Careers Adviser</td>
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<tr>
<td><strong>ENGLISH</strong></td>
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<tr>
<td>Mrs J Murphy</td>
<td>Head of Faculty</td>
</tr>
<tr>
<td>Mrs G Parry-Paxton</td>
<td>Head of Media Studies</td>
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<tr>
<td>Mr R Booth</td>
<td>Head of Literacy</td>
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<tr>
<td>Miss L McKinley</td>
<td></td>
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<tr>
<td>Miss J Murdoch</td>
<td></td>
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<tr>
<td>Mr H Luxembourg</td>
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<tr>
<td><strong>MODERN LANGUAGES</strong></td>
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<tr>
<td>TBA</td>
<td>Head of Faculty &amp; Head of Spanish</td>
</tr>
<tr>
<td>Mr M Cubbin</td>
<td>Head of French</td>
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<tr>
<td>Miss J Kane</td>
<td>Head of German</td>
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<tr>
<td>Mrs S Meadows</td>
<td>Spanish</td>
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<tr>
<td>Miss S Davies</td>
<td>German</td>
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<tr>
<td><strong>GEOGRAPHY</strong></td>
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<tr>
<td>Miss A Hill</td>
<td>Head of Faculty</td>
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<tr>
<td>Mrs V Ebbrell</td>
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<tr>
<td>Mr M Haire</td>
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<tr>
<td><strong>HISTORY</strong></td>
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<tr>
<td>Mr B Dowse</td>
<td>Head of Faculty</td>
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<tr>
<td>Mr M Dillon</td>
<td>Assistant Head 6th Form,</td>
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<tr>
<td>Dr C Cooper</td>
<td></td>
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<tr>
<td>Mr M Haire</td>
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<tr>
<td>Subject</td>
<td>Teachers</td>
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<tr>
<td>----------------------</td>
<td>-----------------------------------------------</td>
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<tr>
<td>Mathematics</td>
<td>Mr A E Haimes, Mrs S Martin, Mr N Platt, Mr M Hyde, Miss R Browning, Mr Mathew Williams</td>
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<tr>
<td>Music</td>
<td>Mr C Watson, Miss V Mutch (p/t)</td>
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<tr>
<td>PE &amp; Games</td>
<td>Mr D Taylor, Mr S Mason, Mr A Hale, Mr S Simpson</td>
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<tr>
<td>Religious Education</td>
<td>Miss R Long, Mrs L Bridson (p/t), Miss R Campbell, Miss R Monk</td>
</tr>
<tr>
<td>Psychology</td>
<td>Mrs Z Meakins</td>
</tr>
<tr>
<td>Science</td>
<td>Mr P Davis, Mrs C Evans, Mr R Harris, Mrs G Lyth (p/t), Mr A Walker, Mr R Gott, Mr C Crennell, Mr J Finch, Miss K Lenton</td>
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<table>
<thead>
<tr>
<th>Head of Year</th>
<th>Person</th>
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</thead>
<tbody>
<tr>
<td>7 &amp; Lower School</td>
<td>Miss C Evans</td>
</tr>
<tr>
<td>8</td>
<td>Mr K Diaz</td>
</tr>
<tr>
<td>9</td>
<td>Mr P Formela</td>
</tr>
<tr>
<td>10</td>
<td>Mr M Hyde</td>
</tr>
<tr>
<td>11</td>
<td>Mr B Witherspoon</td>
</tr>
</tbody>
</table>
### NON-TEACHING STAFF 2016-2017

| ADMINISTRATION STAFF | Mr B Morgan  
Mrs A Cook  
Miss T Carrington  
Mrs S Burrows  
Mr K Diaz  
Miss G Ashton  
Mrs J Desmond  
Miss T Carney  
Mrs E Madden  
Mrs L Whiteley  
Ms C Logan | Director of Finance  
Headmaster’s PA  
Principal Finance Officer  
Finance Officer  
Exams Officer/SIMS Manager/Cover  
Coordinator/Head of Year 9  
Librarian  
Data Manager  
Data Administrator  
Assistant to the Pastoral Team  
Senior Office Administrator / Receptionist  
Office Administrator / Receptionist |
| CARETAKERS | Mr J Devine  
Mr R Baldwin  
Mr J Brammall  
Mr T McCann | Site Manager  
Caretaker  
Caretaker  
Groundsman |
| DINING ROOM STAFF | Mrs A Green  
Mrs J Brennan  
Ms R Platt  
Mrs L Harrison  
Ms N Jones  
Mrs A Hughes | Catering Manager |
| TECHNICIANS | Mr C Hawksworth  
Mr R Holland  
Mr C Campbell  
Mr D Gorman  
Mr B Harrison | Network Manager  
ICT Technician  
Design & Technology Technician  
Science Technician  
Science Technician |
| SUPPORT STAFF | Mr P Reynolds  
Miss J Kelly  
TBA  
Mr F Derbyshire | Learning Mentor  
Learning Support  
Learning Support Assistant  
Youth Worker |
| COVER STAFF | Mrs A Powell | |
| FACULTY ASSISTANTS | Mrs D Lennon  
Mr P Davenport  
TBA | |
| LUNCHTIME ASSISTANTS | Mrs J Brennan  
Mrs S Sullivan | |
GOVERNING BODY

GOVERNORS
❖ Mr J M Greaves (Chair)
❖ Mrs P M Green (Vice Chair)
❖ Mr C Cleugh
❖ Mr D McDonald
❖ Prof C Mills
❖ Mr A J Nelson
❖ Dr J Oates
❖ Mr N Turner
❖ Mr A Whiteley
❖ Mr A R Wood

ASSOCIATE GOVERNOR
❖ Mr W Iveson
❖ Mr M Redfearn
❖ Mrs P Young BA (Hons)

PARENT GOVERNORS
❖ Mrs D Lynch
❖ Mrs E McNamara
❖ Mrs D O’Connor

STAFF GOVERNORS
❖ Mr R S Duggan MA (Oxon) (ex officio)
❖ Mr C Hawksworth
❖ Mr B Swan

LOCAL AUTHORITY APPOINTED GOVERNOR
❖ Cllr G Davies
St Anselm’s College
Home School Agreement

Our Mission Statement states
Our Catholic Community offers a learning environment for us to develop our God given talents and to recognise Christ amongst us. We respect the dignity of God’s creation and, inspired by Gospel values, seek to serve one another.

Our Community:
• is attentive to, and addresses, personal needs, so as to strengthen and serve each other and our neighbour.
• seeks to create a framework for our students, based on an understanding of their personal and differing needs, so as to develop fully their God-given talents.
• affirms the dignity of each individual by providing opportunities for the development of the whole person.
• provides opportunities for students to show compassion for the weak and concern for the whole person, to be aware of their spirituality and to strive for excellence so that they may fulfil their own potential and contribute to the development of a more just society throughout our world.
• celebrates the liturgy for all, embracing the traditions of God’s people, reflecting our daily experience and God’s presence among us.

The College acknowledges its responsibility:
• to nurture each student’s spiritual growth;
• to provide a broad and balanced curriculum,
• to ensure a high standard of teaching and the expectation that all pupils can achieve results in line with their abilities and talents;
• to establish, and communicate clearly, measures to ensure good order, mutual respect and discipline in line with the College Mission statement and Code of Conduct;
• to provide regular interim and one full academic report each year and to keep parents/carers informed about College matters as appropriate;
to ensure the College does not discriminate against any pupil on, e.g. grounds of race, disability, sexuality or Special Educational Needs (SEND), and that it promotes good relations between different communities;

to provide opportunities for pupils to participate in extra-curricular activities, including lunch-time clubs, sports teams, and educational visits both within the UK and abroad;

to take all reasonable measures to protect the safety and well-being of staff and students, including preventing all forms of bullying (physical, verbal, cyber, racist, homophobic and disablist); and to deal effectively with reports and complaints about bullying;

to work with other agencies to promote community cohesion and to ensure the safety, health and well-being of all members of the College community;

to ensure that homework is set and marked on a regular basis, and feedback provided for improvement and progress.

The College has a right:

- to expect pupils’ and Parents/carers’ cooperation in maintaining a safe, orderly and constructive learning climate;
- to take any necessary steps to safeguard the well-being of all within the College community;
- to implement where necessary, reasonable disciplinary measures and procedures and to have the expectation that parents/carers will respect and support such measures;
- to not accept violence, threats or abuse by pupils or parents/carers;
- to expect pupils to respect the rights of other pupils/adults in the College;
- to expect pupils to respect all College buildings, equipment and facilities;
- to take firm action against pupils who harass or denigrate teachers or other College staff on or off premises - engaging external - support services, including the police, as appropriate;
- to take appropriate action or steps to protect the reputation of the College.

Pupils have a responsibility:

- to follow reasonable instructions by all College staff, behave safely, obey College rules and the Code of Conduct and accept sanctions in an appropriate way;
- to act as positive ambassadors for the College when on and off school premises. This includes travelling to and from the College;
- to not bring to the College premises any form of drugs, so called ‘legal highs’ or anything believed to be drugs, weapons, indecent material or any other inappropriate items;
- to show courtesy and respect to all College staff, fellow pupils, College property/facilities/equipment and the College environment;
- to undertake homework/coursework assignments set by the College staff and submit them on time;
- to keep the College free from litter and graffiti;
- to come to College each day, on time and dressed in accordance with the College rules, including hairstyles and appearance, and with the necessary books/equipment for the day ahead;
- to respect the property of all members of the College community, including other students and visitors to the College.
• to make appropriate and safe use of the College ICT facilities according to the Responsible Use policy.

**Pupils have a right:**

• to access a broad and balanced curriculum;
• to be taught in an environment safe and free from disruption;
• to have their work assessed regularly and to receive feedback;
• to expect appropriate action from the College to tackle incidents of violence, threatening behaviour, abuse, discrimination, harassment or bullying;
• to appeal to the Headmaster and then the Governors, if they believe the College has exercised its disciplinary authority unreasonably.

**Parent/Carers have a responsibility:**

• to ensure that their son attends regularly and punctual;
• to notify the College if their son cannot attend for any reason – this is for the pupil's security as well as administrative reasons;
• to work with the School and education welfare service to resolve/alleviate any attendance problems or protracted absence;
• not to take family holidays during term time;
• to work in partnership with the College to support and enhance their son’s academic and social development including their behaviour and any sanctions imposed as a result of poor behaviour and or effort;
• to help ensure that their son follows instructions by all staff and adheres to the College rules and Code of Conduct;
• to send their son to College each day suitably clothed in line with the College’s uniform expectations including hairstyle, fed, rested, equipped and ready to learn;
• to ensure their son completes any homework and/or coursework assignments allocated by their teachers;
• to register in writing with the College’s pastoral Deputy Head teacher information about their son’s medical needs and any disability, medical condition, or Special Educational Need and to ensure that any medication kept at the College for your son is in date;
• to attend meetings with the Headmaster or other College staff, if requested, to discuss their son’s progress and/or behaviour;
• to comply with any regulations regarding exclusions;
• to make restitution to the College or Parents/carers of other pupils for material loss/damage caused by the willful or careless actions of their sons.
Parents/Carers have a right:

- to expect the College to provide as safe and secure environment as is humanly possible;
- to speak to subject teachers and pastoral staff about their son’s progress;
- to have any complaint they make about their son being bullied taken seriously by the College and investigated/resolved as appropriate;
- to appeal to the Headmaster and then the Governors, if they believe the College has exercised its disciplinary authority unreasonably;
- to appeal exclusion decisions dependent on the length of the exclusion period;
- to be kept informed about their son’s progress, including issues relating to their behavior.
Equality Statement for all College Policies

We have carefully considered the impact of this policy on all protected characteristics as part of our ongoing process to ensure that it is fair and does not prioritise or disadvantage any pupil. This is in line with the Equality Act 2010.