

ST  
*M*ARTIN'S SCHOOL



# PARENT HANDBOOK

[www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk)

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# CURRICULUM

Our curriculum is designed to help every learner to achieve and be the best they can be. We have constructed a curriculum that is ambitious and designed to give all leavers, the knowledge and cultural capital they need to succeed in life.

We provide a curriculum that is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment. All students study the full curriculum during key stage three and choose their options mid way through Year 9 for key stage four. Students are placed on two separate pathways (the full Ebacc pathway or the traditional pathway).

In key stage four, students study English Language, English Literature, Maths, Science and PE Core. Students select a further four GCSE options, some option choices are directed by the school and some option choices are free for students to choose from a wide range of subjects. In key stage five, students have the option of studying either three or four A levels and/or a variety of BTEC qualifications.

The vast majority of students at every key stage achieve outstandingly well and are extremely well prepared for the next stage of their education, employment or training. The students gain extensive qualifications that allow them to go on to destinations that meet their interests, passions and aspirations.

## **Clubs and extracurricular activities**

We have a large number of clubs and activities, which run at lunchtime and after school and we actively encourage students to get involved in any that interest them. In addition, we have a packed list of school trips that we run, all of which enhance the holistic experience and learning of our students.

## **School Day**

Session	Start
Movement time	8.25am
Registration	8.30am
Movement time	8.50am
Period 1	8.55am
Movement time	9.55am
Period 2	10.00am
Break	11.00am
Movement time	11.20am
Period 3	11.25am
Movement time	12.25pm
Period 4	12.30pm
Lunch	1.30pm
Movement time	2.10pm
Period 5	2.15pm
End	3.15pm

## HOMEWORK POLICY

Homework can make an important contribution to the learning process and contributes to the development self-directed learning. This is clearly understood by the vast majority of our parents. It is the policy at St Martin's to set homework on a regular basis to build on what is being taught in lessons at school.

Homework may take the form of a variety of tasks and will serve a range of purposes. These include:

- to consolidate and complete work begun with the teacher in the class, thus strengthening the learning process;
- to prepare forthcoming work;
- to encourage independent learning;
- to extend the range of available resources e.g. ICT books and information at home, libraries, asking other people;
- to prepare and complete project work and examination coursework;
- to undertake other types of research, e.g. to find out about the life and work of a pioneer in a particular field of study.

Please refer to the exert below, taken from a letter parents received last year.

### ***Re: Homework***

The below statement relates to the key stage three homework timetable and states:

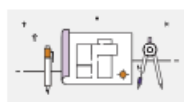
The homework timetable is designed to ensure that students are not inundated with work to complete on a particular night. All homework should be completed in the back of exercise books, with dates and titles underlined. The KS3 homework timetable is created so that homework is distributed as evenly as possible throughout the week. A copy of the KS3 homework timetable can be found on the school website. All students in KS3 will be issued with an individual timetable and homework diary. There will be occasions when homework is due but may not be set. On these occasions, students can take the opportunity to revise or read around the subject.

The internet is a fantastic resource for everybody and the BBC Bitesize website can also be used for other subjects. A snapshot of the website is attached.

To access the BBC Bitesize website:

- Search BBC Bitesize
- Click on secondary
- Click on England KS3 which will lead you to the subject menu below

## All KS3 subjects



Architecture



Art and Design



Biology



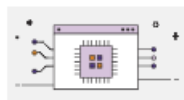
Chemistry



Computer Science



Design and Technology



Electronics



Engineering



English



English Literature



Food Technology



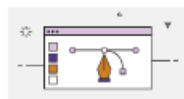
French



Geography



German



Graphics



History



ICT



Mandarin



Maths



Media Studies



Modern Foreign Languages



Music



Physical Education



Physics



Product Design



PSHE and Citizenship



Religious Studies



Resistant Materials



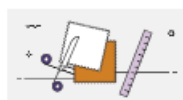
Science



Spanish



Systems and Control



Textiles



Welsh Second Language

During key stage 4, due to the structure of varied deadlines, greater independence and flexibility is required with exam study. Students will not be required to follow a prescriptive timetable, however we expect students to adhere to Department for Education guidelines which states that students should complete between 1.5 to 2 hours of homework per night or around 10 hours per week:

Proportionally as a guide, we expect around 20% of this time to be spent separately on English, maths and science and around 10% per option subjects.

It will be at staff discretion whether the homework is set over one longer task or several shorter tasks to accumulate the required hours of expected home study. We expect staff to allow a 48-hour turnaround as a minimum from setting work to the deadline.

# SCHOOL CATERING

St Martin's has been accredited with Healthy Schools status. Here is a sample menu.

## MMM MENU

**Monday**

Main Meal	Chicken Tikka Masala & Lemon Rice
Vegetarian Meal	Sliced Aubergine Margherita & Potato Wedges
Accompaniments	Sweetcorn, Carrots
Jacket Potato	Jacket Potato with Beans, Tuna or Cheese
Dessert	Apple & Oat Crumble with Custard

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**Tuesday**

Main Meal	Sausage Mixed Grill, Onion Gravy & Mashed Potato
Vegetarian Meal	Roasted Leek & Pepper Tart with Mashed Potato
Accompaniments	Baked Beans, Garden Peas
Jacket Potato	Jacket Potato with Beans, Tuna or Chicken Tikka
Dessert	Creamy Rice Pudding

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**Wednesday**

Main Meal	Thyme & Honey Roasted Chicken with Roast Potatoes
Vegetarian Meal	Vegemince Swiss Cottage Pie
Accompaniments	Roasted Root Vegetables
Jacket Potato	Jacket Potato with Beans, Tuna or Cheese
Dessert	Chocolate Sponge with Chocolate Sauce

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**Thursday**

Main Meal	Beef Lasagne & Garlic Bread
Vegetarian Meal	Tomato & Mixed Bean Chilli with Yellow Rice
Accompaniments	Green Beans, Carrots
Jacket Potato	Jacket Potato with Beans, Tuna or Chilli Houmous
Dessert	Cherry Scone Shortcake with Custard

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**Friday**

Main Meal	Battered Fish & Chips
Vegetarian Meal	Sweet Chilli Quorn, Tomato & Coriander Wrap
Accompaniments	Baked Beans, Minted Mushy Peas
Jacket Potato	Jacket Potato with Beans, Tuna or Cheese
Dessert	Apple & Blackberry Pie with Custard

**Hot Grab & Go**  
Tasty meals for when you're on the move.

**Pasta**  
Served with a choice of sauces and toppings daily.

**Desserts**  
Choose from our range of hot and cold puddings, made fresh everyday.

MMM MENU 1  
24TH FEB, 17TH MAR, 22ND APR, 12TH MAY

## **GROUP CALL**

We use software called GroupCall to either text or e-mail parents as appropriate. We only use the text facility to contact parents about urgent matters. Where parents do not have access to e-mail at home or work, we are able to send a printed copy home via the student's register. Communication is vitally important, of course, and so we do need parents to notify us of any changes of personal information at the earliest possible time.

## **THE IMPORTANCE OF GOOD ATTENDANCE AND HOW YOU CAN HELP US IMPROVE ATTENDANCE**

If your child is absent through ill health or any other reason, please let us know by 9.00am on each day of absence via the relevant Year Administrator. Parents will be required to leave a message explaining why their child is not in school. When the student returns to school, parents are required to send a letter to the Form Tutor confirming the reason and the number of days absent.

Regular checks are made of registers each morning and if the student appears to be absent the school will initiate the automatic ringing system which will telephone the parent to advise them that their child is absent. If there is no response, the machine will telephone other contact numbers which have been given. This will be repeated every hour until we get a response or until 7.00pm that evening. It is therefore imperative that the contact numbers given on the admission form are up to date and correct, and any changes should be advised to the relevant Year Administrators.

## **FAMILY HOLIDAY ARRANGEMENTS**

Students' absence for family holidays during term can adversely affect their progress and examination performance.

The Headteacher has the discretion to grant holiday leave during term-time. Applications will be considered on merit.

## **BREAKTIME ARRANGEMENTS**

Food and drink may be purchased from the South Hall, Key Stage 4 Refectory, Food Cube or the Outback food outlet.

## **LUNCHTIME ARRANGEMENTS**

South Hall:	This hall is for students wishing to purchase cooked meals and for Years 7–9 who have packed lunches.
North Hall:	This hall is used by students in Years 10–11. This area will not be available during examination periods.
Key Stage 4 Refectory:	Hot food, sandwiches and refreshments are available.
Food Cube and Outback:	Light snacks and drinks are on sale at the Food Cube on the patio area near the swimming pool.

## **ARRANGEMENTS IN CASE OF SEVERE WEATHER**

If heavy snow or other severe weather results in dangerous conditions, we may decide not to open the school. We will notify you as soon as possible via Twitter and the school website.

## **TWITTER**

The school has a Twitter account that will be used to keep all those that follow us up to date with the latest news. You can sign up at <https://twitter.com#!/StMartinsSch>.

## **LOST PROPERTY**

Since the school cannot accept responsibility for lost property, parents are asked to ensure that all clothing is clearly and indelibly marked with the student's name. Should a child mislay property, they should report it immediately to their relevant Year Administrator.

## **MEDICAL ROOM**

A medical room is available in the north building for students who feel ill but it is our policy to contact parents, so that arrangements can be made for students to go home as soon as possible. Children are not sent home unless parents have been informed.

Students must not call home prior to going to the medical room as this can lead to confusion. Students are required to have a note from the teacher to attend the medical room during lesson time.

If your child is required to take medicine during school hours, a separate request form to administer the medication must be completed; this form can be obtained from the main reception or medical room. It is not school policy for children to carry medicine on their person. All medication must be handed in by the parent or carer, who are responsible for keeping all medication up to date and disposing of out of date medicine.

## **MOBILE PHONES**

Students are permitted to bring mobile phones to school as they can be extremely useful in terms of their safety on the journey to and from school. However, they must be switched off upon arrival at school and should only be turned on again at the end of the school day. There will be occasions when teachers give permission for them to be used in the classroom to enhance and support learning. Mobile phones and audio equipment are brought in entirely at students' own risk.

## **LOCKERS**

Lockers are available in most subject areas so that students may use them during the day. Students can purchase their own padlock or purchase a padlock from the finance office for £5.00. All lockers must be cleared at the end of each school day.



## **PHOTOGRAPHS OF STUDENTS**

Photographs of students are often taken to illustrate the range of work they undertake at school or to celebrate their particular success. These photographs are used for various purposes including press releases, Focus magazine, the prospectus and wall displays.

Many students volunteer to do this and their willingness to take part is very much appreciated. However, if you have any reservations about your child being involved at any time, please do not hesitate to write to the school.

## **BICYCLES**

Students may cycle to school. Bicycles should be placed in the racks provided and securely padlocked. Bicycles must not be ridden in the school grounds. The school cannot accept responsibility for damage, loss or theft of bikes whilst on the school premises.

## **RIDING BICYCLES TO SCHOOL**

Most of our students who ride to school do so very safely and sensibly. The following should be adhered to:

- Cyclists should enter and exit the school via the north drive or by the footpath on the south site.
- Cyclists must walk their bikes when on the school premises.
- Cyclists must not use the school field to enter and exit the school premises.

## **PARENTS' CARS ON SCHOOL PREMISES**

We have a one-way system in order to make it safer for students. Therefore, it is important that all parents follow this system when dropping off students at times that the coach park is in use by coaches and when collecting students between 3.15pm and 3.35pm. This system applies to all parents' cars but excludes the coaches and taxis. Parents should not normally use the north drive for entrance and exit to the school site.

Some parents understandably find it frustrating that it takes so long to go round the one way system but we must always put students' safety first. Your co-operation on this important matter is much appreciated.

## SPECIMEN TIMETABLE YEAR 7

	1	2	3	4	5
<b>MonA</b>	Sc TAL S103 SCI	Ar ALE C104 AR	Dt RPA S007 TE	Hi HTU N107 MFL	Ma GMC S113 MA
<b>TueA</b>	Pe SSM North Hall	Ar KJE C103 AR	Fr KCA S004	Ma GMC S113 MA	Sc HJN S104 SCI
<b>WedA</b>	Hi IHA N013 HU	Fr KCA S004	Rd LIB L002 LIBS	Gg RPU N016 HU	Dr MDO South Hall
<b>ThuA</b>	Pe SSM North Hall	En ZBA S205 EN 10	Sc SMO S013 TE	Ma GMC S113 MA	Dr JPA C005 DR
<b>FriA</b>	Hi HTU N107 MFL	Cv GWI N103 CV	En ZBA S205 EN 10	Ty LOA S014 TE	De LSI N202 MFL
<b>MonB</b>	Ma GMC S113 MA	Gg RPU N016 HU	Sc TAL S103 SCI	De LSI N202 MFL	En ZBA S202 EN
<b>TueB</b>	En ZBA S202 EN	Ma GMC S113 MA	Pe SSM V108	Sc HJN S104 SCI	Pr VDA R001 HU
<b>WedB</b>	En MDU S004	Dt RPA S007 TE	Mu MTN C001 MU	Fr KCA S004	Gg RPU N016 HU
<b>ThuB</b>	Ty SMO S013 TE	De DE1 N201 MFL	Sc SSM N103 CV	De LSI N202 MFL	En ZBA S205 EN 10
<b>FriB</b>	Pe SSM North Hall	Pr VDA R001 HU	Ma GMC S113 MA	Fr KCA S004	Mu MTN C001 MU

The timetable is worked on a two week system, beginning the academic year with Week A.

When the end of term finishes on a Week A the start of the new term will commence with a Week B, and vice versa.

Students are given a map of the school at the beginning of the term in order for them to learn the room numbers in each building. The full name of the teaching staff cannot be printed on the timetable but their teacher initials are.

Sc	=	Science	Ar	=	Art
Dt	=	Design Technology	Hi	=	History
Ma	=	Maths	Pe	=	PE
Fr	=	French	Rd	=	Reading
Gg	=	Geography	Dr	=	Drama
Cv	=	Civics	Ty	=	Technology
Pr	=	PRE	Mu	=	Music
De	=	German			

# ARRANGEMENTS FOR PURCHASE OF SCHOOL UNIFORM

## UNIFORM

Parents are able to purchase school uniform through the School Uniform Specialist website. In order to make purchases you will need to log onto [www.theschooluniformspecialist.com](http://www.theschooluniformspecialist.com) and enter the login code **stm506** at the top right hand corner of the screen.

## UNIFORM LIST – BOYS

Black blazer with school badge.  
White shirt with school tie (tie is to end at the waist).  
Regulation Black V-neck pullover with logo and long sleeves for all years (optional) (only available from the School Uniform Specialists)  
Mid grey trousers, shoe length (available from the School Uniform Specialists)  
Traditional plain black, polishable school shoes, not trainers. Laced shoes must have black laces.  
Dark grey or black socks.  
Plain dark outer coat without logo. Leather and denim jackets are not acceptable.  
Coloured scarves and gloves but not luminous.

## PE

Long sleeved rugby shirt (red and black)  
Polo shirt (red and black)  
Plain black shorts (no logos)  
Knee length red rugby socks (outdoor based activities)  
White sports style socks (indoor based activities)  
Trainers (for indoor activity)  
Football boots/stud/blade foot wear (for field and MUGA use)  
Red or black fleece top (optional)  
Red or black base layers are recommended under shirts, especially when activity is outside and the temperature is low.

## Practical Work

Aprons - 1 white apron for hard technology + 1 butcher's striped apron for food technology  
An old shirt for use in art lessons.

## GIRLS

Black blazer with school badge.  
Pink and white checked blouse with long or short sleeves.  
Regulation grey school skirt (knee length) (only available from the School Uniform Specialists)  
OR Mid grey trousers (from September 2021), shoe length (available from the School Uniform Specialists)  
Regulation Black V-neck pullover with logo and long sleeves for all years (optional) (only available from the School Uniform Specialists)  
Plain black seamless opaque tights or plain white ankle socks  
Traditional, flat, polishable, plain black shoes, not trainers. Laced shoes must have black laces.  
Plain dark outer coat without logo. Leather and denim jackets are not acceptable.

Hairbands or ribbons should be plain black or white.  
Coloured scarves and gloves but not luminous.

## **PE**

Polo shirt (red and black)  
Plain black shorts (no logos)  
Plain black skirt (optional)  
White sports style ankle length socks  
Knee length red socks (for cross country and football)  
Trainers suitable for indoor and outdoor use  
Red or black fleece top (optional)  
Red or black base layers are recommended under shirts, especially when activity is outside and the temperature is low.

## **Practical Work**

Aprons - 1 white apron for Hard Technology + 1 butcher's striped apron for Food Technology  
An old shirt for use in Art lessons.

## **OTHER ESSENTIAL EQUIPMENT**

School bag and kit bag of reasonable size.  
Pen, pencil, rubber, 30 cm ruler.  
Geometry set to include protractor, a pair of compasses.  
Scientific calculator.  
Set of felt-tipped pens or coloured pencils.  
Useful to have clear pencil case.

## **NO EXTREMES OF FASHION OR HAIRSTYLES**

Only natural hair colour is allowed. Discreet make-up is allowed. In practical terms this means no lipstick, eye shadow, eye liner and coloured nail varnish. We accept clear nail varnish.

No jewellery to be worn except a watch, girls with pierced ears can wear one small discreet stud in each lower ear lobe.