



PARENT HANDBOOK

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Welcome to St Martin's

My name is Ian Smyrk and I am delighted to introduce you to St Martin's School.

It is a very special school that must be seen to be fully appreciated. The individual development of our students is a personal journey where they have every chance possible to succeed and flourish. Our ethos of Be The Best You Can Be is built upon three distinct strands which are woven into every aspect of life at St Martin's: Traditional Values, Learning For The Future and Outstanding Personal Achievement.

Opportunities to learn and enjoy beyond the classroom are endless through a huge variety of extra-curricular clubs, educational trips and many varied student leadership opportunities. It is important that St Martin's is at the centre of the community and working closely with parents we ensure that our students are proud to come to St Martin's and make excellent progress.

I have a firm belief that all our students can be amazing and have potential they may not yet realise. It has never been more important that they not only succeed in formal qualifications but also develop the personal skills and attributes needed in the 21st century. Through an outstanding learning experience and the relationships forged with their peers and our excellent staff, our students become confident, responsible, extremely well-rounded young people who can choose their own future and are ready to make a positive difference in the world.

Ian Smyrk, Headteacher

Vision and Ethos

Our Mission Statement To inspire and empower all our students to realise their full potential and Be The Best They Can Be.

Traditional Values

Our school ethos is based on traditional values, including students' personal development and well-being as well as outstanding academic achievement. We also place equal importance on exemplary behaviour, smart appearance, good manners as well as encouraging all of our students to make a positive contribution to their school and local community.

Learning for the Future

Gaining excellent exam results are not enough on their own to help our students face everyday life situations in the 21st century. Throughout their time in school our students develop the skills and attributes that are key to empowering them to be successful fully rounded individuals. Students will then go onto flourish in every aspect of their lives and leave us responsible, well rounded young people who are able to choose their own future well equipped and ready to make a difference in the world.

Outstanding Personal Achievement

This is the ultimate goal of our student personal journey regardless of starting point or ability. We continually encourage and challenge in all aspects of school life to enable them to achieve as highly as possible. The nature of their achievement will be very different for every student and will encompass a whole raft of subjects, activities and personal preferences at all levels of ability.

The individual development of our students is woven into every aspect of life at St Martin's. It is a personal journey that is the never ending ambition to.... Be The Best You Can Be

Administrative Information

Address: St Martin's School,
Hanging Hill Lane,
Hutton,
Brentwood,
Essex,
CM13 2HG

Tel: 01277 238300

Website: <https://www.st-martins.essex.sch.uk/>

Email: enquiries@st-martins.essex.sch.uk

Twitter: <https://twitter.com#!/StMartinsSch>

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.

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.

ParentPay

Parents and carers are offered the option to pay for many trips, events etc. online. It is a secure and easy way to pay for trips at any time of the day and avoids worrying if money sent with your child has reached school safely. Details are included below (see Cashless Catering). If you have any queries regarding ParentPay please contact the Finance department.

Cashless Catering

At St Martin's we use a Cashless Catering system for all payments in the school canteen. This means no cash is accepted in the canteen for the purchase of food and drink. Parents must deposit money into an account for each student using a website called ParentPay. Once a student has money deposited in their account they can purchase items in the canteen. This means they do not need to carry cash with them.

The system works by recognising each child's finger print. As this uses biometric data we require parental consent to collect and use such data. Therefore, it is vital that if you intend your child to use the cashless system that you complete the relevant section of the consent form which is contained within the Admissions Form (Page 3).

Students who have been given biometric consent will have their fingerprint logged in order to allow them to use the system in future. ParentPay login details will be sent to all parents via the post during the summer holidays. It is essential that you use this information to either set up your ParentPay account, or if you already have a ParentPay account, to link your child to the existing account.

If you do not wish to give biometric consent an alternative (but less secure) method of student identification will be provided where children provide their initials to the relevant staff. In addition, Parents who do not wish to deposit money online will be able to use the PayPoint system to deposit cash into their ParentPay account at their local shop. For more details on either of these options please contact the School Finance Office. Please note that ParentPay is our preferred method of payment for all events, activities, trips and catering.

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.

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.

The School Day

	Year 7 and 8	Years 9-13
Start of School	8:25am	
Tutorial Period	8:30am	
Movement	8:50am	
Period 1	8:55am	
Movement	9:55am	
Period 2	10am	
Morning Break	10:55am	11:00am
Period 3	11:20am	11:25am
Movement	12:25pm	
Period 4	12:30pm	
Lunch Break	1:25pm	1:30pm
Period 5	2:10pm	2:15pm
End of School	3:10pm	3:15pm

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			

Breaktime Arrangements

Food and drink may be purchased from:

- South Hall
- Key Stage 4 Refectory
- Food Cube
- 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

Term Dates for September 2023 – July 2024

St Martin's School term and holiday dates for the academic Year 2023-2024

September 2023							October 2023							November 2023							December 2023								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
				1	2	3							1			1	2	3	4	5							1	2	3
4	5	6					2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
							30	31																					
January 2024							February 2024							March 2024							April 2024								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30							
May 2024							June 2024							July 2024							August 2024								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
					4	5					1	2			1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31				

School days	School holidays	Bank holidays
Non pupil days	Adjusted time (early finish for pupils: 1.30pm)	Adjusted time (late start for pupils: 11.00am)
Weekends		

Autumn Term:	Monday 4 September 2023 – Friday 22 December 2023 <i>Half Term 23 October – 27 October</i>	75 days
Spring Term:	Monday 8 January 2024 – Thursday 28 March 2024 <i>Half Term 19 February - 23 February</i>	54 days
Summer Term:	Monday 15 April 2024 – Tuesday 23 July 2024 <i>Half Term 27 May – 31 May, and May Bank Holiday - 6 May</i>	66 days
		195 days

Uniform and Equipment

School Uniform

Full uniform is compulsory and must be always worn by all students when on school site and when travelling to and from school as ambassadors of St Martin's.

Parents are able to purchase school uniform through the School Uniform Specialist website at www.theschooluniformspecialist.com. In order to make purchases you will need to enter the login code **stm506** at the top right-hand corner of the screen.

All items of clothing must be marked clearly with pupil's name.

Compulsory items for all students:

- Black blazer with school badge
- White shirt with school tie (tie is to end at the waist) **or** pink and white checked blouse with long or short sleeves.

- Mid grey trousers, shoe length (available from the School Uniform Specialists) and worn with plain black socks **OR**
- Grey school skirt that sits on the knee (available from the School Uniform Specialists) and worn with plain white ankle socks **OR** black seamless opaque tights. Skirts **must not** be rolled.
- Traditional plain black, flat, polishable school shoes. Trainers and canvas shoes are not acceptable.
- Trainer socks are not permitted.

Optional items:

- Regulation Black V-neck pullover with logo and long sleeves for all years (optional and from School Uniform Specialists)
- Coats must be plain and not contain fashion logos. Leather and denim jackets are not acceptable.
- Plain hooded jackets are permitted and may be worn as a coat but must not be worn under blazers.

Jewellery, hair and makeup:

- Students may wear a wristwatch.
- Students with pierced ears can wear one small discreet stud in each lower ear lobe.
- Extreme haircuts, are not permitted, as judged by the Headteacher.
- Discreet make-up may be worn.
- Nail varnish (except for clear nail varnish) and other noticeable appearance altering treatments e.g. eyebrow treatments, fake lashes must not be worn. Nail extensions are not permitted.

PE Kit

Compulsory items for all students:

- Polo shirt (red and black)
- Plain black shorts (no logos)
- Knee length red rugby socks (outdoor based activities)
- White sports style socks longer than the ankle (indoor based activities)
- Trainers (for indoor activity)
- Football boots/stud/blade footwear (for field)

Optional:

- Red or black fleece top
- Red or black base layers to wear under polo shirt, especially when activity is outside and the temperature is low
- Rugby top (purchased from the uniform provider)
- Skorts (purchased from the uniform supplier)
- One piece swimming costume

Other Specialist and Essential Equipment For All Students

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.

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.

Attendance

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.

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 acquiring 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.

Homework Policy

Homework can make an important contribution to the learning process and development of 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 key stage 3 homework timetable is created so that homework is distributed as evenly as possible throughout the week. A copy of the key stage 3 homework timetable can be found on the school website. All students in key stage 3 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 key stage 3 which will lead you to the subject menu below

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.

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.

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.

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.