

Secondary Department

Information for Parents/Carers

When your child comes to the Secondary Department of St. Anthony's School there will be lots of questions you will no doubt want answering.

We hope that the information in this booklet, will help you to find some of those answers.

If you have any concerns please do not hesitate to contact us.

The staff wish to provide a happy and stimulating environment to meet your child's individual needs.

We aim to prepare your child in the best possible way to participate fully in their adult life.

We believe that the student's needs are best met when home and school work together.

We look forward to working with you.





Multi-use Games Area





Art Room

Tel:

St. Anthony's School Woodlands Lane Chichester West Sussex PO19 5PA



Information Technology Room

01243 785965 Website: www.st-ants.org E-mail: schooloffice@st-ants.org



Peach Cheesecake	Iced Fruit Smoothie	Cheffs Choice Fruit Pie, Custard	K OR WATER. Ruit and
Carrots, Peas	Swede, Cabbage	Country Mixed Veg	D AND CHILLED MII
Option 1: Beef Lasagne, Garlic Bread Option 2: Spinach Frittata, Garlic Bread	Option 1: Roast Chicken, Roast Potatoes Option 2: Quom Roast, Roast Potatoes	Option 1: Fish Fingers, Wrap Option 2: Bean Wrap, Chips	AVAILABLE DAILY: Freshly Baked Brea Additional dessert Fruit Yogurt
MED	THUR	Æ	AVA ADD FRU
Pear Turnover	Fruit Flapjack	Chef's Choice Fruit & Coconut Crumble & Custard	
Carrots, Cabbage	Cauliflower, Green Beans	Roast of vegetables Chef's Choice	N N
Option 1: Roast Gammon, Roast Potatoes Option 2: Lentil Roast, Roast Potatoes	Option 1: Beef Bolognaise, Pasta Option 2: Quom Pie, Potato Wedges	Option 1: Tuna Pasta Bake, Herby Diced Sweet Potatoes Option 2: Vegetable Goujons, Pasta	quartry services logan + sr results.
WED	THUR	Æ	is. fende
Fruit Shortbread	Melon Slice, Mikshake	Chocodate & Banana Muffin	Tough standards. Tender results
Carrots, Chef's Choice d ole,	Cauliflower, Sweetcorn	Roasted Root Vegetables	and the second se
Option 1: Ca Chicken & Spinach Lasagne, Garlic Bread Option 2: Root & Lentil Casserole, Herby Diced Potatoes	Option 1: BBQ Sausage, Mashed Potato Option 2: Quom Curry, Rice	Option 1: Salmon Fishcake, Herby Diced Sweet Potatoes Option 2: Chickpea Tagine	
WED	INH	Æ	

Tutor Groups in the Secondary Department



<u>Year 7</u>	
7TK	Mrs Knee and Mrs Treloar
7PC	Mrs Collins and Mrs Pratt
<u>Year 8</u>	
8C	Miss Curl
8W	Mr Woolmer
<u>Year 9</u>	
9B	Mr Bridges
9KL	Miss Kennedy and Ms Leney
9SW	Mrs Styles and Mrs Wood
V	
<u>Year 10</u>	
10P	Mrs Paige
10K	Mr Komolafe
10H	Mrs Horrod and Mr Armstead
<u>Year 11</u>	
11C	Mrs Correia
11K	Mrs Thomas

Secondary Department Staff

Teaching Staff

Miss Ball	Headteacher		-
Miss Aspden	Deputy Head, Primary Leader, SENCO, Outreach	•	Parentmail — the
Mrs Dearlove	Assistant Head, Traning and Learning		information and re sports day.
Mrs Spalding	Assistant Head, Secondary Lead, Curriculum		School Website-
Mrs Summerfield	Senior Leader– Personalised Learning, Support Centre Co-ordinator	•	the school websit
		•	West Sussex Co
Mrs Bizouam	French Teacher		if the school is clo
Mr Bridges	IT Teacher	_	
Mrs Collins	PE Teacher	School	Term and Holid
Mrs Correia	English Teacher		
Mrs Curl	Maths Teacher	Aut	<u>umn Term 2021</u>
Mrs Horrod	Maths Teacher		
Miss Kennedy	Drama Teacher		
Mr Komolafe	Science Teacher		
Ms Leney	Art & Design/Technology Teacher		
Mrs Paige	English Co-ordinator	<u>Spr</u>	ing Term 2022
Mrs Pratt	Food Tech Teacher		
Mrs Styles	History Teacher		
Mrs Thomas	PSD/PE Teacher, Health Co-ordinator		
Mrs Wood	Food Tech Teacher		
Miss Woollam	Geography Teacher	<u>Sur</u>	<u>nmer Term 2022</u>
Mr Woolmer	Mr Woolmer		

Associate Teachers

Mrs Morgan	Speech & Language
Mrs Treloar	Support Centre
Mrs Hills	Dance Movement Psychotherapist
Mrs Knee	Support Centre
Mrs Wilson	Support Centre

Emergency School Closure

A decision to close the school is not taken lightly and is usually made if there are health and safety issues. The safety of pupils and staff is the prime concern in any decision made. A decision will be made as early as possible, usually by 7am. If the school has to close, parents/carers will be informed in the following ways:

- sports day.
- the school website homepage: www.st-ants.org
- if the school is closed and should post the information on their website from 7am.

Term and Holiday Dates 2021-2022

Term starts for pupils	Monday 25 April
Half Term	Monday 31 May - Friday 4 June
Inset Day	Monday 6 June
Term ends for pupils	Friday 22 July

Parentmail — the system sends parents and carers texts and emails with emergency information and reminders about school events such as parents/carers evenings and

School Website—information regarding closure and reopening will be available on

West Sussex County Council Website – West Sussex County Council are informed

Inset Day	Thursday 2 September		
Inset Day	Friday 3 September		
Term starts for pupils	Monday 6 September		
Half Term:	Monday 25 - Friday 29 October		
Term ends	Friday 17 December		
Term starts for pupils	Tuesday 4 January		
Inset Day	Thursday 17 February		
Inset Day	Friday 18 February		
Half Term	Monday 21 - Friday 25 February		
Term ends	Friday 8 April		
Term starts for pupils	Monday 25 April Monday 21 May Friday 4 Juna		

Pupil Behaviour

We strive, at St. Anthony's, to build positive relationships within an atmosphere of understanding and care. Our students are expected to follow the school rules and any negative behaviour is dealt with fairly and quickly.

On admission we ask that both students and parents/carers sign our code of conduct as recognition of the importance we place on joint responsibility for pupil behaviour with good manners, honesty and effort expected.

We know that it is only with your support that we can reach a solution to problems which may arise and we will contact you either by telephone or letter should such a situation occur.

Parents/carers are welcome in school and we hope you will contact us if there are problems outside the school which we may be able to help with.

Code of Conduct

We are kind and considerate

We help others and listen to what they have to say

We move quietly around the school

We follow our classroom rules

We help keep a safe and tidy school

We keep ourselves looking neat and clean

Daily Routines and Subject Areas

8.30 - 8.55	Breakfast Club
8.40 - 8.55	Pupils are supervised on the
8.40 - 8.55	Staff briefing

The School Day

8.55 - 9.10	Morning Registration
9.10 - 9.55	Session 1 (45 mins)
9.55 - 10.50	Session 2 (55 mins)
10.35 - 10.50	Break Years 7 & 8
10.50 - 11.45	Session 3 (55 mins) To inc
11.45 - 12.30	Session 4 (45 mins)
12.30 - 1.20	Lunch and break
1.20—1.30	Afternoon Registration
1.30—2.15	Session 5 (45 mins)
2.15—3.00	Session 6 (45 mins)

During their time in the Senior Department, students will study the following range of subjects. The time allocation for each will vary upon which year group the student is in:



the playground

clude a 15 minute break for Years 9, 10 & 11

Clubs

At St. Anthony's we try to extend the amount of activities we can offer the students by running clubs after school and in lunch times. Over the last few years we have had ICT, Swimming, Trampolining, Drama, Football, Art, Dance, Tennis, Cricket. There is an after school activity Monday to Thursday, the type of activities may be different each half term (see example plan below).

After school clubs start straight after school and finish at 4.30pm. Parents/Carers will need to collect students from school at this time. The cost is £3 per session for each activity, which includes a snack and a drink as well as staffing costs. A letter will be sent out at the beginning of each half term giving details of clubs and total cost. Places are allocated on a first come first served basis and if there is not enough space they will go on a waiting list.

EXAMPLE

Activity After School		Day	Year	Staff	Term	
Swimming		Monday	Infant (Rec- Yr2 & ASD Group)	1 teacher plus support staff depending on numbers	All	
Swimming		Tuesday	Years 3-6		All	
ICT		Tuesday	Years 7-11	1 plus support	All	
Swimming		Changes from term to term	Years 7-11	1 teacher plus support staff	All	
Multi-skills		Changes from term to term	Years 7-11	Support Staff	Changeable	
Drama/Dance		Thursday	Years 7-11	Support Staff	Changeable	
Cooking		Changes from term to term	Years 7-11	Support Staff	Changeable	
Football		Changes from term to term	Years 7-11	Support Staff	Changeable	
Cricket	M/a	Changes from term to term	Years 7-11	Support Staff	Changeable	
Athletics	大大	Changes from term to term	Years 7-11	Support Staff	Changeable	

Lunchtimes

We also run free clubs at lunch times, such as choir, dance, lego, drumming and makaton (fun Speech & Language based games). Students can join in any of these activities if they wish.

All of these activities complement play times and the interaction that students at St. Anthony's receive already.

Charging Policy

The school operates a charging policy that covers activities which are not required as part of the National Curriculum - such as:

- Board and lodging on residential visits •
- Instrumental tuition •
- Activities which take place more that 50% out of school time

When items are produced in practical subjects as part of normal lessons, there will be no charge for materials unless your child wishes to bring them home.

We also keep a separate fund to support parents/carers who are in financial difficulty. Full details of the charging policy can be obtained from the school office.

Outdoor Education



A major part of our outdoor activity curriculum is the residential programme. This usually takes place in the summer term and all students have the opportunity to take part. Usually, we have a very high uptake of places with very few students not participating. To enable all students to benefit from the experience, costs are kept to a minimum and we are able to offer financial support in certain cases.

Examples of the activities offered:

Summer Term

The Key Stage 3 residential will take place in Year 8. Pupils have the opportunity to take part in various activities such as mountain biking, archery, orienteering, initiative tests, and swimming.

The Key Stage 4 residential will take place in Year 11. Pupils access PGL Camp near Guildford. Pupils again have the opportunity to experience a wide range of activities.







6

Uniform

The Secondary Department at St. Anthony's has a uniform which includes the following items of clothing:

Navy blue sweatshirt with school logo Navy shirt or blouse or Navy school polo shirt with logo Book bags Drinking water bottles



Dark grey, navy or black skirt/trousers Sensible, dark shoes (not trainers)

P.E. Kit

(A complete change of clothing) Red Polo shirt with school logo £ 11.00* Navy shorts White socks Shower towel Plimsolls or trainers



* These items are available on Parentmail.

Swimming Kit Costume Towel Waterproof bag



Students with long hair should either tie it back or wear a swimming cap.



Aerosols can cause problems. We would encourage your child to use a roll-on or talcum powder after a shower.

Technology

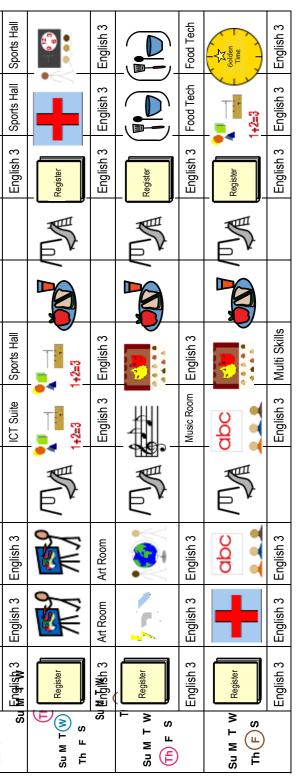
It would be very helpful if your child could bring an apron for use in cookery and technology lessons to help protect their uniform.



The Food Technology Room

	2:15- 3:00	Lesson 6		English 3	- - -
	1:30 - 2:15	Lesson 5		English 3	- 2
	1:20 - 1:30	Register	Register	English 3	Kegister
	1:00 - 1:20	Break			
	12:30- 1:00	Lunch			
	11:45- 12:30	esson 3 Lesson 4		English 3	
	10:50- 11:45	Lesson 3		English 3	
	10:35 - 10:50	Break			
	9:55 - 10:35	Lesson 2	abc	English 3	NI 808 808 808 808
	9:10 - 9:55	Lesson 1	dbC	English 3	
suMT W	י 8:55 - 9:10	Register	Register	English 3	Register
Su	Tutor GroupTh 8:55 - Year 7 9:10	7TK	Su MT W		Su Su M Th Th F S

This is an example of a typical Year 7 Timetable



Parents' Evenings

An Open Evening especially for parents/carers will be held early in the Autumn Term you will receive details nearer the time. This will also give new parents/carers the opportunity to meet with staff and see how their child is settling into St. Anthony's. Then further parent/carer/teacher meetings for students in years 7, 8 and 9 will be held during the Autumn Term and for students in years 10 and 11 in the Spring Term. These will be held remotely.

During the school year, parents/carers will be invited to attend an Annual Review when we meet to discuss your child's needs. Parents will receive a school report during the academic year. If you would like to discuss this or speak to a member of staff at any time, we will be happy to make an appointment with you.

Notices

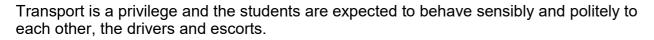
Letters and notices are sent home either in your child's bag or by Parentmail. If you need any assistance with using Parentmail please contact the School Office.

Transport

Where necessary, transport arrangements are made by Transport Section, at County Hall. You can contact them on 01243 753530.

You are asked to make sure your child is at the correct place at the right time.

If your child is absent it is helpful if you could contact the driver or escort whose name is given to you, in addition to contacting the school.



A number of our older students have bus passes so that they can travel independently. They are expected to follow the same codes of behaviour as those on school transport.

Absence

You are legally required to inform the school of any absence or lateness on the actual day of absence by 9.15 am either by telephoning 01243 785965 or via e-mail to schooloffice@st-ants.org or by letter if you know your child is going to be absent in advance. If we do not receive any reason for absence, we will contact you to discuss and follow up.



Absence in Term Time

Absence for annual holiday will not be granted unless there are exceptional circumstances. Holidays not authorised will be noted as unauthorised. Please note that absence for exceptional circumstances can only be authorised by the Headteacher using the appropriate Holiday Request Form (available from the office) in advance.

Examinations

The Key Stage 4 Pathways curriculum has been developed to support St Anthony's pupils with their individual development, learning and appropriate level of accreditation. Equipping pupils with the skills, knowledge and experiences required for their transition onto Post 16 provisions.

The Pathways curriculum has been designed to meet the interests and wide ranging educational and social needs of our pupils, supporting and allowing for progression into adulthood, college and future employment. The courses have been developed to be adaptable and meet a range of learning needs and styles;

- Promoting and encouraging individual talents and interests.
- Developing personal self-esteem and self-confidence.
- making.
- and external communities.

In years 10 and 11 pupils will study the following core subjects; English, Maths, Science, Computing, Physical Education, Personal and Social Development, Religious Education and the Asdan Youth Award Scheme.

Pupils have the opportunity to select a pathway to follow, allowing opportunities to pursue individual areas of interest (choosing 3 of the following):

Art and Design or Performing Arts

Catering or Land Based Studies

Bronze Duke of Edinburgh or Humanities

During the academic year, individuals or groups of pupils may be entered for a range of assessments and examinations. Pupils will be entered for an appropriate exam courses that meets their individual needs and ability. We are able to offer a range of accreditation depending on an individual's ability. General Certificate of Secondary Education (GCSE) Entry Level Certificates (ELC) and Entry Level Pathways (ELP) Functional skills. Asdan awards.

Parents/Carers will be notified of the examinations their child has been entered for at the beginning of year 11. There are opportunities to discuss pupil progress during Key Stage 4 pupil consultation evenings and annual reviews.



BUS

Developing skills for independence, promoting choice and decision

Developing communication and interaction skills within both internal

Home Activities

Each term your child will have the opportunity to have a home activity booklet. This booklet has been designed to inform you of what your child will be covering in lessons each term and give you the opportunity to work with your child on home activities that will aid your child's understanding in different subject areas. Each week your child will have a specific subject area to work on. On some occasions a member of staff may give a specific 'activity' to complete. This will be recorded in your child's student planner.

Home-based activities are very valuable to students, parents/carers and teachers because:

- It encourages independent learning
- It requires students to make decisions about time management
- It gives the students an opportunity to finish work neatly and thoroughly

Fund Raising

We select certain charities to support throughout the year. One regular method of fund raising is the Non-Uniform Day which we hold on the last day of every half term. Students may wear their own clothes to school and bring a donation. Some of the charities that we have supported in recent years are: Children In Need, Sports Relief, McMillan Cancer, Genes for Jeans.

Thank you for your support



Equipment

This is a list of items that students in the Secondary Department will need to bring to school each day:

> pencil case pencil rubber 2 pens – blue or black ruler pencil sharpener coloured pencils/felt tip pens

Many students find it useful to have a bag for carrying equipment. We recommend a strong bag with several sections like a ruck sack.

Jewellerv

Whilst we do not allow an excessive amount of jewellery, we do allow each student to wear: one small ring



a watch one pair of ear studs

For P.E., swimming and practical subjects, jewellery must be removed. Earrings may be covered with a plaster if necessary.

Make-Up

We understand that young people like to look their best and so we allow make-up in moderation but reserve the right to ask a child to remove it if necessary. NO nail varnish should be worn as it is not suitable for work in practical areas.

Personal Equipment

We would discourage your child from bringing expensive personal equipment into school because of the danger of loss or breakage and cannot accept any responsibility for such items.

Lunch

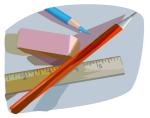
Meals are cooked on the premises. Our kitchen staff provide a choice menu, which includes hot meals, and a salad bar. See example menu on page 16. It is currently £2.35 per day. Payment for lunches may be made on Parentmail.

Snack Time

Pupils are encouraged to bring in a healthy snack and drink for break (no fizzy drinks!). We also have a tuck shop 3 times a week and suggest

students bring in no more than £2. Please also note that we are a nut aware school and only provide snacks that do not contain nuts. Please do not send your child into school with fizzy drinks.





one chain (inside the clothing)

