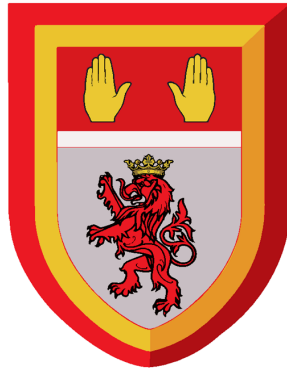


St Cuthbert Mayne School



Information for New Parents

2026-27

TRUMLANDS ROAD, TORQUAY, DEVON TQ1 4RN

Telephone: (01803) 328 725

Absence Line: (01803) 317 901

www.stcm.torbay.sch.uk

"Educating for life in all its fullness"

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WELCOME FROM THE HEADTEACHER

I would like to welcome you and your child to the St Cuthbert Mayne family. St Cuthbert Mayne is a joint Roman Catholic and Church of England secondary school. We are an inclusive school, which means we welcome all children, regardless of whether they have a faith background or not. Our core values underpin the way we work in school and are rooted in our Christian ethos.

At St Cuthbert Mayne we aim to deliver excellence in education and want the very best outcomes for all our students so that they can achieve their fullest potential. While some schools feel pressured to make artificial choices between academic rigour and the wellbeing of their students, we believe there is no such distinction. A good education must promote life in all its fullness.

I hope that your child's time at St Cuthbert Mayne will be challenging, nurturing and exciting as we prepare them for life as a young adult. These are exciting times for your child and for St Cuthbert Mayne School and we look forward to working with your child.

Mr James Down

Head teacher

MISSION STATEMENT

Educating for life in all its fullness

John 10:10

It is our ambition to provide an inspirational Christian education that challenges and nurtures all students so that they can live life to the full, both now and in the future.

Core Values

We look to develop the following core values in all our students:

- **Courageous** – Being confident, to embrace challenge
- **Compassionate** – Reflect the love of God. To care for others, to be peacemakers who understand the importance of forgiveness and reconciliation
- **Creative** – To be inventive, resourceful and visionary
- **Integrity** – To do the right thing even when no one is watching

Our core values underpin how we work as a School Community and the values we look to develop in all members of the Community.

“Educating for life in all its fullness”

KEY MEMBERS OF STAFF

Mr Down	Head teacher
Miss Kingdon	Deputy Head teacher
Mrs Toohey	Deputy Head teacher
Mr Statham	Assistant Head teacher
Mr Horrocks	Assistant Head teacher
Mrs Dearling	Assistant Head teacher
Mr Chadwick	Assistant Head teacher
Mr Sykes	Assistant Headteacher Associate
Mr Penrice	SENDCO
Mr Woodham	Head of Year 7
Mrs Hawkins/Miss Allen	Head of Year 8
Mrs Copp	Head of Year 9
Mr Gibson	Head of Year 10
Mr Haynes	Head of Year 11
Mr Boughton	Director of Sixth Form
Mrs Walker	Designated Safeguarding Lead
Mrs Penrice	Deputy Designated Safeguarding Lead
Mrs Appleby	Deputy Designated Safeguarding Lead
Mrs Bertram	Family Support Officer
Mrs Funnell	School Counsellor
Miss Bennett	Pastoral Support Officer for Yr 7
Miss Pocock	Pastoral Support Officer for Yr 8
Mrs Coaker	Pastoral Support Officer for Yr 9
Miss Blamey-Heard	Pastoral Support Officer for Yr 10
Mrs Hobbs	Pastoral Support Officer for Yr 11
Mr Price	Social Emotional & Mental Health Champion
Miss Marwood	Attendance Improvement Officer
Miss Harris	Attendance Mentor
Miss Squibb	School Attendance Administrator
Miss Bradford	First Aid Lead
Mrs Narramore	Reception
Miss Best / Miss Dennis	Librarians
Miss Cooper	Kitchen Manager

THE SCHOOL DAY

The school day starts at 8.40am. All students are expected to be in school on time.

Punctuality is a valued quality; lateness causes inconvenience to others who are waiting. Students who arrive late to school will be issued with a consequence in line with our school attendance and behaviour policies.

Summary of times of the school day:

Warning Bell	8.40 am
Line Bell	8.45 am
Ready to Learn Time	8.50 am
Mayne Reads	9.00am
Lesson 1	9.20am
Lesson 2	10.15am
Break	11.10am
Lesson 3	11.30pm
Lesson 4	12.25pm
Lunch	1.20pm
Collective Worship	2.00pm
Lesson 5	2.15pm
End of school	3.10pm

ATTENDANCE

At St Cuthbert Mayne School we expect all our students to aspire to have 100% attendance.

The law says that students are expected to attend school every day that the school is open. There are only two reasons why a student should not attend school:

1. They are too ill to attend school
2. There is an exceptional circumstance which means they cannot attend

There is a clear link between regular school attendance and student outcomes. Students who attend school regularly have a significantly higher chance of realising their full potential and have better life opportunities.

It is important that all parents/carers have read our school attendance policy, which can be found on the school website.

The school day starts at 8.40am. All students are expected to be in school on time.

Punctuality is a valued quality; lateness causes inconvenience to others who are waiting. Consequences will be set for students who are late to school.

Reporting your child as absent

It is the responsibility of parents/carers to report their child's absence each and every day that their child is absent from school.

To report a student absence, parents/carers are asked to call the Absence Line (01803 317901) by 8:30am each day. Parents/Carers should give as much information as they can when informing the school about a student absence.

If a parent/carer does not report their child as absent, then the absence will be recorded as an unauthorised absence on the official school register. If a student has 10 or more sessions (5 school days in total) of unauthorised absence from school, this may result in the Local Authority taking legal action.

The school operates a first day calling system to ensure the safety and welfare of all its students. Parents/Carers who do not report their child as absent from school will be contacted by the school and in some cases a home visit will be undertaken by a member of staff from our Pastoral and Safeguarding Team. If we are unable to see the absent student during the visit, we will in some circumstances report this to the Police and Children's Services.

A child becomes ill whilst in school

If a student presents as feeling ill during the school day, a judgement will be made by one of the First Aid Team; we will look to support a student to remain in school where at all possible.

If your child is too unwell to remain in school one of the First Aid Team will contact home.

Absence due to on-going medical issues

School will require medical evidence where a child has been absent for 5 days or more due to illness, or where a child's attendance is a serious concern and parents have been specifically requested to provide this. Medical evidence can include appointment cards, sick notes or evidence of prescribed medication. If you are requested to provide medical evidence and are unable to do so the school will have no alternative other than to record this absence as unauthorised.

If your child is due to be absent from school for a longer period of time, then it is important that you contact your child's Head of Year who will put in place a support plan for your child.

Medical Appointments

All non-urgent medical/dental appointments should be arranged outside of school hours. Where unavoidable medical/dental appointments are made during school hours, students are expected to attend school before the appointment and return after the appointment. Students should present their appointment card or hospital letter when signing out for a medical appointment.

Request for Absence/ Holidays in term time

Legislation does not allow schools to authorise holidays during term time unless there is an exceptional circumstance. If a parent feels they meet these criteria they are required to complete an Absence Request Form in advance of taking the absence, as legally they cannot be authorised retrospectively. School will notify the parents whether it is legally able to authorise the absence based on the information provided. Any absence taken that hasn't been authorised may result in the Local Authority taking legal action.

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2018/01/Absence-Request-in-Exceptional-Circumstances-v23-04-2019.pdf>

Removing barriers to good attendance

It is important that parents/carers contact the school if they are concerned about their child's attendance. The relevant Head of Year, Pastoral Support Officer and Attendance Mentors are all available to work with parents/carers and students to help improve attendance.

For further information on School Attendance, please find below a link to the school's Attendance Policy:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2024/01/Attendance-Policy-2023-24.pdf>

CURRICULUM INTENT

Curriculum Intent Statement

At St Cuthbert Mayne School we aim to deliver an ambitious, world class curriculum that educates students for life in all its fullness.

Our curriculum is designed to:

1. Enable all students to reach their full potential both academically and personally so that they can live life to the full both now and in the future
2. Be an ambitious and connected curriculum that enables our students to develop a breadth of essential knowledge, understanding and skills
3. Extend beyond the academic curriculum and provide a range of enrichment opportunities to nurture, develop and stretch students' talents, interests and cultural capital.
4. Develop student character so that they become responsible and respectful global citizens and make a positive contribution to life in modern Britain.

We believe our students possess unique talents, skills and qualities. They have the right to succeed and the right to develop who they are in a respectful and nurturing environment. Our curriculum is rooted in our values and mission with the love of learning being a key driver.

We have high expectations of our students and our intent is to empower excellence through quality teaching, which enables students to enjoy their learning, make good progress, as well as develop as individuals. Our curriculum requires students to be motivated, challenged and stretched, and also recognised and celebrated for their efforts.

We strive to ensure that the school community is a happy and inclusive one. All students have in common a need to acquire the knowledge, concepts, skills and character necessary for their own development, and for participating positively in society.

Our curriculum is designed to provide opportunities for students to develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical growth, and as such our curriculum and its delivery reflect our Christian ethos, mission statement and values. Our curriculum builds on the knowledge, understanding and skills of all students whatever their starting points so that they progress successfully through the key stages and onto their next stage of education, training or work.

St Cuthbert Mayne School is committed to developing a safe and purposeful learning environment, which values all members of our community and fosters mutual respect between all members of the school community.

"Educating for life in all its fullness"

Curriculum Principles

In order to deliver our Statement of Intent, St Cuthbert Mayne will:

- Ensure all students have access to the provision of a broad, balanced and relevant curriculum, irrespective of their personal aptitudes and abilities.
- Develop enthusiastic, aspirational learners, with the ability to question, argue rationally and reason through developing self confidence and character, leadership, organisation, resilience, initiative and communication
- Celebrate achievement and development in every individual's personal growth and academic results
- Tailor the curriculum delivery and content to meet student needs throughout their journey in our school
- Deepen their understanding of Christian values, the core values and their own spiritual potential
- Promote respect and responsibility for their communities, the environment, and world issues caring for our global community
- Develop knowledge, skills and character transferable to the world of work
- Promote healthy lifestyles and emotional and physical well-being, encouraging participation in physical activity and nurturing talent

BEHAVIOUR FOR LEARNING

St Cuthbert Mayne School encourages good behaviour through a combination of high expectations, clear policy and an ethos which ensures students are Ready, Respectful and Safe. St Cuthbert Mayne has in place a range of rewards to reinforce and praise good behaviour and clear sanctions for those who do not comply with the School's behaviour policy.

The Cuthbert Way

At St Cuthbert Mayne School we call our behaviour code the 'Cuthbert Way'. To keep it simple we use three words to outline the Cuthbert Way. These are:

- READY
- RESPECTFUL
- SAFE

We expect all students to be READY to learn. This means they come to school in the correct uniform and with the correct equipment and kit so they are READY to take a full and active part in all lessons. This enables them to demonstrate that they are READY to be part of our school community and make the most of the learning opportunities provided. They are READY to do the right thing even when nobody's watching. They are READY to be courageous and show confidence in embracing new challenges. They are READY to be creative, to be inventive, resourceful and visionary. They are READY to be compassionate and to reflect the love of God.

We expect all students to be RESPECTFUL to all members of the community. This means they have compassion and reflect the love of God by treating others as they wish to be treated. They are RESPECTFUL because they have integrity and look after the school environment, even when nobody's watching. They are RESPECTFUL because they follow the clear reasonable requests of staff, speak politely to each other and do not use derogatory language. They are RESPECTFUL because they listen carefully to instructions and follow them at the first time of asking. They are RESPECTFUL because they keep their hands and feet to themselves.

We expect all students to be SAFE. This means that they behave in a way that keeps themselves and others safe in school, online and in the local community. They promote the core values of compassion by reflecting the love of God and having due regard for the safety of their peers. They are alert to risks and dangers and keep themselves and others SAFE by having integrity by doing the right thing even when nobody's watching.

At St Cuthbert Mayne School we expect our parents to work in partnership with us to ensure their child behaves in a way that is Ready, Respectful and Safe and they fully meet the expectations as outlined in the 'Cuthbert Way'.

First Attention to Positive Behaviour

At St Cuthbert Mayne our first attention is always for best conduct. Promoting positive behaviour is the responsibility of all staff. We regularly celebrate the effort and success of all students in a variety of ways because we recognise that it is essential to developing a positive culture and ethos across the school. Examples of how we celebrate student effort and success include:

- Verbal praise
- Written feedback
- Display of work
- Positive telephone calls, postcards and letter to parents
- Attendance Lottery / Attendance Rewards
- Things to Celebrate presentations
- Expert Learner Scores
- Learner of the Month
- Website and Social Media
- Fantastic Five
- Praise Points
- Awarding certificates
- Hot Chocolate Fridays
- Celebration of Achievement/Awards Evenings
- Posts on the official school social media accounts
- Participation in trips and activities
- Leadership responsibilities

Every Head of Year and Tutor has a responsibility to track and share with students the number of reward points achieved within their year group and tutor group on a weekly basis. Names of students who receive the highest number of reward points are displayed publicly for whole school recognition.

Moreover, in the Summer Term, we host our Sports Award and Celebration of Achievement evening. Prizes will be awarded for that year to students who have achieved outstanding success in each subject and for a variety of other reasons such as excellent attendance, service to the school or to students who have exemplified one of the four Core Values. This is a formal occasion.

Promoting Positive Behaviour in Lessons

In lessons we will use a range of strategies to promote positive behaviour. The aims of these strategies are:

1. To eliminate disruptive behaviour, so that there is a culture of learning, achievement and ambition everywhere in the school, and no learning time is wasted
2. To provide clarity for staff and students about acceptable behaviour and the consequences of misbehaviour
3. To encourage students to take responsibility for their own actions
4. To enable teachers to deliver engaging and creative lessons without concern for behavioural interruptions as barriers

The Cuthbert Way - Lesson Expectations

- Arrive on time and ready to learn, within 5 minutes of the first bell
- Follow all requests given by an adult
- Sit where you are asked- raise any concerns politely with staff at an appropriate time
- Show you are ready to learn- equipment/kit out and sitting up straight in your chair
- Listen respectfully (in silence) when others are talking
- Keep off-task conversations for social times
- Work in silence when an adult asks you to
- Allow others to learn- do not disrupt/distract
- Work to the best of your ability and attempt all tasks set
- Stay in your seat- only leave with permission from staff
- Don't eat or drink (only water/squash is allowed in lessons)
- Treat everyone with respect- no swearing or abusive language
- At the end of the lesson wait behind chairs in silence ready to be released from the room

Mobile Phones are not permitted to be out during the school day. Students using a mobile phone in a lesson without the permission of their teacher will have their phone confiscated until the end of the lesson.

Students using mobile phones outside of lessons will have their phone confiscated and logged at Main Reception, students can collect their mobile phone at 15:10.

Students will be issued with a consequence in line with the C-System if they do not meet the expectations above.

The C - System

Consequences are only to be used when more positive methods of promoting outstanding learning through good behaviour are not working with a particular individual or group of students. When a member of staff feels they need to resort to a consequence these are always to be applied impersonally (i.e. it is the negative behaviour that is resulting in the sanction not the student's personality), calmly, fairly, consistently and professionally. In this school we praise in public (PIP) and reprimand in private (RIP).

The aim is to keep all students assessing their learning within the lesson for the full duration of the lesson. We are committed to not allowing the negative behaviour of the minority to continually disrupt the outstanding learning of the majority.

There is an expectation that any teacher using the C-System and sending a student to the Reflection room will make contact with the necessary parent by the end of the day.

The only sanction to be used within a lesson is the C-System:

C1 - If a student does not adhere to the Cuthbert Way - Lesson Expectations, a teacher will issue the student with a C1. Teachers will inform the student how they are not meeting expectations and the changes that they need to implement in order to get back on track and prevent any consideration of a further consequence.

C2 - If a student does not adhere to the Cuthbert Way for a second time / change their behaviour in accordance with the direction provided by a member of staff, they will be issued with C2 and sent to the Reflection room for the remainder of that lesson. Students sent to the Reflection room will remain in-school and work in the provision until 3:50pm.

For more information about our Behaviour for Learning Policy, please visit the link below:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2023/11/STCM-Behaviour-Relationships-Policy-September-2023-.pdf>

HOME LEARNING

In January 2022, St Cuthbert Mayne School adopted a new approach to Home Learning, this change was in direct response to parent and student feedback.

Key Aims of Home Learning:

1. To help students retain necessary information for success in the subject.
2. To promote interest and enjoyment in the subject.
3. To develop students as lifelong learners.

Guiding principles behind our Home Learning:

1. Where possible, is it enjoyable?
2. Does it help retain essential information?
3. Can students be successful whilst also still being challenged?
4. Does it provide opportunities for feedback? E.g. in discussions, quizzes or displays.
5. Where possible, does it provide freedom of choice?

Each student will be given a printed copy of a Need to Know Home Learning booklet and an A4 lined exercise book at the beginning of each term.

Your son/daughter will receive their own Home Learning timetable in September, and this must be strictly adhered to (this can be found on the front of the booklet). It is important for students to get into good routines as research shows students that engage with Home Learning make an additional 5 months of progress per year. Students will be expected to complete 20 minutes per Home Learning timetabled subject every night. The completion of this task is to take place in their exercise books.

The Need to Know Home Learning booklets can be downloaded from the school's website:

<https://www.st-cuthbertmayne.co.uk/needtoknow>

READY TO LEARN

Every school day starts with a ready to learn session. Students should always have their 'Super 7' equipment with them which includes; a black pen, a spare black pen, pencil, rubber, ruler, scientific calculator and their Need to Know home learning wallet (this will be provided in September). **Each evening or morning, students should be encouraged to check that they have all the equipment they will need to learn and develop for each day of their education.**

They also need to remember P.E kit, ingredients for Food Technology and any other special items students are asked to bring. If a letter is sent home, please return the Reply Slip to your son/daughter's Form Tutor the next day. All communication from school is usually sent home on a Friday.

Please support your son/daughter in the packing of his/her bag and with general organisation and in asking for letters or reports which can be sent home periodically.

LEARNING SUPPORT AND SEND

At St. Cuthbert Mayne we believe in the principles of inclusive education. The Learning Support Department works hard to support students to achieve the highest level possible and to overcome any barriers to learning. Our aim is to ensure that there is best possible provision in place to ensure that all the students have access to a broad and balanced curriculum.

The Learning Support Department co-ordinates the provision for pupils with Special Educational Needs. Support can be provided in class within the mainstream or as individuals or as small group withdrawal.

Strategies and support

Currently we work with a range of Special Educational Needs and have appropriate strategies in place according to the needs of the students. Support is provided by an experienced team of Learning Mentors (LM's) who have a wide skill and knowledge base. Their aim is to enable each student to access the curriculum and fulfil the lesson objectives but also allow the students to become independent learners both for in school and for later life. We have great facilities at St Cuthbert Mayne including a newly refurbished nurture transition classroom for our year 7s, that may need a little more help bridging the gap between primary and secondary education and a new sensory room "The Ark" which supports many children with emotional regulation. Students experiencing difficulty completing Home Learning are able to access support in the Home Learning Club based in the library.

"Chatterbox Club" is held in the Learning Support Area at break and lunch times. This is for students who might find break and lunchtime hard or those who find the social side of school difficult. The club serves many purposes and allows the students quiet time, support from adults, help with Home Learning, the opportunity to discuss issues, play board games etc.

We believe our approach to all Special Educational Needs should be both flexible and innovative.

"Educating for life in all its fullness"

CHAPLAINCY

Welcome to our school community

As a joint Roman Catholic and Church of England Secondary School, our Christian ethos serves as the cornerstone of everything we do at St Cuthbert Mayne. Our vision, inspired by the words of Jesus in John 10:10, is to "educate for life in all its fullness." We aspire for all staff and students to flourish, empowering each individual to explore, experience, and be equipped to embrace life to its fullest.

Chaplaincy Team

At the heart of our school community lies the Chaplaincy Team, a diverse group of dedicated individuals including ministers, chaplains, a retired doctor, youth workers, and creatives. You can find us centrally located in the Cornerstone, a space that symbolises our commitment to spiritual growth and pastoral care.

Our Focus Areas

The Chaplaincy Team dedicates its efforts to three key areas of school life:

Services

Collective Worship serves as a daily gathering where students and staff come together for reflection, prayer, and discussion based on weekly themes and Bible verses. This inclusive space encourages exploration of spirituality and faith, welcoming questions and fostering personal growth.

Throughout the year, we commemorate major Christian festivals with Collective Services, offering opportunities for communion and unity in Christ. Our doors are open, ensuring inclusivity and guidance for all who seek it.

Wellbeing Support

Jesus demonstrated His love for all people by making time to listen to and support them especially in life's challenges. We aim to follow his example by providing this same love and support through a range of 1:1 and group work in addition to the school's pastoral and SEND provision. We are here to support you in the following ways:

Faith Formation

Helping students and staff discover and grow in their relationship with Jesus.

"Educating for life in all its fullness"

Bereavement

Supporting students and staff who have lost someone or something important to them. With students we run the Rainbows programme.

Mental Health

We utilise the Kintsugi Hope course to equip students with the knowledge and tools to promote better mental health for themselves and their peers.

1:1 Support

We work in collaboration with the wider pastoral team to offer personalised support for students.

Leadership Development

We recognise and nurture the unique gifts and talents of our students through various leadership opportunities such as:

- **A-Team:** Fostering leadership instincts and organisational skills among students to support school events and initiatives.
- **Anna Chaplaincy:** Engaging sixth form students in outreach to the elderly community, fostering companionship and care.
- **JUMP Team:** Cultivating talents in public speaking, music, dance, and drama, while also serving our local primary schools through assemblies and leading Collective Services.

Referrals

For support or guidance, students, teachers, and parents can connect with us directly in the Cornerstone or via email. Parents are encouraged to reach out to the head of year or tutor for referrals.

At St Cuthbert Mayne, we are committed to nurturing not only academic excellence but also spiritual growth, holistic wellbeing, and leadership development. May you find this a journey of exploration, learning, and fulfilment.

SCHOOL ENVIRONMENT

At St Cuthbert Mayne we all take pride in our school and try hard to keep it looking clean and tidy. We like to work in a pleasant environment. There are lots of litter bins around the school. In order to maintain a clean and healthy environment we need the cooperation of the students. Food may only be consumed in the following areas:

"Educating for life in all its fullness"

- Canteen
- Main Hall
- Picnic benches
- Yards

Parking

Parents dropping students off in the morning should not do so in the car park as this is a safety hazard. There is plenty of space to drop your son/daughter off in the layby next to the field along Teignmouth Road. This is only a minute's walk to the main gate on Trumlands Road.

Students are told not to use the car parks at all. Students arriving by cycle should dismount at the Trumlands Road gate and push the cycle to the bike storage. Please do not park blocking our neighbours' driveways and ensure your son/daughter arrives in school no later than 8.40am.

Bicycles

Students who live locally may wish to travel to/from school on a bicycle. Students who chose to do this must ensure that they wear a safety helmet and bring the appropriate security lock to store their bicycle in the school bike shed throughout the school day. Parents/carers must ensure that their child's bike is roadworthy and that their child is proficient in the use of riding a bike. All bicycles left on school site are left at the owner's risk.

PERSONAL POSSESSIONS

Lockers

It is advisable to rent a locker. These are available to all students for rent at £10.00 per year, non-refundable, and £4.00 to replace a key. Mrs Best/Mrs Dennis (School Librarians) organise the locker system, payment is via Parent Pay and the keys can be collected from the library desk the following day. Year 7 students are always prioritised at the start of the school year.

What to do with valuables

Items, such as headphones, mobile phones etc. should not be visible in lessons. Valuable items, including large sums of money, should not be brought into school. Valuables must NOT be left unattended in a bag or around school; almost everyone can be trusted but do not place temptation in the way of others. We are generally successful in tracing lost items, but the best answer is to take good care of possessions. All items of clothing must be clearly marked with your son/daughter's name. If students do lose something, it should be reported immediately to their Form Tutor. If they lose or wilfully damage school books or property then payment for replacement will be requested.

VALUABLES – LOST PROPERTY

The School takes no responsibility for any item lost or damaged. If a mobile phone is being used it will be confiscated. Students may have use of the school telephone in an emergency.

- There is no insurance for theft of personal possessions – your family insurance company must obtain this
- Please do not bring to school valuable items or large sums of money
- Personal items of value or importance should be kept locked away or on your person
- Please take lost property to the office
- Belongings should be brought in only for the day concerned and taken home at the end of the day
- Remember that most people are honest, and most visitors are welcome guests. Tell a teacher if you see something suspicious
- The school will not be responsible for any items lost or damaged which students should not have brought into school

SMOKING / VAPING

Cuthbert Mayne is a no smoking / vaping site for all. Smoking / vaping in school or when travelling to or from school is strictly forbidden and is considered a serious offence.

Carrying cigarettes, e-cigarettes, vapes, tobacco, lighters or matches or any smoking paraphernalia is also forbidden and will be dealt with in line with the No Smoking Policy of the school. Sanctions will be imposed, parents informed, and loss of privileges will take place.

Smoking / vaping is a serious health risk both to the smoker and to others who passively breathe in smoke. Children who smoke / use vapes can consult the Health Education co-ordinator (Miss Truscott) for confidential advice on breaking the habit or seek support from the school nurse via their assigned Pastoral Support Officer.

The school operates zero tolerance on smoking / vaping.

Alcohol, illegal substances and offensive weapons

You are reminded that all these are strictly forbidden in school (including journeys to/from school). If any student is found in possession of any of these items, he/she will be dealt with severely.

BUSES

There are a number of public bus routes that serve St Cuthbert Mayne School. For more information please visit the following websites:

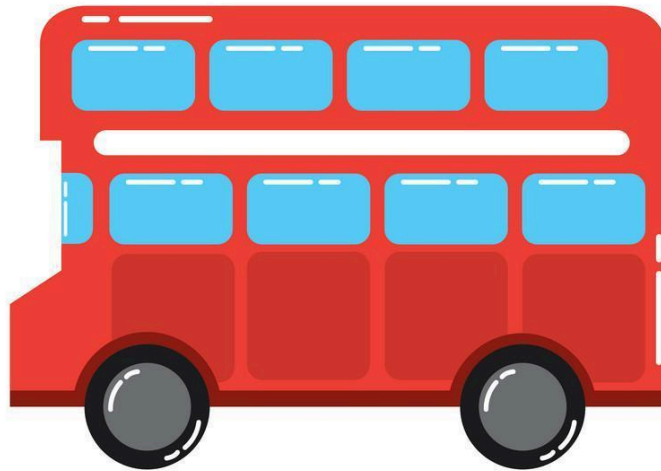
www.stagecoachbus.com

www.torbay.gov.uk/schooltravelsupport

If you would like to speak to the Torbay Transport Team, please contact:

Torbay Transport Team
Children's Services Transport Officer
1st Floor South
Tor Hill House
c/o Town Hall
Castle Circus
Torquay
TQ1 3DR

Tel: 01803 207688



Why have a Code of Conduct?

We all have a shared responsibility for managing behaviour on school/college transport, that is why we need all students and their parent/carer(s) to sign up to the policy. The policy should then assist everyone in dealing with incidents of bad behaviour effectively and consistently, whilst making sure that every student who travels on school/college transport is safe and free from harm.

Why is managing behaviour important?

The consequences of poor behaviour on transport can be wide ranging.

- Other passengers may be deterred from using public transport shared with poorly behaved students.
- In extreme cases serious injury and even death may result from an accident caused by such behaviour.
- Bad behaviour on transport can have a negative effect at school/college.
- Bad behaviour reflects badly on the image of the school/college, bus/train operators, the wider community, on the student and his/her own family.
- The school/college journey is a significant part of the student's education experience and improving its quality can have positive effects.

On the bus/train

- Treat the driver/conductor with respect and follow their instructions.
- Remain seated throughout the journey.
- Do not distract the driver, except in an emergency.
- If you have to stand on a bus, don't stand forward of the driver or in the stairwell.
- Only use emergency exits if there is a genuine emergency or when told to by the driver/conductor.
- Do not eat, drink or smoke.
- Do not drop any litter.
- Do not use foul or abusive language or language which could offend others.
- Bullying and physical abuse of any kind will not be tolerated.
- Do not carry real or replica weapons.
- Do not damage the bus/train or throw missiles. CCTV is installed on the majority of buses and will be used in supporting incidents reported to identify those responsible for poor behaviour or causing damage.
- If the bus/train breaks down or is in an accident, follow the driver's instructions.
- Always try to set a good example for younger passengers.
- If you see others behaving inappropriately tell the driver/conductor or your school/college.

Travel Passes

- Carry your travel pass with you at all times when you travel to and from school/college.
- Be ready to show your pass to the driver/train conductor when requested. If you cannot show it, you will have to pay the correct fare or you may not be allowed to travel.

- Random travel pass checks are carried out by the Transport Team, passes must be shown on request of the Council Officer carrying out this duty.
- Do not use anyone else's pass or let them use yours or it may be confiscated.
- Travel passes are issued subject to the bus company's operating regulations and remains the property of Torbay Council.
- All passes must be returned to the Transport Team when they are no longer required.
- Replacement bus passes will only be issued once a £10 payment is received by the Transport Team.
- For lost or stolen rail passes, please contact the Transport Team. The cost for a replacement is £5 for the season ticket, £5 for the photocard or £10 for both to be replaced.

At the bus stop/train station

- Behaviour at the bus stop/train station is important – at all times you are providing an image of the school/college's name.
- You are responsible for making sure that you get to the pick-up point safely.
- Arrive at the pick-up point at least five minutes before the bus/train is due. It runs to a timetable and can't wait if you're late.
- When you're waiting at the pick-up point don't go onto, or damage, private property.

Fare paying passengers

- If possible, have the correct change to pay for your ticket as the driver may not have a large float – especially on a morning route.
- Always keep your ticket in a safe place, if a Bus Inspector gets on you may be required to show your ticket again.
- If you have bought a multi-journey ticket please have this ready to show the driver when boarding the bus.

"Educating for life in all its fullness"

BREAK TIMES & LUNCHTIMES

Year 7 students will have an early break and lunch for a two-week period in September to allow them to learn how to use the canteen and allow them the time for this to occur.

The Library will be open throughout the lunch break each day.

Students are not allowed to leave the site without permission. Mealtime Assistants and Senior Teachers will supervise general behaviour and their instructions must be obeyed.

LIBRARY

The Library has a variety of resources to support learning. It is open and staffed from 08:00 to 16:00.

As well as providing books to all students to support the curriculum and reading, the library is a bright and calm place for students and staff to study or read. Resources such as pens, pencils and calculators can be purchased from the library stationery shop at low prices. There is a computer area for online learning and students can also print work out from here.

The librarians can assist students with independent study and online help.

The library runs the Homework Zone after school every day until 4.00pm.

The library also organises a weekly book club and regular events to support and encourage reading.

Any queries can be submitted to the following email address and a member of the Library team will respond within 24 hours: librarian@stcm.torbay.sch.uk

CATERING DEPARTMENT

We would like to take this opportunity to welcome your son/daughter to St Cuthbert Mayne School and also give you the chance to know more about our catering facilities.

We have a dedicated in-house team, who strive to give each learner a choice of nutritionally based products each day, with a wide range of locally sourced products and low fat, no sugar, wholemeal ingredients where available.

The canteen operates on a cashless catering system. This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day. It is also biometric so there is no need for pupils to carry a card as the system will recognise the thumb of your son/daughter at the revaluation pay points and at the tills.

Currently we run a four-week rota menu, changing each term to allow for seasonal and cost-effective products.

We feel that it is important to support learners by offering a wide variety of healthy choices each day and maintain our Healthy School status.

Our current services listed below run throughout the school day:

Breakfast	8.15-8.40am	Toast, croissants hot/cold drinks
Break time snacks	11.10-11.30am	Hot counter provisions
Sandwich bar	11.10-11.30am 1.20-1.55pm	Choice of baguettes, sandwiches, fruit packs, salad trays, light bites
Lunchtime	1.20-1.55pm	Main meals and warm desserts Vegetarian, vegan and food intolerances options are all catered for and available

We do encourage our learners to join our Student Voice Committee to ensure that their views are reflected within the canteen choices.

Any parent wishing to discuss our current service, payments or diet requirements can contact our Catering Manager by leaving a message on the school's contact us section of the school website: <https://www.st-cuthbertmayne.co.uk/contact-us/>

I hope, as the Catering Manager, we offer a service that is second to none with learners' well-being coming first.

FREE SCHOOL MEALS (FSM)

Year 6 children coming from a Torbay school (e.g. within Torbay) do not need to reapply for FSMs as Torbay will automatically transfer the entitlement to StCM.

For Year 6 children coming from any other setting (e.g home education [EHE], a school in Devon), parents will need to apply to Torbay Council for their FSM entitlement.

Link: FSM Application Letter:

<https://www.st-cuthbertmayne.co.uk/wp-content/uploads/2020/04/FSM-Application-Form-2020.docx>

UNIFORM

Students are expected to present themselves correctly and tidily at all times both in school and on the way to and from school or when involved in off-site visits. This not only helps to maintain the high standards of the school, but also is good training for later life.

School uniform can be purchased through our online shop by clicking on the link below:

<https://www.st-cuthbertmayne.co.uk/uniform/>

If parents are unsure about whether an item of uniform is suitable for school they should visit our website or contact us directly prior to purchasing.

School Uniform

School Blazers

The blazer must be a school blazer with black with red braiding and the school badge. School blazers must be purchased online from Pro-Direct. Blazers must be worn at all times when students are moving around the school site. Students may take their blazers off once they are in a lesson or if they are taking part in physical activity during break or lunch time.

School Tie

School clip-on-ties must be the STCM school as purchased online from Pro Direct. No modifications can be made to the school tie.

White Collared Shirt

Students must wear a white formal collared shirt which must button at the neck. Shirts can be long or short sleeved. Shirts must be tucked in at all times.

Black pleated skirts (Girls only)

A black knee length pleated skirt. Skirts should not be modified in length. Tights, if worn, should be plain black.

Trousers (Boys & Girls)

Trousers must be plain black formal style school trousers. Not acceptable: black jeans, leggings, jeggings, chino or denim style or any form of tight stretchy style of trouser. If a belt is worn, it needs to be plain black (wide belts and large buckles are not appropriate).

Footwear

Plain black smart school shoes that are comfortable and cover the entire foot. Smart plain black trainers are also acceptable. No boots are allowed

Black V-Neck Jumper (Optional)

A jumper is an optional item of our school uniform. A plain black V-neck jumper can be worn under the blazer in the colder months of the school year.

Coat / jacket

An outdoor coat / jacket containing a full zip, worn over the blazer and removed on entry to lesson is allowed. An outdoor coat / jacket must not be worn instead of the blazer. A hoodie, which is placed over the head, not containing a full zip, is not allowed.

Make-up

Makeup should be discreet. Nail varnish is not allowed and nails should be short in length. Nail extensions are not permitted as they pose a health and safety risk. False eyelashes are not permitted in school.

Jewellery

To ensure the health and safety of our students, jewellery should not be worn in school, the only exemption is a pair of stud earrings and a watch. Facial piercings and body piercings should not be worn in-school. Nose studs are not allowed to be worn in school.

Hair Styles

Only natural hair styles and colours are acceptable in school. For reasons of health and safety, long hair may need to be tied back for practical lessons. Headwear of any kind should not be worn in school unless: it is of a religious nature, for medical reasons and has been agreed in advance with the Headteacher.

School Bags

A suitable school bag which can carry at least a Need to Know booklet, the Super 7 (equipment for learning) and a students' P.E kit. For students in Years 10 – 13, their bag must also be able to accommodate their Chromebook.

Physical Education Kit and Expectation

- Taking part in Physical Education is a mandatory requirement for all children's education.
- Students are required to bring in the correct PE kit for every lesson. Kit faults will be issued to a student for failing to bring in any kit or the incorrect kit without a note.
- If a student is unable to participate, a note written by a parent/carer must be produced. If a student is unable to participate for several lessons, a doctor's certificate or medical evidence may be required.
- All items of P.E Kit must be clearly labelled with the owner's name. Please report any lost item of kit to a member of staff as the school operates a lost property system.
- Watches/jewellery must be removed and long hair tied back before participating in lessons.
- Students should hand in any valuables at the start of every P.E. lesson. The P.E. department accepts NO RESPONSIBILITY for the loss of valuables not handed in.
- It is mandatory for students to wear studded footwear for rugby and football on the field when the ground is soft underfoot or conditions are wet. If the weather is dry and the ground is hard it is appropriate to wear trainers for sporting activities on the field.
- Shin pads offer protection to the lower leg and must be worn for competitive hockey and football fixtures. They are strongly advised to be worn in lessons.

- Mouth guards are recommended for hockey and rugby in lessons and for fixtures. In the case of illness or injury a signed letter from a parent needs to be brought in explaining the reason.

<u>BOY'S KIT</u>	<u>GIRL'S KIT</u>
Plain Red Polo T-shirt	Plain Red Polo T-shirt
Plain black sports shorts or plain black tracksuit trousers	Plain black sports shorts or plain black leggings or skirt or plain black tracksuit trousers
Plain Red Football/Rugby/Hockey socks	Plain Red Football/Rugby/Hockey socks
Footwear suitable for the sport being played e.g. trainers or football boots	Footwear suitable for the sport being played e.g. trainers or football boots
Mouth guard / Shin Pads advisable for contact sports	Mouth guard / Shin Pads advisable for contact sports

CHANNELS OF COMMUNICATION

The most important person your son/daughter will get to know is their Form Tutor. They will register students each morning and pass on information regularly.

We will always do our best to return any phone calls or emails that we receive within 48 working hours. If parents need to meet with a member of staff, we will always aim to arrange this within 3 working days of the request.

Parents wishing to speak to or meet with staff are kindly asked to contact the school in advance. It is not possible to meet with staff without making an appointment.

The Form Tutor is the centre of the pastoral system and should be the first person to whom a student will turn for help and advice. Each student will be well known and valued as an individual by the Form Tutor who sees him/her daily.

The Head of Year is responsible for monitoring the attendance, progress and behaviour of the students in each Year Group.

ST CUTHBERT MAYNE DEVELOPMENT FUND

St Cuthbert Mayne is a Voluntary-Aided Church School, this means that the governors are responsible for contributing towards the cost of running the School.

This includes a proportion of new building work, maintenance and refurbishment and therefore it is very important for us to continually raise money to ensure we continue to provide a positive and stimulating learning environment.

To assist us, the government makes available an annual sum for repairs and refurbishment, provided the governors can find 10% of the cost.

For us this represents excellent value for money as it means that for every £100, we raise the government gives us a further £900.

We have a fund-raising scheme and would welcome your commitment to make an annual contribution to the Development Fund.

This is currently set at £40 per family and is usually paid as a lump sum each year.

This is a VOLUNTARY contribution, but your support would be very much appreciated.

For convenience you can pay by banker's order:

Either £40 annually or £10 quarterly. If you are a taxpayer, please also complete the Gift Aid declaration.