



# St Paul's Academy

## Parent Induction Guide 2025



*You are God's work of art*

*St Paul Ephesians 2:10*

## Contents Page

Welcome to the Academy St Paul's Academy Mission
Key Staff
Structure and Timings of the Day
Arranging meetings ParentPay & Biometric
Contact details Punctuality and Attendance
Holidays and Term Time
Sickness absence guide Medicines
Mobile Phones and Smart Watches
Valuable and Lost Property Break Times and Food
Uniform
Internet Safety
Online Learning Platforms
The School Planner
Classroom Behaviours and Expectations
Teaching and Learning
Student Timetable
School Reports and Progress
Rewards and Recognitions
Communications: Edulink
Equal Opportunities
SEND, Inclusion and Mentors
Chaplaincy: Catholic Life and Mission
The Chapel
Extracurricular and Enrichment
Term dates Contact Us

## St Paul's Mission Statement

Our mission as a school is expressed in the simple but breath-taking truth written by St Paul: 'You are God's work of art' (Ephesians 2:10). This means that as teachers and leaders we co-create with God; assisting in the shaping and forming of God's masterpieces. St Paul's Academy creates a sense of worth and dignity that stays strong inside our children, and gives them the necessary tools and insights to navigate the world they live in.

St Paul's is a school community where young people can thrive. We are ambitious, demanding excellence in academic study and behaviour but we also provide the love, care and attention your child needs to be successful and happy. Our expertise and experience in pastoral inclusion work ensures that our young people, in spite of any challenges, are able to find in St Paul's a place that helps them achieve and be proud of themselves. We welcome families of Catholic and other Christian denominations, other faith traditions and any family who seeks, and can support, our ethos.

## Welcome to St Paul's Academy

We are delighted to begin the formal induction of your child into St Paul's Academy. It may seem quite a while ago when we last spent time considering the choices for secondary education and meeting in the days of Autumn when you were touring and exploring the many delights St Paul's has to offer.

We, the staff of St Paul's, are looking forward to the journey ahead: a journey which will see your child grow and develop in so many different ways. These next five years are an academically focussed time and it is also a time of preparation for early adulthood.

We have linked our character education to our Academy Prayer, one which your child will hear or say at least once a day.

Those characteristics are to be members of and contribute to a community of welcome, to be justice makers and to seek truth always.



## Our Academy Prayer

May we make St. Paul's a community of welcome, where each person is recognised and valued. May we encourage a lifelong search toward truth. May we heed God's call to be justice makers and invite each person to become all that they might be.

**Amen**

**Welcome to St Paul's Academy at an exciting time of its growth and development. The journey ahead is exciting.**



**St Paul's Academy**

URN: 105135

Most Rev. John Wilson the Archbishop of Southwark

08-09 February 2024

**Overall effectiveness**

The overall quality of Catholic education provided by the school

**Catholic life and mission (p.3)**

How faithfully the school responds to the call to live as a Catholic community at the service of the Church's educational mission

**Religious education (p.5)**

The quality of curriculum religious education

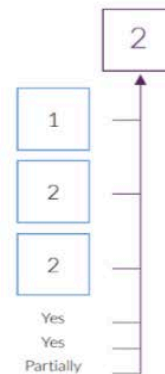
**Collective worship (p.7)**

The quality and range of liturgy and prayer provided by the school







The school is fully compliant with the curriculum requirements laid down by the Bishops' Conference

The school is fully compliant with all requirements of the diocesan bishop

The school has responded to the areas for improvement from the last inspection



**Staff**

<p><b>Mrs Ward</b> Principal</p>		<p><b>Miss Hepburn</b> Vice Principal for Inclusion and Pastoral Care</p>	
<p><b>Ms O'Neill</b> Vice Principal for Quality of Education</p>		<p><b>Ms Oduntun</b> Head of Year 7</p>	
<p><b>Monich Tulloch</b> Learning Mentor</p>		<p><b>Miss Tchimanga</b> Pastoral Manager</p>	

## Structure of the Day

### EVERY DAY EXCEPT WEDNESDAY

ACTIVITY	TIMINGS
Form / Assembly / Pastoral Time	8.20-8.55
Lesson 1	9.00-9.50
Lesson 2	9.50-10.40
BREAK	10.40-11.00
Lesson 3	11.00-11.50
Lesson 4 or KS4 Lunch	11.50-12.40
Lesson 5 or KS3 Lunch	12.40-1.30
Lesson 6	1.30-2.20
Lesson 7	2.20-3.10

### WEDNESDAY ONLY

ACTIVITY	TIMINGS
Form / Assembly / Pastoral Time	8.20-8.55
Lesson 1	9.00-9.50
Lesson 2	9.50-10.40
BREAK	10.40-11.00
Lesson 3	11.00-11.50
Lesson 4 or KS4 Lunch	11.50-12.40
Lesson 5 or KS3 Lunch	12.40-1.30
Lesson 6	1.30-2.20
<b>END OF DAY</b> <i>Every Wednesday, there is Staff training so there is <u>no Lesson 7</u> and students leave the campus at 2.20pm.</i>	2.20pm

## Practical advice on day-to-day school life for parents

We have put together some key pieces of information that are likely to be the things you will need to know or understand at some point. If you do not find what you are looking for here, our admin staff would be more than happy to support you in finding what you need or to connect you with the appropriate member of staff.

### Arranging Meetings

- If you need to arrange a meeting with a member of staff, including your child's pastoral team, please either contact reception by telephone or email the member of staff you wish to meet with directly. A member of staff will then contact you to arrange an appropriate time to meet.
- Due to staff teaching commitments, we are generally unable to meet parents who arrive at reception without an appointment.

### ParentPay and biometric

St Paul's Academy has been a cashless school since January 2015, which means that parents top-up students' swipe cards online using the ParentPay website. When your child starts at St Paul's, you will be provided with unique details to log into the ParentPay website.



If you forget your login information or misplace the letter sent to you with these unique details, please contact Gillian Vaughan by email: [gillian.vaughan@stpauls.greenwich.sch.uk](mailto:gillian.vaughan@stpauls.greenwich.sch.uk)

We used to use swipe cards but having swipe cards was costly for families in terms of replacements and also caused lengthy waits for students who could not find their swipe cards or had lost them. There was also a cost for the replacement of £5.

In addition, these cards have both pictures and names on them which can sometimes cause concern when they are lost. From 2024 onwards, St Paul's introduced the biometric system **so all students would need is their finger to operate a scan** - very much like the scans we use to open our phones.

This will remove the need for a card [or to pay for replacements] and there will be no 'waiting' in long queues to find out whether there are sufficient funds on the cards using the admin staff or waiting to get a note to deduct lunch costs when cards are lost or forgotten.

If any child is unsure about being able to get lunch, they should talk to a member of staff on duty. We do not want any child to go hungry.

## Change of contact details

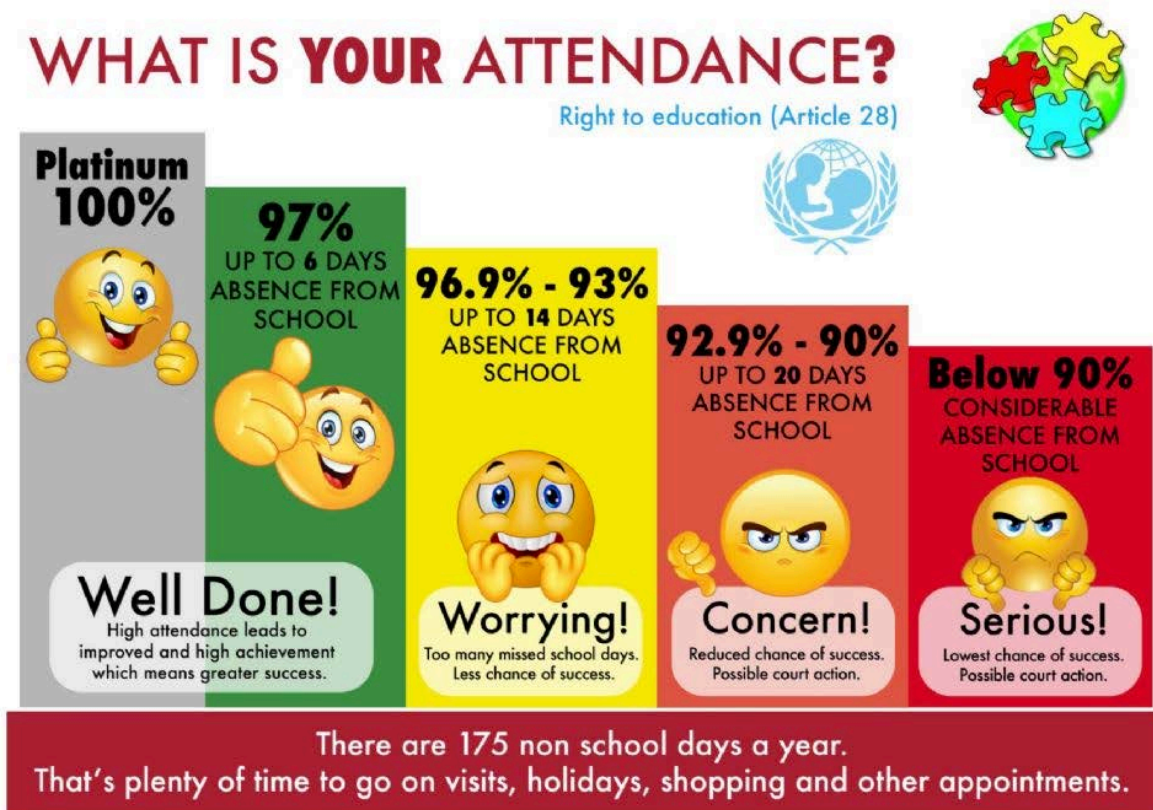
Our ability to contact you or someone designated as the responsible adult for your child is critical to our safeguarding responsibility and pastoral care. It is therefore your responsibility to make sure that you are contactable during the school day and that any change of address or telephone number should be communicated as a matter of priority to the school office at [office@stpauls.greenwich.sch.uk](mailto:office@stpauls.greenwich.sch.uk)

## Punctuality and Attendance

We have an excellent attendance record. Each student should be aiming for an attendance of 97% or above.

The Academy is committed to maintaining these very high standards, and we work closely with parents and carers to achieve the best possible attendance and punctuality for all our students. Legally, we are required to register students twice a day, but at St Paul's Academy, students are registered at the beginning of every lesson so that attendance can be effectively monitored and students can be safeguarded.

In order to achieve the best possible educational outcomes and to take full advantage of the educational opportunities offered at St Paul's Academy, students are expected in school every day, unless they are ill and the school is notified by a parent or carer, or if prior permission for absence has been granted. In the event of persistent unauthorised absence, the school will work in partnership with the parents and carers and our School Attendance Advisory Officer.



## Holidays and Term Time

The law requires parents/carers to ensure their child's regular attendance at school and normally we would not expect you to take a holiday during term time. Where this is unavoidable, you will need to obtain a 'Leave of Absence' form from the School Office and submit to the Principal four weeks prior to the proposed dates. Holidays that are not agreed will not be authorised and this will be recorded on your child's report.

In addition, in response to the loss of a loved one, there is still a need to keep in mind the impact of longer periods of time away from school and please note that it is unlikely these can be authorised.



It is important to develop good habits and students need to aim to arrive at school no later than 8.10am each day making their way to their designated area to be greeted by their Head of Year and collected by their Form Tutor. Being on time for school and to each lesson is an important part of self-discipline and is essential to good time management. Punctuality during school life will also help to prepare students for working life. If students get into good habits of punctuality during their school years, they will find it easier to always turn up to work on time. The first register of the day will be taken at **8.25am**; any student who arrives after this time will have their lateness recorded and will be sanctioned.

## Sickness Absence Guide: How to make a decision whether to send in to school

If your child feels unwell or has an accident, they must tell a member of staff straight away who will direct them to a first aider for assessment.

If they are too ill to remain in school or if hospital treatment is necessary then as their parent/carer, you will be contacted by a member of staff to make suitable arrangements.

**Do I need to keep my child off school?**

<b>Whooping Cough</b> 48 Hours after commencing antibiotics	<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	
<b>Impetigo</b> Until lesions are crusted & healed or 48 Hours after commencing antibiotics	<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed	

HSC Public Health Agency

## Medicines

If your child needs to take medicine at school, you should write a note in their school planner stating when they need to take it. If necessary, your child's medicine can be left at Reception. Please check the expiry date on any of your child's medicine and provide us with a replacement when necessary.

### Exceptions:

- Inhalers for Asthma – these should be carried by the student at all times.
- Epipen in case of extreme allergic reactions – this should be carried by the student at all times with a spare kept in Reception.
- We are not allowed to give a child any medicines which have not been prescribed to them. However, paracetamol may be issued by a member of the first aid team after telephone permission has been gained from you as the child's parents/carers.

## Mobile Phones and Smart Watches

St Paul's Academy would prefer that families restrict access to smart phones until Year 9. The access to smartphones creates such pressures on young people and should be guided and managed by parents and carers. Recent research shared on the BBC stated:



“Nearly 25% of children and young people use their smartphones in a way that is consistent with a behavioural addiction.”

Mike Baxter, headteacher of The City of London Academy, Southwark, said: “The evidence presented over the past 12 months is clear; for our young people, the negative impacts of smartphones and social media use far outstrip the benefits.”

### The expectations we have around all phones students have are:

- All devices must be switched off [not just on silent] and in the school bag when students are on site.
- The only circumstances in which they can be used is under the direction of a teacher for educational purposes or if there is a medical need.
- Headphones are not to be worn on the campus, unless directed by a teacher. If they are worn, we reserve the right to take them away, together with any device they are attached to.
- Students are not allowed to use phones or computers to contact people outside school, including parents/carers, during school time.
- Any student who distributes illegal or sexually explicit material, inside or outside of school, will be externally excluded and could face arrest and criminal charges.

In an urgent situation, where a child feels they need to make contact with their family, they should see their Head of Year or a member of the Senior Leadership Team who will make a decision and the necessary arrangements. If parents/carers need to contact their child, while they are on the school site, they should do this via Reception and not by calling or texting the student's phone.

### Confiscation and Return

If a device is used in School without permission, we reserve the right to confiscate it, in line with Academy Policy. As we remain committed in caring for the wellbeing and safety of our students, we have amended our mobile phone policy to help support our families in maintaining contact before and after school with their child whilst also ensuring we provide a safe and distraction free learning environment. As such, if a student is found to have their device on or if they are seen to be using their device by a member of staff, their phone will be confiscated and placed in the safe in Reception. Parents and carers will be contacted on the day of confiscation and will be invited to collect the device from Reception the following day. Reception is manned between the hours of 8am-4pm and there must be a mutually agreed collection time. Students who repeatedly fail to adhere to this rule may risk losing the right to have a device onsite.

Parents/carers are not permitted to call the Academy, demanding the return of the device or arrive at Reception insisting on its return. Do remember that some devices are extremely costly to replace and children are expected to look after them properly, never leaving them unguarded and always securing them in the lockers provided for PE lessons. We take no responsibility for the loss of devices

brought into school. Any student who uses mobile or internet technology, inside or outside of school, to cause distress to others or put their safety at risk may face suspension.

## **Valuables, Lost Property**

### **Valuables**

We advise students not to bring expensive items or large sums of money into school. The school cannot be held responsible for such items.

Please note: the school will not accept responsibility for clothing damaged in workshops.

### **Lost Property**

Students must hand all lost property into Reception. If students have lost something they should ask at Reception. You may have to enquire more than once as sometimes it is not handed in until the following day. If, after a few enquiries students' property is still missing, they should let their Form Tutor know.

To assist lost property being returned, all clothing items and equipment should be labelled with the student's full name and year group. Any unclaimed and not labelled property will be donated to charities after three weeks.

## **Break Times and Food**

### **Food**

Breakfast is available from 7.45am – 8.10am before school in the Restaurant. Lunch is available to students in the Restaurant and the Food Pod and purchased through the use of the students' finger [biometric system]. No cash is permitted.

Students can bring a packed lunch which they can eat in the Courtyard or Universal Area.

Eating in the corridor, classrooms or the MUGAs is forbidden.

Please note, there are no facilities for reheating home cooked food for students. This is part of our health and safety restrictions which we are legally bound to follow.

### **Lunch Times**

We have two sittings for lunch time. These are 11.50am-12.40pm and 12.40pm-1.30pm. This means there is more space for students, less queuing and more time to engage with playtime equipment, use the 4G under supervision and socialise in a positive way.

We reserve the right to remove a student from their social time should they be unable to be respectful and safe during that time. St Paul's is a non contact school in terms of 'play fighting' and unwanted contact.



## **Uniform: We identify with our school and way of life it calls us to**

We are extremely proud of how smart our students look in their school uniform and will always insist that high standards are maintained. Parents will be contacted where the uniform policy has been infringed without reasonable explanation

and students may be withdrawn from lessons or be sent home to change. We appreciate the support from our parents in this.

### **Essential**

Grey Logo Blazer [compulsory]  
Grey Logo Jumper [optional]  
White shirt [collared so that they can wear a tie]  
Black knee-length pleated skirt and/or black trousers  
School tie with logo  
Plain black or white socks or tights [not sports socks]  
Black shoes [not high heels, trainers or boots]  
School PE Kit

### **PE Uniform: Boys and Girls [all years]**

School navy polo shirt  
School navy shorts  
Navy/white sports socks  
School navy blue tracksuit top  
School navy blue tracksuit bottoms  
Sports footwear [*trainers and astro-turf trainers or moulded football boots*]

### **Ordering Uniform**

- You will be able to place orders for your child's school uniform via our online school uniform shop.
- You can access the online shop from the school website: [www.stpaulsacademy.org.uk](http://www.stpaulsacademy.org.uk)
- Click on the 'Parents and Carers' tab on the Home Page and you will see a 'School Uniform' tab. This will take you to a link called 'View our Online Shop'.
- Your child's uniform will be delivered to your home address.

## Wearing uniform and presenting for school life

- Blazers are to be worn at all times in school, including at lesson changeovers.
- Students are NOT permitted to wear any form of jewellery or make-up, including nail varnish, acrylic nails, false eyelashes and hair extensions.
- A plain wrist watch is permitted, and any religious items worn are not to be visible and will be at the discretion of the Principal.
- Long hair should be tied back; this applies to both boys and girls.
- If you allow or pay for your child to have piercings, these will need to be removed on school days, and not worn to or from school.
- Hair styles and hair colour, including braids, should be natural hair colours. No pink, purples, greens, blue, reds etc.
- Extreme hairstyles and colouring are not allowed. The definition of extreme lies with the discretion of the school. Hair adornments are to be plain blue or black.
- Tram lines shaved into hair or eyebrows are not permitted and boys are expected to shave if facial hair is obvious.



## Internet Safety

E-Safety or electronic safety refers to the knowledge of the dangers that the internet poses and the ability to prevent these dangers by taking action.

Here at St Paul's we encourage our students to take the necessary steps to remain safe while using the internet. Many students use social media sites to connect and communicate with friends regularly.



Ways in which students can ensure that they are safe online are listed below:

- Don't post any personal information online such as your address or mobile number
- Keep your privacy settings high so that only your friends can see your profile
- Never give out your passwords to anyone
- Don't meet up with people you've only met online
- Respect other people's opinions; don't post offensive comments or bully anyone online
- Always tell an adult if you feel uncomfortable, unsafe or worried about something you've experienced online
- Click the 'Report Abuse' button to highlight abuse you might have encountered while on the Internet

At St Paul's Academy we have a very robust filtering system known as ESafe. This software is able to detect when a student has typed something inappropriate whilst using the computers at school. A daily report is generated and staff are alerted to any suspicious or inappropriate online activity by students. In addition to detecting such activity, ESafe also blocks unsuitable sites to ensure that students are safe online. We encourage parents/carers to talk to their children about their internet activity and also to ensure that they are using social media appropriately. We are willing to help you practically with this too - please just ask. Just don't leave it too late.

## Online Learning Platforms: E Learning



### Google Classroom

Last academic year we introduced Google Classroom and this is now our platform for setting all remote learning for students. Students can access everything they need for a class, including homework assignments, group projects, files, and even Google messaging system to communicate with the teacher or a member of staff.

#### How Google Classroom is used across the curriculum

Google Classroom is your child's digital link to learning. Teachers use Google Classroom to share assignments, homework, coursework material and much more with students. Students will use their G-Suite accounts to complete assignments and receive feedback and communicate with their teachers.

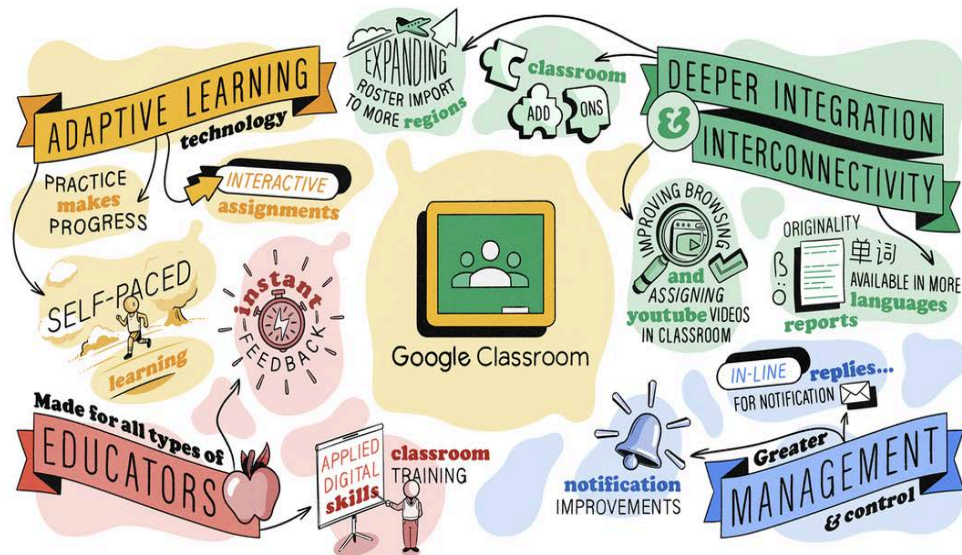
#### Google Classroom offers benefits to students

**Interaction** - With teachers and feedback. Each class and form group have a public stream for teachers to post announcements and a private comment area for students to post questions and comments and receive answers from teachers. This gives teachers a very simple way to respond to student queries.

**Access to resources** - Students will be able to see additional resources on Google Classroom. This will support them in completing their assignments.

**Assessment** - Teachers use Google Classroom to set pre and post assignment quizzes. Students can see their grades immediately or after teachers review their answers.

**Opportunities to engage with tutor activities** - Students use Google Classroom to participate in PSHE activities, careers opportunities, reading and many other activities that help their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour.



## The School Planner

Every student is issued with a planner at the start of each Academic Year. This year we are reducing to a small pocket sized planner so that students can have it easily accessible at all times in their pockets. The planner is similar to a journal or diary and students use this to jot down notes that are pertinent to them. The school planner is used by students, staff and parents/carers. The planner is also the main form of communication between school and home. Parents/carers are able to write a note to the form tutor or class teacher if needed.

Below are some tips for ensuring that all students use the planners effectively:

- Students must have their planners with them at all times.
- Students must place their planner on the desk at the start of their lessons [this will be different for practical lessons].
- Students must have their planner signed every week by their parent/carer.
- If a student loses their planner, you will need to purchase a new one. This will cost £3.50.
- The contact section at the front of the planner must be filled in in full.
- Parents/carers must sign the ICT use policy and read the equalities statement.
- The planner is designed to support student learning and well-being.
- Students should never deface their planner. They must aim to keep it in the best condition possible.

## Behaviour and the Planner

The planner is the school's property. Any member of staff asking for the student's planner must be given this immediately. Staff can note positive notes and recognitions in here and also note detentions for poor behaviour for learning or in the corridors. The planner must be on the desk for the system of warning and reminders about standards in the classroom.

Please reinforce this with your child because it will make our joint task of getting our young people to be successful and responsible for their learning, outcomes and character development more effective. The next two pages are our helpful summary of the community values, our expectations that students are safe, respectful and ready to learn at all times. It identifies the key routines and expectations which we believe assist us in creating and maintaining a calm, well ordered and focussed school classroom. These also focus on our social time and the kinds of activities and standards that we know support positive feelings and encounters at school.

# SPA Classroom Culture

Students will...	
Habits and Routines	Learning Routines
Enter silently with the correct uniform	Write date and title; underline with a ruler.
Follow the seating plan of the teacher	Complete do now in silence
Bags under the desk.	Actively listen and track the teacher
Coats on the back of your chair	Present work to the expected standard
Equipment out / Planner on table	<b>Purple Pen</b> for student reflection & marking
Listen and pay attention / track the teacher	Complete all tasks to the best standard you can
Follow all instructions	Work collaboratively when <b>instructed</b> to do so
Engage in all tasks	Review and respond to feedback
Pack away, leave in silence as instructed	Respect each other's ideas and contributions

Adults will...	
Build Classroom Habits	Build Learning Routines
Meet and Greet at the door	Do now is ready as students arrive & completed in TEN minutes
Register class within FIVE minutes	Share the learning intention clearly
Have 'on purpose' seating plan	Model expectations visibly and with words
Stand to teach, walk the room	Explicitly teach key vocabulary
Behaviour Policy followed	All explanations and tasks are chunked appropriately
Reward and Praise students	Frequent checking for understanding
Pack away 2 minutes before the pips	Live Marking ( <b>Green Pen</b> ) / give verbal feedback
Be at the door to direct students to leave calmly	All tasks & practice link to the learning intention
Dismiss row by row	Positively notice good learning routines

## Working together for success in Learning



You are God's work of art

### How Do Teachers Support Your Learning?

#### Your Teachers Build Strong Learning Spaces

##### DoNow



We start strong with a calm entry and Do Now



We model, check understanding, and give feedback



We introduce learning in bite size pieces so that your learning makes sense



We notice your effort, praise your progress, and help you improve

Teachers have routines so that every lesson helps you grow.



Community of Welcome

Justice Makers

Seekers of Truth



You are God's work of art

### What Are Successful Behaviours At SPA?



#### Professional

I will only wear SPA items. My shirt and tie are worn properly



#### Present & Punctual

I will arrive on time & concentrate on my learning

Students are:



#### Equipped

I will proudly treat and keep my planner, books and equipment



#### Respectful & Welcoming

I will show respect and good manners to everyone I meet



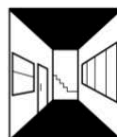
#### Calm in exiting lessons

I will tidy; stand behind my chair; leave calmly



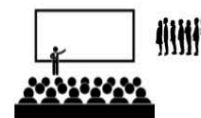
#### Responsible during break/lunch

I will enjoy break safely and then move to lesson promptly



#### Safe when moving around

I will quietly take the quickest route to my lesson



#### Silent in line ups & assembly

I will track the speaker; silently line up & sit in alphabetical order



Community of Welcome

Justice Makers

Seekers of Truth

## Student Timetable

The student timetable looks like this. It will include everything they need to know about where their class is, who their teacher is and what room. They must have their timetable at all times because it wastes time to have to search for classes and potentially leads to truancy being recorded.

Mon	Tue	Wed	Thu	Fri
Mon REG Tutor Period IF2	Tue REG Tutor Period IF2	Wed REG Tutor Period IF2	Thu REG Tutor Period IF2	Fri REG Tutor Period IF2
IT3	IT3	IT3	IT3	IT3
Mon.1 PE AFY	Tue.1 Drama SMC	Wed.1 IT QI	Thu.1 Science LW1	Fri.1 Rel. St. 10A
SHA	DR	IT1	S10	R8
Mon.2 PE AFY	Tue.2 English YE	Wed.2 Maths FC	Thu.2 Rel. St. SOC	Fri.2 History KAF
SHA	E8	M6	R2	R6
Mon Brk Break	Tue Brk Break	Wed Brk Break	Thu Brk Break	Fri Brk Break
Mon.3 PSHE IF2	Tue.3 Textiles EL	Wed.3 Spanish KM2	Thu.3 Geography SS3	Fri.3 English YE
IT3	AR3	E2	M6	E2
Mon.4 Rel. St. SOC	Tue.4 Textiles EL	Wed.4 English YE	Thu.4 Spanish KM2	Fri.4 IT QI
R7	AR3	E4	E9	EIT
Mon.5 Lunch	Tue.5 Lunch	Wed.5 Lunch	Thu.5 Lunch	Fri.5 Lunch
Mon.6 Geography SS3	Tue.6 Maths FC	Wed.6 Science LW1	Thu.6 English YE	Fri.6 Science LW1
R10	M6	S10	E4	S10
Mon.7 Science LW1	Tue.7 History KAF		Thu.7 Maths AE	Fri.7 Maths AE
S10	R8		M6	M6

## Equipment

Students are required to have each item below each day:



School Bag  
(large enough to carry belongings in)

A black pen and a purple pen



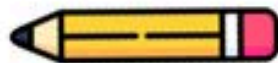
Ruler



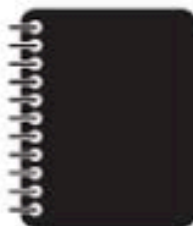
Rubber



Pencil Sharpener



Pencil



Planner



Reading Book



Calculator



Pencil Case

Make sure you come prepared for each lesson & that you keep your equipment in good condition

## Rewards, Recognitions and Behaviour Points



St Paul's Academy aims to promote the highest standards of behaviour, self-discipline and learning through positive encouragement, support and reward. Our aim is for all our students to be resilient, happy and mindful of the needs of others.

Staff will recognise when students do something deserving of praise. This might be done through:

- Speaking with students and/or writing a comment on their work.
- Recording it on Edulink; these reports are sent home to families on a daily basis.
- Giving students a Bronze, Silver or Gold which can be used to exchange for items in the half termly Rewards Shops.

Staff might also contact home through a phone call, sending a praise postcard or via email communication.

### Consequences and Support

- Teachers can sanction students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction, the teacher can impose a sanction on the student.
- Any negative behaviour or concerns about progress will be recorded on Edulink our behaviour logging system. This, together with positive entries, creates a Behaviour Record which is discussed with parents who will always be called in when the School starts to have concerns.
- If a student finds they have gotten into trouble, having issues with friends or are unhappy in school or outside of school, they can report this to their Form Tutor, Head of Year, Pastoral Manager or Learning Mentor.

### A student sanction may take one of the following forms

- Behaviour Discussion – A discussion between the student and teacher which may also involve a second adult.
- Yellow Detention – 20 minutes detention between 15.10pm – 15.30pm. A yellow detention may be issued by a member of staff for low level disruption in lessons or minor behaviour infringements.
- Amber Detention – 60 minutes detention between 15.10pm – 16.10pm for incidents deemed by a class teacher to be at a higher level than a yellow detention.
- Head of Department Detention – 60 minutes detention between 15.10pm – 16.10pm for high level, subject related incidents.
- Head of Year Detention – 60 minutes detention between 15.10pm – 16.10pm for high level pastoral incidents.
- Principal's Detention – 2 hour detention held once a week between 15.10pm – 17.10pm for high level serious incidents. A Principal's detention will take place on a Thursday afternoon and may last up to 2 hours, however, the length a student is detained for will be dependent on each individual case. Notification of a Principal's detention will be sent via email to the student's parent/carer at least 24 hours in advance.

- Seclusion/Suspension – These sanctions are implemented for very high level serious incidents and are reviewed on a case by case basis and in accordance with our behaviour policy.
- When issuing any of the above sanctions, Academy staff will always consider whether the behaviour under review gives cause to suspect that the child is suffering, or is likely to suffer, significant harm. Where staff suspect this may be the case, they should consult with a member of the Safeguarding Team. Staff will also consider whether continuing disruptive behaviour might be the result of unmet educational needs.

For more information on our Behaviour Policy, please visit our policies section on our school website. Click on the 'About The School' tab on the Home Page to access the 'Policies' tab.

## Instant and effective communication with you

### EduLink

EduLink is our integrated school information platform. At St Paul's Academy, we use it to log achievements, attendance and behaviour and ensure you are receiving a full picture of your child's day at school. In addition to this, we use EduLink to let you know important information or events, such as Parent's Evening. You will receive an email with login details.

**We highly recommend that you download the app and ensure that notifications are 'on'.** You can download the app from either the Google Play Store or the Apple App Store by searching for 'edulink'. Alternatively, you can use the QR Codes here:

When prompted, please enter 'spa' as our school code.



Apple App Store



Google Play Store

## Equal Opportunities

The ethos of the school is based firmly on the Gospel Values and our way of life constantly strives to create a positive experience of a fair and just community. We accept the fundamental human dignity and quality of each individual and we aim to encourage understanding, tolerance, self-respect and respect for others throughout our community.

Any demonstrations of verbal, written or behavioural abuse towards an individual or group based on race, gender, disability or class are totally unacceptable. We work together as a community to become more aware of any attitudes reflecting prejudice or inequality which may exist within the school.

Our policy is to develop a commitment by all staff and students to support one another in challenging prejudice and discrimination whenever it occurs. We aim to educate ourselves to respect and value differences and identify and challenge stereotypes which deny equal opportunity.

We aim through pastoral work, the seen and unseen curriculum, to help our students by:

- Providing access to a curriculum which enables all students to achieve their potential;
- Preparing them to take their place in a rapidly changing world;
- Developing within them positive attitudes towards the society in which we live.

Helping them to gain a sense of their own personal worth. Fostering in them the desire to bring the values of love and justice to bear on all aspects of their work and relationships.

## SEND, INCLUSION AND MENTORS

Students with special educational needs, including those with more complex needs, are included in all lessons. They are supported in the classroom alongside their peers by subject specialist teaching assistants. Teaching and support staff are made aware of students' needs and are provided with appropriate advice and support strategies by the SEND team. Students are not withdrawn from lessons unless they are receiving specialist intervention from an outside agency e.g. physiotherapy. The needs of students with physical disabilities are met by specialist SEND support staff. As far as possible we do not advocate a one to one support policy.

*For more information on **SEND/Inclusion Departments, Mentors and to access our SEND documents**, please visit our school website. Click on the 'Curriculum' tab on the Home Page and then the 'Inclusion' tab.*

### Learning Mentors

Each year group has a Learning Mentor attached who works with the Head of Year and the wider pastoral teams for each year group. They are based in the Head of Year offices and will also be out and around the Academy to ensure they are on hand to support students.

The Mentors play an integral role in the life of both students and staff at the Academy. Our Mentors work closely with students to help them with the following:

- Emotional issues
- Behavioural concerns
- Bullying
- Restorative work
- Mental Health

"Every child deserves  
**A CHAMPION**  
an adult who will never give up on them  
who understands the power of connection  
and **INSISTS** that they  
become the best  
they can possibly be."  
-Rita Pierson  
-@thebankofteaching

Our Mentors also work closely with XLP, Citizens UK and Headscape and these organisations provide our students with various opportunities from being a student mentor to taking part in activities that will improve their lives and widen their horizons. There is a referral process for Learning Mentors. The idea is that we get in early to ensure barriers are removed for learning and engagement.

### Working with External Agencies

St Paul's SEND Department also works closely with the following agencies: Speech and Language Therapy, Occupational Therapy, Physiotherapy, Greenwich MOVE Programme, Educational Psychology Services, Greenwich Sensory services [both hearing and visually impaired], ASD Outreach, School Nursing Team and Children's Services. Work ranges from one to one or group therapy sessions to strategy meetings and work with families. When students reach KS4, SEND staff provide Life Skills support through links with other subjects. The Vice Principal for Inclusion oversees the provision of support given to students with additional needs across the Academy.

## Inclusion Staff

- Vice Principal: Pastoral [Learning Culture, Personal Development and Inclusion] – Miss Hepburn
- SENDCOs – Mrs Tomkins, Mr Bargery and Mr Gladman
- Speech & Language Therapists – Madeleine Atkins
- Counsellor - Tina Keane
- Medical Needs Inclusion - Mrs Crux
- Behaviour and Inclusion Admin - Mrs Feeney

These staff members are here to offer help and advice, in lots of different ways, to students who may need extra support.



## The Safeguarding Team at St Paul's



St Paul's Academy  
The Safeguarding Team  
"Safeguarding is everyone's  
responsibility"

	<p><i>Reporting concerns regarding a pupil OR member of staff</i></p> <p>Mrs Kim Nicholas Lead Learning Mentor &amp; Designated Safeguarding Lead (DSL)</p>
	<p><i>Reporting concerns regarding a pupil</i></p> <p>Miss Michelle Hepburn Vice Principal: Pastoral &amp; Deputy Designated Safeguarding Lead (DDSL)</p>
	<p><i>Reporting concerns regarding a pupil</i></p> <p>Mr Huw Francis Learning Mentor &amp; Deputy Designated Safeguarding Lead (DDSL)</p>
	<p><i>Reporting concerns regarding a pupil OR member of staff</i></p> <p>Mrs Sheila Ward Principal &amp; Designated Safeguarding Lead (DSL)</p>
	<p><i>Reporting concerns regarding a pupil</i></p> <p>Miss Vicky Jahans Deputy Designated Safeguarding Lead (DDSL) &amp; Inclusion Coordinator</p>

**PLEASE REPORT CONCERNS IMMEDIATELY TO ANYONE IN THE TEAM OR TO A TRUSTED ADULT**

## Chaplaincy and Catholic Life and Mission

Currently at St Paul's, we are seeking a full time Lay Chaplain to serve the needs of the community, staff and students, and to develop the prayer life and practical efforts to make the world a fairer and more just place. Students also take a lead in the Chaplaincy Team supporting the spiritual and pastoral life of students and their families, working alongside the wider Inclusion Team of the Academy. St Paul's is a community that prays and this is supported by the Chaplaincy Team who provide reflection resources for morning and evening prayer each day. These can be student or teacher-led and enable our students to hear the Scriptures and to pray for our world as well as learn how to shape and lead prayer. Weekly year group assemblies are rooted in prayer, in understanding Catholic social teaching and taking time to develop spiritual wisdom and maturity.

### The Prayer Life of the Academy



The Chaplain provides user-friendly reflection resources for tutor time; these can be led by a student, or by the tutor. Daily Collective Acts of Worship occur at the beginning and end of the school day during tutor time and during whole year group Assemblies. Assemblies are rooted in Catholic Social Teaching and social justice themes including CAFOD.

Assemblies, tutor time prayer, voluntary Mass, the journey through Advent and Lent, and especially the marking of the great Christian feasts all follow the Christian calendar shaped by the confines of the school year. On our Feast Day in June, we celebrate St Paul's Life and how Paul was transformed by an encounter with the risen Christ. Prayer also marks important events in the world faiths calendar.

### The Student Chaplaincy Teams

The dignity of the human person and Gospel values of compassion, justice, peace and reconciliation are at the heart of all we do at St Paul's Academy.

The purpose of the Chaplaincy Team is to support the spiritual and pastoral life of students and staff.

The Chaplaincy Teams works to support the staff in their ministry to students, and to support the students in their own personal development.

## The Chapel



The Chapel provides a prayer space open to students and staff alike. Students are encouraged to use the Chapel for personal prayer or to meet with a member of the Chaplaincy Team. The Chapel provides a meeting place for the Youth SVP, the Justice and Peace Group and for family groups supported by the Inclusion Team. Prayer workshops run for Year 7s and Religious Studies Groups help students to feel at home in the Chapel.

## Community Faith in Action

St Paul's Academy is a welcoming community, reflecting the teaching of our patron saint '**all are one in Christ**' and '**though we are many, we are one body**'. As a community, we seek to celebrate our students' gifts and enhance their aspirations, so that they may grow into uniquely authentic people who love themselves and their neighbours equally and exercise good stewardship in all areas of their lives.



Our community engagement programme extensively benefits our local and wider community in terms of the initiatives that are engaged in, the awareness of local and national issues that is raised as well as the considerable donations and funds generated annually for local charities. Since becoming an Academy in 2005, the community of St Paul's Academy have helped to raise in excess of £220,000 for local, national and international charities through a range of

fundraising and enterprise activities. The engagement and generosity of our local community is astonishing.

Our programme is designed to enhance engagement between the staff and students of St Paul's Academy and those resident in our local community. We actively participate in local fundraising events organised and delivered by local charity organisations as well as inviting those in our local community to participate in the range of events that we deliver annually. Engagement with parents/carers as well as the staff and students within our local primary schools is also an integral part of our programme.



## Extracurricular and Enrichment

Enrichment trips, events and workshops are not just a part of school life at St Paul's Academy, they are unique experiences that ignite curiosity and excitement. From celebrating the feast day of St Paul to exploring the historic Leeds Castle, to delving into the 6th form study at Colfe's or Christ The King College, our students are offered a diverse range of opportunities. These experiences are designed to motivate and broaden their horizons, encouraging them to think big and develop into well-rounded individuals.

For our enrichment trips and workshops, we may require you to sign a consent form and provide up-to-date contact and medical information. We understand that paperwork can sometimes be overwhelming, so we're here to support you. We kindly ask you to submit any required paperwork in a timely manner. In some cases, a voluntary financial contribution may be requested. If you encounter any difficulties, please don't hesitate to reach out to us. We're here to help.

Staff at St Paul's offer a wide range of extracurricular clubs, which take place before and after school and also during some lunchtimes.

Extracurricular activities at St Paul's Academy are not just about having fun and relaxing. They are powerful tools that help students build connections with a diverse group of peers and staff, learn new skills, and lay the foundation for success at our academy. These activities are not just a part of our students' journey, they are the stepping stones to their thriving and succeeding. We believe in the power of these activities to motivate and engage our students.

The timetable for the September 2024 term will be finalised approximately two weeks into the new school year. Students will be informed about the clubs on offer via their tutors and during their assemblies.

Signing up for extracurricular clubs is a straightforward process. Students can approach the designated staff member and express their interest. Once registered, their attendance will be tracked and monitored. Students with regular attendance to their extracurricular clubs will be rewarded with Achievement points via the Edulink App, which serves as a testament to their commitment and dedication.

Please see below for an example of our current extra-curricular timetable; this is subject to change.

MONDAY	TUESDAY	WEDNESDAY
<b>Lunchtime</b> Gardening club Geography revision	<b>Before School</b> Morning Basketball	<b>Before School</b> Morning Basketball
<b>After School</b> Drama club Band club Dance club Strategy and board games Kahoot club Chinese club Spanish club Debate club Inspiration club Healthy cooking club Strength and Conditioning Year 7 & 9 Girls' Netball Year 9 Boys Football	<b>After School</b> Choir Anime club Girls Basketball Year 8 Boys Football Year 8 Girls' Netball	<b>Lunchtime</b> Keyboard club BSL Club
		<b>After School</b> Y10/11 Basketball Afro-beats Green School's club

## Term Dates



# ST PAUL'S ACADEMY

### SCHOOL TERM AND HOLIDAY DATES FRAMEWORK: 2025 - 2026

<b>Autumn Term 2025</b>	Monday 01/09 – Friday 17/10
Half term	Monday 20/10 – Friday 31/10
Back to school	Monday 03/11 – Friday 19/12
Christmas holiday	Monday 22/12 – Friday 02/01
<b>Spring Term 2026</b>	Monday 05/01 – Friday 13/02
Half term	Monday 16/02 – Friday 20/02
Back to school	Monday 23/02 – Friday 27/03
Easter holiday	Monday 30/03 – Friday 10/04
<b>Summer Term 2026</b>	Monday 13/04 – Friday 22/05
Half term	Monday 25/05 – Friday 29/05
Back to school	Monday 02/06 – Wednesday 22/07
Summer holiday starts	Thursday 23/07
<b>INSET Days</b>	Monday 01/09/25 Tuesday 02/09/25 A further 3 INSET days to be taken as twilight time across the year. This will not affect the school day.

Autumn term for students in Years 7 and 11 only starts on Wednesday 3rd September. The whole school will return on Thursday 4th September.

Open Day will be on Saturday 27th September 2025, followed by three Open Mornings.

The school will be closed on Monday 29th September. Good Friday is on 3rd April 2026 and Easter Monday is on 6th April 2026

## Contact Us

**Address:**

51 Finchale Road  
Abbey Wood  
London  
SE2 9PX

**Telephone Number:** 0208 311 3868

**Email Address:** [office@stpauls.greenwich.sch.uk](mailto:office@stpauls.greenwich.sch.uk)

**Website:** [www.stpaulsacademy.org](http://www.stpaulsacademy.org)

**Twitter:** @STPGreenwich