



New Starter Handbook



'Academic excellence, spiritual development
and social awareness through Christ.'



St Ralph
Sherwin
Catholic Multi Academy Trust



Welcome

It gives me great pleasure to welcome you to Blessed Robert Sutton Catholic Voluntary Academy.

As a school community we pride ourselves on the fact that our students are happy and enjoy the experience of learning with us in all kinds of ways. As a great school we realise that achievement comes in many different forms and we are committed to ensuring that your child has every opportunity to flourish, grow in confidence and make the most of their individual gifts and talents.

Our students are inquisitive and engaging young people of all abilities and backgrounds. We have achieved great exam results. These have come from hard work and a focus on really high expectations of staff and students because we know that this is what they deserve. Our students are incredible and deserve amazing teachers, quality lessons and the right levels of support. Our 'BRS journey' allows students to develop their character as well as their academic journey through school. We give students the opportunity to take part in enrichment activities such as music and sport.

The collaboration and relationships between students, parents and school is key to our success as a learning community. Communication is central to these relationships, which is why my colleagues and I will always be available to discuss the education and personal development of your child. We know that your son or daughter's education is precious and as teachers we are privileged to play a part in helping shape so many exciting futures. At Blessed Robert Sutton this is a responsibility that we fully embrace.

Come and visit us if you would like to see any of these things in action!

Jake Heath

Acting Headteacher





The Sutton Way



The Sutton Way Classroom Expectations



Academic



Complete all work to the best of your ability, not distracting others. Arrive at lessons on time with the correct equipment, homework and uniform

Spiritual



Respect others peoples views and beliefs. Participate respectfully in religious activities/events.

Social



Respect members of staff, other pupils and your environment, following all instructions without question or answering back

Academic excellence, spiritual development
and social awareness through Christ





Timetable

Stick timetable here!





Meet The Team



Mrs Wilson
Acting Deputy Head



Miss Smith
Pastoral Support



Miss Waters
Head of Year 7



Miss Tarry
Pastoral Support



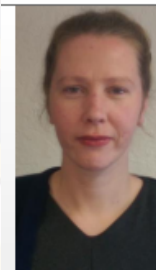
Mrs Gibson
Head of Year 8



Mrs Rowe
Attendance Officer



Miss Harkin
Head of Year 9



Mrs Field
School Receptionist



Mrs McDowell
Head of Year 10



Miss Meredith
Head of Year 11





My First Day

Period	When?	Where?	Who with?	Activity?
AM Reg	8.25-8.50			
Period 1	8.50-9.45			
Period 2	9.45-10.40			
Break	10.40-11.00			
Period 3	11.00-11.55			
Period 4	11.55-12.50			
Lunch	12.50-13.30			
Period 5	13.30-13.25			
PM Reg	13.25-13.55			





Feelings About School

Subject	Happy	Not Sure	Unhappy	Comments
English				
Maths				
Science				
RE				
History				
Geography				
D&T				
PE				
Computer Science				
French				





About Me...

In School I enjoy:

I need help with

I am happy with

I am good at

When I leave school I want
to





After my first day....

What was the best thing about school today?

Who did you make friends with?

What is one thing you did really well today?

What was your least favourite thing?

What is one thing that you learnt today?

How can we make tomorrow even better for you?





After my first week....

What was the best thing about school?

Who did you make friends with?

What is one thing you did really well?

What was your least favourite thing?

What is one thing that you learnt?

How can we make tomorrow even better for you?





Log In Details

Computer Log in details

Username: _____

Password: _____

E-mail Address: _____

Lexia Log in details

Username: _____

Password: _____

_____ Log in details

Username: _____

Password: _____

_____ Log in details

Username: _____

Password: _____

_____ Log in details

Username: _____

Password: _____





Report Day 1

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 2

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 3

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 4

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 5

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 6

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 7

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 8

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 9

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





Report Day 10

LESSON	SUBJECT	Behaviour	Effort	Homework	Staff Signature
Form Time:					
PERIOD 1					
PERIOD 2					
BREAK:					
PERIOD 3					
PERIOD 4					
LUNCH					
PERIOD 5					
Form Time:					
Staff (FT) Signature: _____					
Comments: _____					





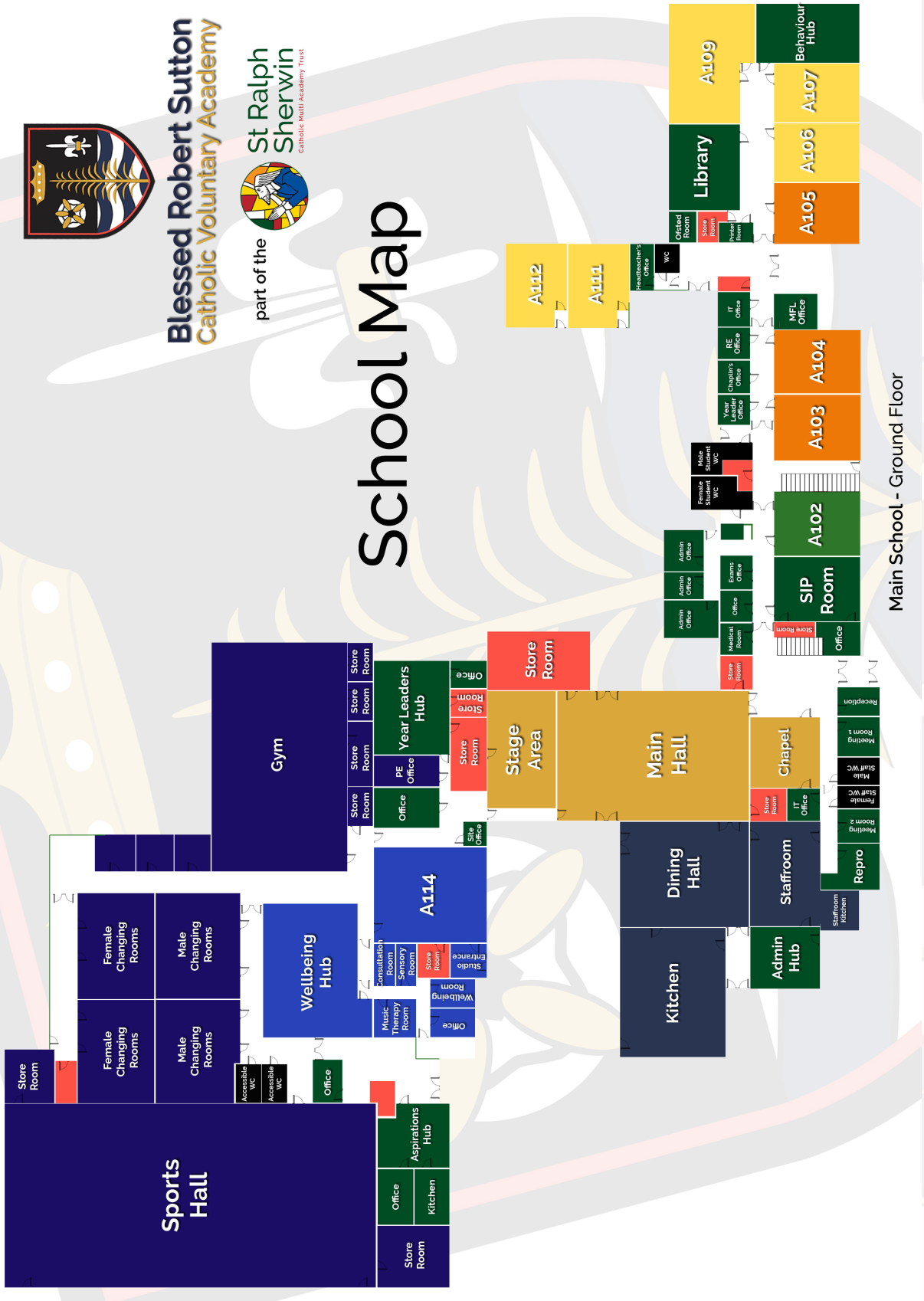
Sutton Building



Blessed Robert Sutton
Catholic Voluntary Academy

part of the **St Ralph Sherwin**
Catholic Multi Academy Trust

School Map



Main School - Ground Floor



St Ralph Sherwin
Catholic Multi Academy Trust



Sherwin Building



Blessed Robert Sutton
Catholic Voluntary Academy



part of the
St Ralph Sherwin
Catholic Multi Academy Trust



St Ralph Sherwin
Catholic Multi Academy Trust



Behaviour Expectations



Behaviour Levels

Zero

You are following The Sutton Way

Level One

Warning

1. Pupil's name is placed on the board
2. If behaviour improves no further action is taken

Level Two

Action - Removal to Behaviour Hub (Lunchtime detention)

1. Pupil given sticker giving reason for removal placed in pupil's journal stating when the lunch time detention will be
No further action if this one of the except incidents listed as straight to Level Two
2. Pupil sent to Behaviour Hub Lead
3. Resortative discussion with Behaviour Hub Lead
4. Incident reported on Sims by teacher
5. Teacher assigns detention on Sims
6. Detention to take place next day (centralised)

Level Three

Removal to Corrections Room (After-school detention)

1. Behaviour Hub Lead to press on-call
No further action if one of the except incidents listed
2. SLT to remove pupil to the Corrections Room
3. Behaviour Hub Lead to record the incident on Sims
4. Behaviour Hub Lead to assign detention on Sims
5. Behaviour Hub Lead to place sticker in pupil's journal
6. Behaviour Hub Lead/SLT to phone home to inform parents/carers of the detention

The Sutton Way





Behaviour Expectations

Disruption
Free
Learning

Are pupils following
The Sutton Way?

NO

YES

Warning given & name
written on the board

Pupil continues to learn and
receives achievement rewards
where applicable

Does a second incident occur?

NO

YES

- Pupil given detention sticker
- Pupil sent to Behaviour Hub

- Restorative conversation held by behaviour hub lead
- Pupil sent back to class at the end of the lesson
- Class teacher records behaviour on sims
- Class teacher assigns detention on sims - next day

Does behaviour improve?

YES

NO

- Behaviour hub lead to press on-call
- SLT to collect pupil
- Pupil placed in Corrections Room

- Phone call home made by behaviour hub lead
- Behaviour hub Lead to record removal on sims
- Class teacher to record original incident on sims, assign lunchtime detention (centralised) - next day
- Behaviour hub lead to assign after-school detention (centralised) - next day

Does behaviour improve?

YES

NO

- Corrections room lead to on-call SLT
- SLT to remove pupil
- Incident recorded by corrections room lead on Sims
- FTE considered 1/2 day or whole day(s)
- Pupil placed in 2 hour SLT detention
- Call made home by corrections room lead or SLT

Classroom
Behaviour
Management





Behaviour Expectations

Disruption
**Free
Learning**



Has the pupil arrived on time for Roll-call?

NO

YES

Recorded on sims as L code and add note of the number of minutes late

Morning registration codes to be monitored by attendance officer and sanctions given

Pupil sent to corrections room until situation is resolved

Uniform check is successful

NO

YES

Pupils to be escorted to form room

Equipment needs to be purchased from the stationary shop

NO

Equipment check is successful

Refusal

YES

YES

Pupil sent to corrections until situation is resolved

Continue with morning activities

**Morning
Registration
Routine**





Behaviour Expectations

Disruption
Free
Learning

Has the pupil arrived
to their lesson or afternoon
registration on time?

NO

YES

Does the pupil have a
legitimate reason for being late?
(Teacher advised to check)

YES

Pupil to begin the lesson
or afternoon registration

NO

- Teacher to record on Sims as L code and add note of the number of minutes late
- Lunchtime detention sticker given to Pupil (centralised) - next day
- Teacher to record incident on Sims
- Teacher to assign pupil detention on sims (centralised) - next day

Punctuality





**Blessed Robert Sutton
Catholic Voluntary Academy**

Bluestone Lane
Stapenhill
Burton on Trent
Staffordshire
DE15 9SD

01283 749450
www.robertsutton.srscmat.co.uk



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