



St John Bosco
ARTS COLLEGE

Welcome to St John Bosco Arts College

Transition booklet for new starters



Contents	
Item	Page
Welcome from the Headteacher	2
Message from Current Year 7 Pupil	2
Key Contacts	3
Mission Statement	4
Daily Routine	5
College Rules	6
Student Attendance & Punctuality Policy	7
Rewards and Sanctions	8
College Uniform Rules	9
September 2023 Free Uniform	11
Safeguarding	12
Communication	13

Term Dates for the Academic Year 2023 -2024

Autumn Term 2023

Autumn 1

Wednesday 6th September to Friday 27th October

Half term break - Monday 30th October to Friday 3rd November

Autumn 2

Monday 6th November to Friday 22nd December 2023

Christmas break - Monday 25th December to Friday 5th January 2024

Spring Term 2024

Spring 1

Monday 8th January to Thursday 28th March

Half term break - Monday 12th February to Friday 16th February

Spring 2

Monday 19th February to Thursday 28th March 2024

Easter break - Friday 29th March (Bank Holiday) to Friday 12th April

Summer Term 2024

Summer 1

Monday 15th April to Friday 24th May 2024

Half term break - Monday 27th May to Friday 31st May

Summer 2

Monday 3rd June to Monday 22nd July 2024

Welcome from the Headteacher

A very warm welcome to St John Bosco Arts College. Our college is an exciting, vibrant and dynamic girls' Catholic comprehensive school which has a very distinctive Salesian ethos grounded in support, care and a warm friendly atmosphere.

We believe in developing a rounded individual so that students are prepared for life academically, spiritually, morally and socially. In our school community we seek to nurture the gifts, dreams and talents of all in the spirit of St John Bosco.

The college is at the cutting edge of teaching and learning and thrives on providing the best opportunities to the young people that it serves and is one of only 835 schools in England granted teaching school status. The state-of-the-art building and facilities help to make our students feel calm and safe.

Our staff go the extra mile to ensure that our young people succeed in developing the necessary skills and knowledge to prepare for the next stage in their educational journey and are able to compete in an ever-increasing globalised market. St John Bosco Arts College is a happy school where students are keen to learn, are respectful and are supported by a strong pastoral team.

Inspired by the example of St John Bosco, the purpose of our College is to react to the needs of each individual student, touching their hearts and developing their talents and creative skills.

Our College is dedicated to serving the young people and families of our community through faith, hard work and dedication. I am very proud and privileged to be the Headteacher of such a fantastic school and look forward to you joining us.

Mr D Gidman



Message from a current Year 7 Pupil

Dear Year 7,

I am a pupil at St John Bosco Arts College, and I wanted to share my experience so far after starting last September. I have had so many new opportunities since starting here, I love all the teachers, they are so helpful. I have learnt to play the Cornet here (an instrument like a trumpet). There is a band you can join, or if you want to sing there are singing lessons and a choir to join too.

It's a great place and I know you may be nervous, but it won't be long till you make new friends like I did and I hope you love it here as much as I do!

Aniela

Key Contacts

Key Contacts

STAFF MEMBER	ROLE
Mrs C Markey	Pupil Progress Co-Ordinator for Year 7 (PPC)
Mrs C Wharmby	Transition Co-Ordinator
Ms I Halewood	Special Educational Needs & Disabilities Co-Ordinator (SENDCo)
Mrs N Styles	Head of Care and Safeguarding
Mrs A Quirk	Chaplin
Mrs C Roberts	Deputy Headteacher & Designated Safeguarding Lead
Mr D Gidman	Headteacher

Your first point of contact for any queries you may have will be the Pupil Progress Co-ordinator(s) for Year 7.

The team are happy to meet parents and carers at school or to answer queries on the telephone. However, while it may be possible to make personal contact with a particular member of staff by visiting the school during normal hours, we prefer parents and carers to make an appointment in advance by means of a letter, email or a telephone call to ensure that member of staff is available. In the meantime, you can visit the school website for information.

St John Bosco Arts College

Storrington Avenue

Liverpool, L11 9DQ

Tel: 0151 330 5142

School Email: enquiries@stjohnbosco.org.uk

Website: www.stjohnboscoartscollege.com

Useful Contact Information



Liverpool City Council *0151 233 3009*



Knowsley City Council *0151 443 4042*



Sefton City Council *0151 934 3456*

Mission Statement



‘Together we inspire each other to flourish in faith, hope and love.’

Our vision

We want everyone within the St John Bosco family to go cheerfully into the world, sharing love, knowledge and kindness.

Our values

At St John Bosco, everything we do is underpinned by our shared values. Each represent and reflect us as individuals, as a Catholic Salesian college, and a strong pillar of our local community.



Love

Faith

Community

Respect

Hope

Daily Routine

Before college: Pupils should wait in the ground floor communal areas. When the first bell rings at 8.25 am, pupils should deposit their coats and bags in their locker and go to their form room.

Break/Lunch: At the beginning of break and lunch, all pupils must return to their lockers to deposit their books. **All** food must be eaten in the Dining Hall or on The Hill at the tables provided, or outside (weather permitting).

Pupils may go out to the playground and gardens. Respect for the environment, buildings and equipment will ensure that this privilege continues.

Food and Drink: All food, including packed lunches, must be consumed in the designated areas. There must be no eating, drinking or chewing in classrooms or on corridors.

Litter: All pupils should avoid leaving litter and should make a conscious effort to keep the College buildings and grounds tidy. We are all responsible for litter at the college.

Before lessons: Stand behind chairs until greeted by the teacher, then sit quietly.

At the end of lessons: At the end of each lesson pupils should stand quietly when instructed to do so by the member of staff. They should go to the next lesson in a quiet and orderly manner.

School Day

Period	Monday – Thursday	Friday
Morning Registration	8.25am – 8.55am	8.25am – 8.45am
Period 1	8.55am – 9.55am	8.45am – 9.45am
Period 2	9.55am – 10.55am	10.45am – 11.00am
BREAK	10.55am – 11.10am	10.45am – 11.00am
Period 3	11.10am – 12.10pm	11.00am – 12.00pm
Period 4	12.10pm – 1.10pm	12.00pm – 1.00pm
LUNCH	1.10pm – 1.50pm	1.00pm – 1.30pm
Period 5	1.50pm – 2.50pm	1.30pm – 2.30pm
End of School Day	2.50pm	2.30pm
School Closes	4.30pm	4.00pm

College Rules

Movement about the building

When moving about the building, pupils should **walk in single file** to the right of the corridors and stairs, **quietly**, so as not to disturb other pupils who are in lessons.

Uniform

Correct uniform must be worn at all times. All possessions and items of uniform should be clearly and permanently marked: it is the responsibility of each pupil to look after her own belongings.

Jewellery, make-up, nail varnish, dyed hair or extensions are not allowed as they are out of place with College uniform. In the interests of hygiene, long hair must be tied back. Ribbons or bobbles must be plain black, pink or grey. Hair styles must be in keeping with College uniform. If hair is plaited it must not have any type of adornment.

Pupils with pierced ears may wear one pair of small plain **stud** earrings in the lobes of the ears. Piercing of any other part of the body is **not** acceptable.

WARNING: If jewellery is worn in College it may be temporarily confiscated. The items will be locked away securely by the Pupil Progress Coordinator, but the College **CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR THEFT OF ANY ITEM.**

Money

We are a cashless school. There won't be a requirement for children to have large sums of money in school as ALL school payments are taken via ParentPay including lunches and trips.

Buses

Orderly behaviour is expected at all times on buses and in queues. The College is judged by pupils' conduct and appearance in the community.

Lockers

Each pupil will be provided with a secure locker in which to store books, equipment, bags and personal belongings. Pupils may not carry bags around the College and, therefore, will organise their equipment for the next session at break and lunch. A charge of £5 will be made for the replacement of lost keys.

Items strictly forbidden

No pupil may have in College – cigarettes, vapes, matches, chewing gum, CD players, iPods, comics, magazines, glass bottles or liquid paper or any other item that may be considered dangerous within the school setting.

Essential Equipment

Each pupil must ensure that they bring to College each day the following basic equipment: pen, pencils, ruler, eraser and student planner. A suitable bag is required for homework books. Text books and stationery are expensive and must be looked after carefully. Polythene bags are inadequate for this purpose, but may be used for their PE kit.

Pupils must carry their student planners with them at all times during lessons and when sent for by a member of staff.

College Fund

Each pupil is expected to contribute to the College Fund by taking part in appropriate fund raising activities.

Student Attendance and Punctuality Policy

The attendance target for every student at St John Bosco is 100% and not below 97%

St John Bosco Arts College expects all students to have an attendance of 97% or above. This is because excellent attendance allows you to reach your full potential.

Excellent attendance is not only important for you to maximise your potential but it is also important for building friendships and relationships in school. Positive friendships and relationships contribute to how happy you feel when you are at school.

All children of school age must attend school **by law**. Your parents/carers have a legal responsibility to ensure you attend school regularly. Poor attendance affects your performance in exams and will affect your grades and your chances once you leave school.

Absence from school

If for any reason you are going to be absent from school due to illness, your parent/carer must contact the school on the morning of your absence explaining the reason for absence and how long they expect you to be off school.

Acceptable Reasons for absence: Illness, **emergency** dental/medical appointments and a family bereavement.

When you return to school following an absence, your parent/carer must supply a note for your form tutor/PPC which explains the reason for absence. In some cases, if a student has low attendance, the school may ask for medical evidence; for example, an appointment card or prescription.

Medical evidence must be shown to your PPC and the attendance office who will take a copy and store in your folder. The school will never ask for a sick note from a doctor unless you are going to be absent for a long time.

Medical and Dental Appointments

Medical and dental appointments should be made outside of school hours. Where this is not possible, students should bring a copy of the appointment card or letter to show to their PPC. We expect students to attend school following their medical or dental appointment.

Holidays

Holidays during term time are not allowed and your parent/carer may be fined if you take a holiday during term time. More than one holiday in a school term could lead to court action.

Punctuality

It is extremely important that you arrive to school by 8.25am. Registers are taken at 8.35am and if you arrive after this time, you will receive a late mark and must attend a lunchtime detention. If you arrive after 8.55am, you will need to attend an after-school detention. When lateness to school becomes a problem, parents/carers will be referred to Ms Crellin, the Education Welfare Officer.

The Attendance Team

All students whose attendance falls below 95% are referred to the School Attendance Officers. If a student's attendance continues to get worse, the parent/carer will be invited in for a meeting. Any student with an attendance of 90% or below is classed by the government as 'Persistently Absent.' If a student's attendance falls to 92% or below, this is when our Education Welfare Officer becomes involved and works with the families to improve attendance but in cases where there isn't an improvement, parents face legal action such as a fine or court action.

If you are experiencing any problems that are affecting your attendance to school or you feel might do in the future, then speak to your PPC or our attendance officers.

Footwear

It is essential that all pupils entering Science Laboratories or Technology Workshops wear shoes, NOT sandals. Therefore, sandals are not permitted in College. Platform shoes with soles higher than one inch are not allowed

and the shoes must be flat. Shoes must also be fully enclosed. Trainers or boots are not acceptable as a school shoe.

Mobile Phones

The College will continue with the policy of permitting students to have a mobile phone in College but it must be switched off and placed in the students' locker between 8.25am and 2.50pm. Failure to follow this rule will lead to the phone being confiscated and parents will collect it at 2.50pm the next school day. Use of mobile phones to take photographs or videos whilst in the school building is strictly forbidden.

Rewards and Sanctions

Rewards

The college aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

You will be expected to keep the following classroom rules in all lessons:

- arrive to lessons on time
- follow directions first time
- arrive with all the correct equipment
- listen when someone else is speaking
- put your hand up to speak.

ClassCharts will be used to award achievement points and also negative behaviour points. Pupils and Parents/Carers will be supplied with a ClassCharts login, to be able to monitor this activity.

Sanctions

If you fail to keep the classroom rules you will receive a negative behaviour point on ClassCharts for that lesson. If you choose not to meet the required high standards of behaviour then you must expect to meet the consequences.

You may be given a detention during break, lunch or for up to an hour after school without any notice.

- You might be placed on report. Your report card will be checked by your Form Tutor or Progress Co-ordinator and sent home for your parents to sign each day, your parents will be required to attend a meeting at the college to discuss any issues.
- In serious cases you may be excluded from school, be placed in the inclusion room or have to appear before a Governors' Disciplinary Committee.
- Persistent acts of serious indiscipline will result in permanent exclusion from the college.

College Uniform – Years 7 to 11 Inclusive

Item	Description
Coat	Pupils may wear an outdoor coat to school which should be stored in their locker upon arrival.
Skirt	Grey skirt or pinafore
Trousers	Grey trousers (school uniform style).
Blouse	Long or short sleeved white open-necked blouse
Jumper	Grey V-necked jumper with the College badge or plain grey alternative
Socks/Tights	Plain grey socks or tights
Shoes	<p>Plain black, flat shoes.</p> <p>Unacceptable forms of footwear:</p> <ul style="list-style-type: none"> ✗ Open toes /heels – this is for health and safety reasons. ✗ High heels ✗ Sandals ✗ Training shoes/pumps ✗ Boots
Blazer	A grey 'Trutex' Blazer with magenta piping and the College badge is available at all our stockists.
PE Kit	<ul style="list-style-type: none"> • Black and pink polo shirt with the College badge. • Black sports shorts with the college badge. • Black sports socks. • Training shoes. <p>Optional Extras:</p> <ul style="list-style-type: none"> • Black unbranded fleece • Black unbranded tracksuit bottoms
<p>With the exception of the school blazer and PE kit, all other items including: white blouses, plain grey skirts, trousers, pinafores or jumpers may be purchased from supermarkets or other retailers.</p> <p>In the interest of security, all uniform items must be clearly marked with the owner's name.</p> <p>Students joining the college in other year groups will not be eligible to a free school uniform but a supply of clean, good quality pre-loved items are available to all. Parents/carers are asked to consider donating and collecting pre-loved items; as well as the financial benefits, this reduces clothing waste and helps the environment.</p>	

Information on PE Kit

Pupils are required to bring their PE kit on every occasion that the subject appears on their timetable so that they are equipped to participate to their maximum potential in each lesson.

Recommended Footwear for Artificial Surfaces					
Footwear types					
	Trainer (astro turf)	Trainer (general)	Football Boot (moulded stud)	Football Boot (screw-in stud)	Football Boot (blade)
3G Football Turf / Long Pile Carpet	◆	✘	✓	✓	◆

◆ Not Ideal ✘ Do Not Use ✓ Recommended

Failure to bring PE kit policy

1. If a pupil forgets part of or all of their PE kit for the **first time**, this is logged on ClassCharts they and must borrow kit from the PE department stock, please note all kit in the department is washed and dried.
2. If a pupil forgets their kit for the **second time**, they will receive a detention from their class teacher. A detention will be issued for every two occasions of incorrect kit, repeated issues may result in a Subject Report being issued.
3. Persistent lack of organisation with PE kits will be referred to the Head of Department, Mrs Ward, and the pupils PPC for further discussion and contact with parents/carers.

N.B Refusal to wear PE department kit is deemed as defiance to school rules and as such students will receive an immediate detention and added on ClassCharts.

September 2023 Free Uniform

Your child will receive a FREE school uniform.

Parents/carers will be given vouchers for our stockists to purchase uniform items. This will cover the below listed items to a particular amount. If pupils would prefer a more expensive item (for example a pinafore instead of skirt, parents/carers would need to 'make up the extra'). Although we use a range of stockists, supermarket alternatives for plain items of uniform are permissible.

This will include:

- Pack of 2 shirts
- School Jumper
- Blazer
- Skirt
- PE Shorts
- PE T-Shirt

This is provided in the form of a voucher for one of our uniform suppliers; **Schoolwear by Lisa**, which is located in the following areas:

- 72 Priory Road, L4 2RZ
- 275 East Prescott Road, L14 2DB

There are other items available in the shop to purchase at an additional cost including school PE long sleeved tops.

Uniforms are also available to purchase our other supplier; **Brienda Ltd Schoolwear Specialists** (Alpha Schoolwear), which is located in the following area:

- 74 Muirhead Ave E, Liverpool L11 1EL

N.B The vouchers supplied for our Year 7 starters are only available to use at Schoolwear by Lisa.

Safeguarding

Safeguarding refers to the processes adopted by our college community for actively observing, monitoring, reporting and recording ALL matters which may potentially put our students at risk of harm or abuse.

ALL staff have a safeguarding responsibility and receive annual training. We work together to keep the students in our care safe and well.

The 'Safeguarding Team' – Child Protection

The staff responsible for ensuring that Safeguarding processes and reporting are maintained are:

Mrs C Roberts	Deputy Headteacher & Designated Safeguarding Lead
Mrs N Styles	Head of Care & Safeguarding, Deputy Safeguarding Lead
Miss S Forster	Head of Care & Safeguarding
Miss F Lally	Safeguarding & Medical Officer
Mr D Gidman	Headteacher & Safeguarding Officer
Mrs J Sullivan	Assistant Headteacher & Safeguarding Officer
Mr D Boyle	Assistant Headteacher & Safeguarding Officer
Mrs C Lyon	Assistant Headteacher & Safeguarding Officer
Miss L Crowley	Assistant Headteacher & Safeguarding Officer
Ms A Cain	Safeguarding Link Governor
Mrs T Mathias	Oratory Manager & Safeguarding Officer
Mrs M Murphy	School Direct Support Officer & Safeguarding Officer
PC Caroline Dixon	Community Police Officer

The full safeguarding policy is available to view on the college website

www.stjohnboscoartscollege.com

Communication

Communication is very important to us and we encourage all parents and carers to keep us informed of any change in contact details. There are a number of ways we will contact you:



School Parent App - You will be invited to download the school app during the summer break before the start of school in September, it is imperative you download our School app as this is our main method of communication.



Classcharts - You will be supplied with login details and invited to download Classcharts soon after your child has started with us. You can monitor your child's homework and achievement points using this app.

<https://www.classcharts.com/account/login>



School Website - Our website is accessible all year round and is regularly updated with important information and latest news. Why not save the page as a favourite for speedy access whenever you need it?

<https://www.stjohnboscoartscollege.com/>

Social Media - Please follow our college social media, a great way to keep up to date with what's going on at school as well as news, events, student success and much more.



@SJBLiverpool



St John Bosco Arts College



@SJBLiverpool