



## ST MICHAEL'S CATHOLIC COLLEGE HOME-COLLEGE AGREEMENT 2024-25

### Aim

*Our continued mission is to educate our pupils within the ethos of a Catholic community so that they will develop as committed Catholics, able to play a positive role in society. The purpose of this Agreement is to ensure that pupils, parents and the college continue to work together in partnership.*

We expect that all parents/carers sign the Google form (link at the end) to show that the Procedures and Behavioural expectations have been understood and agreed by yourself and your child.

**The Google form MUST be completed before your child is due to return to College.**

### What the College Expects of Pupils

Every pupil of St Michael's College will:

- Will meet our behaviour expectations as outlined in our Behaviour policy, which can be found on the college website.
- Attend Sunday Mass always and Holy days of Obligation
- Obey the Health and Safety Rules of the College.
- Follow and adhere to the college online safety policy (parents/carers and pupils to sign online safety agreement)
- Maintain an excellent attendance and punctuality record.
- Obey the college Rules.
- Bring the required books and equipment to college each day in an appropriate bag.
- Respect other pupils and college staff in a Christian manner.
- Respond to every challenge with hard work and a determination to succeed.
- Take part in sports and other extracurricular activities.
- Uphold the College ethos within the local community.

### What the College Expects of Parents

Parents of children at St Michael's College will ensure that their children:

- Fully support spiritual and moral aspects of college life.
- Maintain full attendance and excellent punctuality.
- Will not be absent from college because of family holidays.
- Adhere to the college Rules and accept sanctions if they transgress.
- Wear the full college uniform on site and to and from college and have the required equipment for college. Complete all homework and other learning tasks on time and spend the recommended amount of time on homework.
- Participate fully in sports and other extracurricular activities and demonstrate the RUAH values at all times in full college sports uniform.

Fully support the College in all aspects of education including academic and behavioural issues.

- We expect parents to understand that the College is a very busy environment and to make an appointment if you need to contact a member of staff.
- If parents/carers are unhappy about an area to do with the college in relation to their child to follow the procedure for contacting the college and to be respectful to all members of staff.
- If any issues should arise to meet with the person(s) in the college to discuss and not engage in social media platforms to air any concerns/issues.

### **Parent/Carer contact details**

- It is more important than ever that we always have your most up-to-date contact details. If you change your telephone number, email address or home address you **MUST** let us know as soon as possible so that we are always able to contact you during the College day. If you need to update any information, please update your details on Edulink or contact Mrs Shaw either by telephone or via email. [s.shaw@stmichaelsCollege.org.uk](mailto:s.shaw@stmichaelsCollege.org.uk)

### **What Pupils and Parents can Expect of St Michael's Catholic College**

Pupils and Parents of St Michael's College have a right to expect that the College will:

- Provide for all pupils' spiritual, moral and educational development.
- Ensure that children relate to each other and to College staff in a Christian manner.
- Maintain a safe, studious environment in which the pupils can achieve their best.
- Inform parents of the achievement targets that their children should strive for.
- Give each child their full educational entitlement within the framework of the National Curriculum
- Give every parent a reasonable opportunity to discuss their child's progress.
- Regularly assess every pupil's work and report to parents on their progress.
- Make provision to support the learning of pupils with special educational needs.

### **Transport**

Where possible pupils should come to college via walking, cycling or by car. Where public transport is the only option, it is important that pupils follow the College behaviour policy and not bring the college into disrepute. Any breaches will result in a sanction in line with the College behaviour policy. Pupils are not permitted to travel to and from College on Lime Bikes, scooters etc. or any other form of rented transport electric or otherwise. The minimum age for hire is 18 years old. If a pupil travels to college using their own bicycle, then they must wear a helmet.

### **Procedures for arriving or leaving the College**

- Pupils should be making their own way to and from College and should be coming directly from and to their homes. Pupils should not congregate in the local area adjacent to the college before or after the college day.
- All pupils should arrive at college by **8.35am** at their designated entrance for prompt start at **8.40am**. A late detention will be given to any pupils arriving at **8.41am** or later.

## Conduct in College

- We expect that all pupils will meet our behaviour expectations as outlined in our Behaviour policy, which can be found on the college website.
- When moving around the building, pupils must use the designated routes and staircases when applicable.
- At break and lunchtimes, go to the designated area/classroom (when applicable)

## Uniform

When on the way to and from college and whilst in the building it is expected that all pupils follow our normal uniform expectations. As well as the correct uniform, this includes suitable shoes, jackets, hair styles and no jewellery including no earring retainers. No jewellery or makeup should be worn to or from or in college. Only black socks/tights are permitted to be worn with the College uniform. Pupils should not wear hoodies either in College or to or from college. If the above is not adhered to items will be confiscated and parents/carers may have to collect from reception/Leader of Learning.

### Uniform for students in Year 7 and 8 in September 2024

- Grey Trousers or Grey Kilt (same shade of grey as blazer) Both items are only available from Whitehall Clothiers. In relation to the kilt there should be no extremes of length. Students who choose to wear kilts are not permitted to roll up the waistband of their kilts and the kilt must be knee length or longer.
- White shirt with top button and House tie. (ties can only be purchased for new Year 7 on parent pay and will be distributed at the start of the new term)
- Grey v- necked jumper with blue trim, only available from Whitehall Clothiers
- Grey Blazer with College Badge and blue trim – only available from Whitehall Clothiers.
- Black socks ankle or knee length or Black tights (**no white socks and no over the knee socks**)
- Black/ Navy/Dark Grey Coat -**no other colours, patterns or logos allowed**. Outdoor hats must be plain black, navy or grey. Coats, hats, scarves and shawls/wraps are not allowed to be worn inside the college building.
- Formal Black Leather Shoes (NOT trainer style or boots) with black soles, black laces (if lace ups) and all black stitching.
- No Jewellery of any type is allowed- students are also not permitted to wear jewellery to and from school.
- TRAINERS OF ANY COLOUR MAY NEVER BE WORN AT OR TO AND FROM THE COLLEGE

### Uniform for students in Years 9-11 in September 2024

Grey Trousers or Grey Kilt (same shade of grey as blazer) Both items are only available from Whitehall Clothiers. In relation to the kilt there should be no extremes of length. Students are not permitted to roll up the waistband of their kilts and the kilt must be knee length or longer.

- White Shirt with a top button.
- Clip on tie in House colours
- Grey Cardigan or new Grey V necked jumper with blue trim only available from Whitehall Clothiers. Students are not permitted to tie up their cardigans/jumpers at the back.
- Grey Blazer – with College Badge – only available from Whitehall Clothiers.
- Black socks ankle or knee length or Black tights. (**no white socks and no over the knee socks**)

- Black/ Navy/Dark Grey Coat -**no other colours, patterns or logos allowed**. Outdoor hats must be plain black, navy or grey. Coats, hats, scarves and shawls/wraps are not allowed to be worn inside the college building.
- Formal Black Leather Shoes (NOT trainer style or boots) with black soles, black laces (if lace ups) and all black stitching.
- No Jewellery of any type is allowed- students are also not permitted to wear jewellery to and from school.
- TRAINERS OF ANY COLOUR MAY NEVER BE WORN AT OR TO AND FROM THE COLLEGE

As students in Year 9-11 grow out of the current uniform items can be replaced with the new uniform e.g., V-necked jumper and blazer with blue trim that has been introduced in September 2023.

### **School Bags for all students in Years 7-11**

- **All students in Years 7-11** must have the official St Michael's School bag bought from Whitehall Clothiers with their name written on the name label. No other bags will be allowed in these year groups.

### **PE Kit**

PE kit requirements are the same for all students and items are available from Whitehall Clothiers

- St Michael's PE sport shirts
- St Michael's PE 1/4 zip sweatshirt.
- Navy Shorts or Navy tracksuit bottoms (**leggings and cycling shorts are NOT allowed- please note this is becoming an issue and the PE dept will be enforcing the navy shorts/tracksuit bottoms only rule from September 2024 due to continuous issues that have arisen re: cycling shorts/leggings**)
- Trainers (no pumps, converse etc)
- Pupils should bring their own roll-on anti-perspirant. Aerosols are not permitted as they cause problems for those with asthma and interfere with fire alarm systems.
- If students forget their P.E. Kit it will result in students receiving a negative mention on their record. Pupils will be expected to borrow a clean P.E. Kit from the P.E. Department which must be washed and returned to the P.E. Department promptly.
- All pupils at St Michael's are expected to take part in P.E. unless there is medical evidence to excuse them.
- All children who are selected for college teams will be expected, if required, to play on Saturday mornings and after college hours during the week.

### **6<sup>th</sup> Form dress code**

**All 6<sup>th</sup> Form students must adhere to the below:**

#### Young Men

- Dark grey, navy or black suit (plain)
- Plain white or coloured, formal shirt with collar and buttons (no stripes)
- Smart, leather shoes
- Subtle jewellery/watches can be worn, including a small ear and nose studs

## Young Women

- Dark grey, navy or black suit (plain) – trousers or skirt/dress must be tailored and no shorter than above the knee. Hems must be straight. No jersey skirts, tube skirts, tennis style skirts or other tight-fitting skirts
- Leggings are not to be worn
- Plain white or coloured, formal blouse with collar and buttons (no designs)
- Smart, leather, low-heeled shoes or short boots in winter
- Subtle jewellery and make-up can only be worn, including small ear and nose studs
- Headbands, headscarves and other hair accessories must match the dress code colours

## All 6<sup>th</sup> Form Pupils

- Outdoor coats are not worn within the College building and all clothing should be free of logos or slogans
- Hairstyles should not be extreme e.g. a Mohican or unnaturally coloured
- Blazers are compulsory
- Jumpers must be navy, black or grey and worn with a shirt/blouse with visible collars
- No visible tattoos
- Trainers are not worn unless for sport
- No jeans
- No white socks

## Equipment

- All pupils must have a ballpoint pen, pencil, eraser, ruler and geometry set and a small scientific calculator.

## The College Phone Policy from September 2024

The College policy remains that student are allowed to bring phones to school but must ensure they are switched off and in their bags before entering the school site. **Please note they are brought in at their own risk.**

Pupils who do not follow these requirements or breach the College Online Safety Policy will have the right to bring a phone to college revoked. If a pupil is in breach of the College Online Safety Policy for whatever reason we reserve the right to collect the phone or device at the beginning of the day and this will be returned at the end of the day if it is safe to do so.

- **Year 7** – If the phone is Nokia/brick phone and is seen on the 1<sup>st</sup> occasion it is confiscated and handed back at the end of the day, on the 2<sup>nd</sup> occasion parents/carers will be required to come in and collect it. Any further infringements will result in the student not being able to bring a phone to school. If the phone is a smart phone and is seen, on the 1<sup>st</sup> occasion it is confiscated and parents are required to collect it from the school, any further infringements will result in the student not being allowed to bring a smart phone to school.
- **Year 8-11**– If any type of phone is seen on the 1<sup>st</sup> occasion it will be confiscated and handed back at the end of the day and on the 2<sup>nd</sup> occasion parents will be required to come in and collect it. Any further infringements will result in the student not being able to bring a phone to school.
- **Year 12 and 13** – Students in Year 12 and 13 will only be permitted to use their phones in the 6<sup>th</sup> form study area in the new build and in the 6<sup>th</sup> form canteen at break and lunch time. **They**

- **are not allowed to use phones in any other areas of the new building (including top floor corridors or classrooms) and they are banned completely in the main building, this includes before and after school.** If any type of phone is seen outside of the specified 6<sup>th</sup> form areas on the 1<sup>st</sup> occasion it will be confiscated and handed back at the end of the day and on the 2<sup>nd</sup> occasion parents will be required to come in and collect it. Any further infringements will result in the student not being able to bring a phone to school.

## **St Michael's Catholic College Hair Policy**

The College hair policy has been informed by pupil, staff, parent and governor feedback to ensure our policies reflect and are supportive of the diversity of our college community.

Parents and carers are asked to read the policy carefully and go through it with their child so that everyone is clear about expectations. It is not fair to expect the college to make an exception for your child unless there is a specific medical reason.

- Students' hair should remain as close to their natural hair colour as possible, e.g. blond hair should not be dyed black and black hair should not be dyed red. Streaked, two tone or unnaturally coloured hair/braids, e.g. purple or blue, or exaggerated hair styles, e.g. Mohican are not permitted.
- For health and safety reasons pupils with hair that is shoulder length or longer must have their hair tied back in PE, DT and Science lessons and hair/fringes should not fall across pupils' eyes making it difficult for them to see or fully participate in lessons. Also, for health and safety reasons **hair should be no longer than waist length.**
- Afro-textured hair can be worn in all styles including, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals and weaves (in line with the 'Halo Code') but should be one natural colour. We acknowledge that Afro-textured hair requires specific styling for hair health and maintenance.
- Pupils are not permitted to have their heads shaved all over (skinhead/0.5 or less all over) and lines (including false partings) and patterns are not allowed to be shaved into eyebrows or hair.
- In years 7-11 hair accessories for all pupils e.g., hairbands, headbands, ribbons, slides, etc. must be black. Please note headbands should be narrow and glass or plastic beads are not allowed for health and safety reasons.
- In the 6<sup>th</sup> form all hair accessories and head scarves etc. must be black, navy or grey in line with the 6<sup>th</sup> form dress code colours.
- Information from the Halo Collective has also been used to inform our hair policy and we have adopted the halo code. More information can be found here: <https://halocollective.co.uk/halo-college/>

### **Additional information**

- Chewing Gum is STRICTLY FORBIDDEN in the college as it causes costly damage.
- All items of uniform should be clearly marked with the pupils' name.
- Caps and non-winter hats are banned at all times.
- Wristwatches are permitted but smart watches are not allowed as this would be the same as allowing pupils to have a phone with them which is switched on all day.
- If any pupil is suspected of infringing the College Behaviour Policy, they will be placed in the Alternative Provision Base or a suitable area away from the other pupils until the investigation has been concluded. The pupil will be able to order a sandwich, desert and drink for lunch if they are in the APB over the lunch period. They will be kept for an hour after their designated

- finish time. Pupils will be expected to hand over their phones if in the APB at the beginning of the day or when instructed by a member of staff or if any investigation is taking place or they are in the APB for any online safety or safeguarding concerns.
- Any pupil who has infringed the College Behaviour Policy will automatically be placed on report for a minimum 2-week period.
- Metal combs, any sharp or dangerous objects of any type are not permitted and will result in a sanction in line with the College Behaviour Policy. If anyone is stopped by the police and is found to have any of the above in their possession then they could be detained as it could be deemed to be a dangerous weapon.
- Any type of contraband as highlighted in the College's Behaviour policy is not allowed in, nor to and from College.

### **Homework**

All homework will be set and submitted on Google classroom. Homework is a vital part of every pupil's learning journey and therefore it is of the utmost importance that all pupils complete each task to the best of their ability and meet deadlines. Pupils that fail to meet this expectation will receive a minor negative mention, if they fail to complete homework or persistently fail to meet homework expectations, they will receive a major negative mention. This will result in a detention and may lead to phone calls home and parent/carer meetings.

### **Year 11 Study Clubs & Saturday School**

At the end of each day, Year 11 pupils are expected to attend compulsory study clubs until 4.30pm. Year 11 pupils from September are also expected to attend Saturday morning lessons in college.

### **Attendance and punctuality**

- Regular attendance is encouraged and expected of all pupils at St. Michael's. It is the parents/carers responsibility to inform the college on the first day of any absence. On return from absence a letter/note in the journal explaining the absence must be produced and medical certification should be provided on request.

We request that parents/carers, where possible, book appointments outside of the college working hours.

- The college will follow the DfE guidance on absence codes for pupils who fail to attend College.

Punctuality and in this instance, arriving at college on time is very important.

If your child is late due to a valid reason, for example, a doctor's appointment you will need to provide evidence of this. We will use our discretion if there are genuine one-off traffic problems within the college vicinity but please note, unless for **exceptional circumstances phone calls to the college will not be sufficient to omit your child from sanctions for lateness.**

- Pupils who incur a detention can be kept for up to an hour after College after their designated finish time in line with DfE statutory guidelines. If a pupil incurs 2 negative points in a day this will result in a one-hour after college detention. Parents/carers will be

- informed of this on the Edulink app. Pupils who incur 4 negative mentions in a week will sit a Friday one-hour after college detention. Pupils who have incurred 5+ points in a week will be required to attend a one-hour Saturday detention. (Please refer to the College Behaviour Policy on the College website for more details and the daily mentions total and that you have access to on the Edulink app)

**Filming of pupils in College**

At times it may be required that your child is filmed or photographed on the premises or at related activities outside of the College and for outside agencies to use the recordings or still images.

**A reminder that all Parents/Carers must sign the *Google form*; to show that the all the procedures and behavioural expectations have been understood and agreed by yourself and your child.**

**July 2024**

**Signed:..... Date.....**

**Chair of the Governors**

**Review Date: 2025**