



Saint John Wall Catholic School
SEND HUB: Saint Thomas Aquinas Centre
Guide for Parents



Message from Miss Marston (Headteacher)

“I am really pleased to be able to offer your child a short-term place in our Saint Thomas Aquinas Centre Hub. The Hub provides a nurturing and supportive environment where your child will be given high quality small class teaching. Lessons will include secondary school topics and knowledge, and they will be adapted to enable your child to make rapid progress with their literacy skills. The aim is then that your child will return to their home school with improved confidence and ability to engage more fully with their lessons. The Hub pupil coach will remain in contact with your child when they return to their home school to ensure a smooth transition.”

Message from Ms Hough (Hub Lead)

“All children deserve the right to a high-quality education and to feel confident and safe in a nurturing learning environment. I am passionate about supporting pupils to achieve and make progress and am lucky enough to be able to guide and encourage your children to build their learner confidence through dedicated literacy provision in the Saint Thomas Aquinas Centre hub at Saint John Wall Catholic School. Partnership plays a key role in enabling pupils and young people with SEND to achieve their goals. All parents of pupils with special educational needs will be treated as partners and given support to play an active and valued role in their child’s education. We value your involvement and interaction in your child’s life and share the same vision of increasing the life chances of your child to reach their full potential. Being a qualified SENCO and having years of experience in raising attainment levels I am excited to take your child on their literacy journey in the learning hub at SJW. I believe every child deserves a champion; together we will achieve.”

Why has your child been offered a place in the Saint Thomas Aquinas Centre Hub?

The Saint Thomas Aquinas Centre Hub is part of Saint John Wall Catholic School and aims to meet the needs of SEND pupils working significantly below age related expectations through quality first teaching and bespoke support. The placement will be short term (usually 6 to 8 weeks) depending on term dates and individual pupil needs.

Your child has been offered a place because staff in their home school believe your child would benefit from a short-term high-quality Literacy intervention programme that will enable them to make rapid progress and access the mainstream KS3 curriculum on return to their home school.

Location: Saint John Wall Catholic School, Oxhill Road, Handsworth, Birmingham, B21 8HH

Hub Lead
Ms A Hough



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Hub Learning Coordinator
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Hub Pupil Coach
Miss O Lai



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Curriculum

Pupils will be taught an appropriately broad, balanced, relevant and differentiated curriculum of English, Maths, Science, RE and Humanities. Pupils will also have a PE lesson and Life Skills lesson each week.

The focus of the curriculum will be on rapidly improving Literacy skills as well as personal development.

School Day

8.20am - 8.50am	Saint Thomas Aquinas Centre open for breakfast Pupils can arrive any time between 8.20am and 8.50am and use the free breakfast service if they wish.
8.50am – 9.15am	Tutor time/ Weekly Worship
9.15am - 10.15am	Lesson 1
10.15am – 10.30am	Mini Break
10.30am – 12.00pm	Lesson 2
12.00pm – 1.50pm	Lesson 3 (To include 35 minute lunch - 12.40pm to 1.15pm)
1.50pm – 3.10pm	Lesson 4

Transition and Communication

Mrs Hough (Saint Thomas Aquinas Centre Hub Lead) will plan and manage transition for pupils (from home school into the hub and back to home school), including meeting with parents and pupils and meeting with home school staff. Parents will be regularly updated on their child's progress. Mrs. Hough will also gather information and complete necessary paperwork for pupils identified whose needs may not have been adequately met by the Hub or their mainstream school, with a view to finding the best provision for them.

Parents are always welcome in the Saint Thomas Aquinas Centre. Due to Covid-19, it is more important than ever to call and book meetings in advance. Parents/carers who do not call to book a meeting will not be allowed on site. Translators can often be arranged if required.

Safeguarding

Staff working in the Saint Thomas Aquinas Centre Hub receive regular safeguarding training and updates and follow the whole school safeguarding policy. Safeguarding is paramount to assure the safety and wellbeing of all pupils. As part of our safeguarding arrangements, we have a two-way information sharing agreement in place with West Midlands Police, and are active members of the local Police and Schools Panel. We also work closely with Children's services and other agencies to keep children safe.



Lunchtimes

There are two options: -

- 1 Stay for school dinners on site.
- 2 Stay for packed lunch on site.

Pupils are not allowed off site at lunchtime.

The school canteen provides lunch for the majority of our pupils, and a place to eat their own packed lunch should they wish. Items of food are individually priced and £3.00 will be sufficient for lunch and may even provide a snack at break-time. If your child qualifies for a free school dinner they will be issued the value of £2.43 which will be put onto their account.

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method 'ParentPay' to pay for your child's dinner money. This can be done online using a very secure website or in cash at local stores where you see the PayPoint logo. You will be given more information and a log in when your child starts their programme in the Saint Thomas Aquinas Centre.

We use the pupil recognition system using biometrics, this allows us to make the best use of efficient systems for cashless catering.

This system improves the services we offer pupils and staff significantly, with benefits including:

- Improved security for handling cash transactions in the school for school meals
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINS
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another pupil
- Children will not have to remember to bring a card
- Reduction in queuing time

We would like to make it clear that Saint John Wall Catholic School will comply at all times with the new General Data Protection Regulations regarding the use of biometric data.

In order for your child to use the biometric system, one parent or carer will need to sign the consent form.



Uniform

Pupils will be expected to wear their home school uniform and bring their home school PE kit on designated days. Pupils need to bring a school bag suitable to carry equipment i.e. PE kit and exercise books.

The following items are banned:

- Any headwear unless it is for a religious observance
- Baseball caps
- Tight fashion trousers/skinny trousers
- Hooded tops
- Logos on clothing/decoration on trousers
- Skirts with slits/tight fashion or stretchy skirts/zips at the back
- Studded/decorative belts
- Trainers
- Boots, unless they can be worn under trousers
- Pouches
- Metal combs

Mobile phones and headphones

Mobile phones should be switched off and out of sight whilst on the school premises, this also includes headphones and ear buds.

Jewellery/Make-up

Jewellery is not allowed to be worn. If ears are pierced, only ONE small plain gold or silver stud in each ear, in the lobe and no other part of the ear. Nose/eyebrow studs and any other body studs/rings/bars are NOT allowed. Make-up, false eyelashes, nail varnish, false nails and long nails are NOT allowed. Tattoos are NOT allowed.

Hairstyles and eyebrows

NO extreme hairstyles including:

- Shaved patterns, lines, shaved eyebrows or shaven partings
- No artificial colours died or plaited into hair
- No overgrown /heavy fringes brushed forward onto the face
- Any type of Mohican styles.
- No brightly coloured beads or similar in hair
- Eyebrows are not to have shaved lines or to be shaped using a pencil.



Banned Items

Certain items are prohibited in school these are – knives or weapons whether real or replica, alcohol, cigarettes, lighters, illegal drugs and stolen items whether real or replica. They also include ‘an article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of any person. If for any reason pupils need to be searched, school staff can search pupils with their consent for any item which is banned by the school rules. Pupils can be searched where there are reasonable grounds for suspecting that they are in possession of a prohibited item (see above). Pupils can be searched on the school premises. This information is taken from our Behaviour Policy which can be found on our school website.

Attendance and punctuality

We take attendance and punctuality very seriously. Registration begins at 8.50am and so pupils should be on site by then. Excellent attendance figures go hand in hand with excellent pupil progress and outcomes. To ensure your child reaches his/her full potential during their programme, we need your help.

- If your child is absent due to sickness, please call the school on 0121 554 1825 before 8.40am.
- If your child needs a medical appointment, please try your best to make it outside of school hours.
- *Holidays are not allowed in school term time, so please do not book them!*

For your child’s placement to be successful, excellent attendance will be required. Please speak to Mrs. Hough if experience any difficulties.

Behaviour Code

The Code of Behaviour is a clear structure within the Saint Thomas Aquinas Centre and the wider school which sets out rules for good behaviour and consequences that apply when behaviour does not allow learning to take place. All policies are available on the school website.

All pupils will sign a behaviour contract in line with whole school expectations. If a pupils behaviour doesn't meet whole school standards then their placement in the hub will be terminated and the pupil will return to their home school the next day.

Bullying

Bullying is **not** tolerated. The school participates fully in the Annual National Anti-Bullying Week. The school’s anti-bullying policy is available on the website www.sjw.bham.sch.uk.



Catholic Life

We are a Catholic School for all and everybody is welcome to be involved in Catholic Life activities. We expect all pupils and staff to participate fully in the Catholic Life of the School. This includes reading prayers and attending liturgical events. Active participation during masses is also expected including receiving a blessing during the time of Holy Communion if not Catholic. We ask all pupils and staff to make the Sign of the Cross at the start of our prayers. This is a symbol of unity in our school community. Whenever we make this sign we are beginning a prayer together as a community. Each week, pupils will join together with others in their year group to celebrate Collective Worship. The theme for Collective Worship changes each week, focusing on key liturgical events in addition to key pastoral themes such as Anti-bullying Week. Services at the end of each term and reflective daily prayer are also a key feature of the Catholic Life of the school.

Our Values are at the heart of what we do. The SJW Values include universal values such as 'curious and active, 'attentive and discerning'. We encourage all members of our community to demonstrate these values in our school. All are welcome in our Chapel for the quiet times at break time and the not so quiet times at lunch! During tutor-time, pupils will pray together using our Values@SJW PowerPoint. This PowerPoint includes the Daily Reflection and personal development activities for pupils to complete under the guidance of their form tutor. Pupils will have form time in the hub led by Miss Lai.

ICT

Pupils in the Saint Thomas Aquinas Centre will have access to computers and iPads. All pupils will be given their own email address at the school. Our Internet access is provided through Virgin Media, and filtering/monitoring is provided by Smoothwall. Email is provided by Microsoft.

Access to e-mail and the Internet will enable pupils to explore thousands of websites, databases and forums. Parents and guardians should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our filtering provider Smoothwall offers a service, which filters out the known unpleasant material. However, although our intent is to make Internet access available in order to further our educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet exceed any disadvantages. Ultimately, parents and guardians of pupils are responsible for setting and conveying standards that their children should follow when using media and information sources.

Staff will provide guidance to pupils as they make use of telecommunications and electronic information sources to conduct research and other studies related to their curriculum. All pupils will be informed by staff of their rights and responsibilities as users of the network, prior to gaining access to that network, either as an individual user or as a member of a class or group. As much as possible, pupils will be directed to information resources that have been reviewed and evaluated by staff at the school.

All pupils are expected to sign an acceptable use of E-Technologies pupil policy when they join the Saint Thomas Aquinas Centre for their rapid intervention programme. This is to ensure that they follow the guidelines and procedures set in the policy, which you can view on our school website.



Media Involvement

During the time your child spends in the Saint Thomas Aquinas Centre, there will be occasions where they may be photographed, videoed or be involved with the media on events and activities which take place at school. Any such events that require the above will only be used for school purposes. We will not pass on any personal data to commercial organisations for mail-shot purposes.

Medication

If a child is on medication it has to be given to a member of staff in the Saint Thomas Aquinas Centre and you must ensure that a medication form is completed before your child will be allowed to bring any medication into school. Pupils are not allowed to carry any form of medication/drugs around school. Should your child have a pre-existing medical condition you will be contacted by Mrs. Hough for further information. Please note that it is the parents/guardian's responsibility to ensure that the school medical records are kept up to date along with any medication that should be kept on the school site. For more information please see the school's medication policy.

School Policies

In the Saint Thomas Aquinas Centre we follow the whole school policies. You can view our school policies which are available on www.sjw.bham.sch.uk