



ST. BEDE'S
COLLEGE
1876

Parents' Handbook

Welcome to St Bede's



We are delighted, honoured and thrilled to be working together with you, parents of our next generation of Bedians. We hope to become a stronghold where your trust always finds all the support, service and advice you may need, joined together through the love for the best education for your children. We are committed to the integral education of our pupils, so that they can not only achieve academic success but also find the best opportunities.

Our founder, Cardinal Vaughan, opened the doors of the College on the 7th of January 1876, inspired by St Bede's search for knowledge and truth, guided by a profound love of learning. Like then, Christ is at the centre and the heart of the school and our faith inspires us all to look upon our students, no matter their background nor their own personal faith journey, as children of God.

We see our pupils growing as true leaders in the 21st century, and we believe that character helps leaders to achieve their potential, lead responsibly and build a better world. In the years ahead they will take part in our virtue and leadership programme, developing a deep understanding of the world around us and its needs. The school has a rich life, filled with opportunities through the house system, extracurricular activities and student's own initiatives, everything contributing to the positive growth mindset which our founder passed on to us.

On the verge of celebrating our 150th anniversary, leading St Bede's is an honour and a huge responsibility, which I could not take on if it were not for the great team that works with me. We look forward to meeting you soon and working together to provide the best future for your children.

Mrs Maria Kemp - Headteacher

A handwritten signature in black ink, appearing to be 'M. Kemp', written over a light background.

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he Upper Third curriculum focuses on providing a broad academic provision for the pupils in their first year in secondary education. We have core subjects that pupils will follow up to and including GCSE level: Mathematics, English, Religion and Science. We also have a broad range of subjects that are delivered in Upper Third in order to be in a position to begin being more selective in the following years: History, Geography, Modern Foreign Languages - Spanish, French and German-

Welcome to the Upper Third

Dear Parents & Guardians,

First of all, I would like to say a big, warm welcome to St Bede's College. My name is Jessica Ward and I am Head of Upper Third.

The first year of secondary school is a big step up, with lots of new teachers and friends to meet, new subjects to learn and different buildings to explore. Our Upper Thirds have to learn to take more responsibility for themselves, with their homework and organisation. Getting into good habits and becoming more accountable for their actions is something our students will be working hard to develop, and we very much appreciate the support from parents with this at home.



Our pastoral care is excellent and we are very proud to have such a strong team of tutors and specialist teachers. We care passionately about striving for academic excellence, but we also believe that this has to be underpinned by a strong pastoral support system - a family at College.

Our College motto, 'Nunquam Otio Torpebat', means 'He never rested in idleness' - a maxim the whole Bedian family strives to live by.

Joining St Bede's means becoming part of this Bedian family, and we can't wait to welcome our new Upper Third students in person to begin their journey with us. I am looking forward to getting to know you and welcome you to the Bedian family.

Mrs Jessica Ward - Head of Upper Third

A handwritten signature in black ink, appearing to read 'J Ward', written in a cursive style.

Latin, Art, Technology, Computer Science, Performing Arts. All students also have Physical Education lessons and PSME lessons with a full programme of moral and spiritual education, assistance with revision techniques and career advice.

We find this wide range of subjects gives pupils the opportunity to experience a diversity of possible combinations that might reflect their GCSE subjects choices in the Upper Fourth.

Bedian Research Programme

Our Vision

The Bedian Research Programme aims to help our students grow to be Bedian. Our pupils today will enter a workplace that is unrecognisable to the previous generation. AI and machine learning will fundamentally change the very nature of work to be done and success will be the reward received by those most innovative, creative and flexible in their approach and attitude.

Bedians are inquisitive & creative. They are enriched by a great cultural capital and are guided by the highest work ethic. They carry great responsibility. Not only are they simply expected to do well, obtain good results and have knowledge, they are challenged with what they do with those results to have a positive impact in their families, friends and workplace. Bedians will own themselves, fully conscious of being unique, created by God, they will grow in the knowledge of being a gift to others.

The Bedian Research Programme together with the character programme, empower our students to own themselves and their future.

Our Mission

The Bedian Research Programme is a journey from Prep through to Sixth Form, embedding skills and providing experience to enable pupils to become interdependent learners. Pupils take an active role in their education and can be relied on and given responsibilities as confident speakers, effective project managers and inquisitive problem solvers. They become trustworthy adults capable of capitalising on the challenges of industry. The BRP is a journey, it is given dedicated time to facilitate true focus but key for its success is how the learning is then brought to life applying skills in all subjects making the most of the opportunities to reinforce innate ability and embed habits for life. To participate in the BRP as a teacher or a pupil is a privilege and it will prepare us for the uncertainty and challenges of the future.



Useful information

■ Senior School Day Times

08:50	WARNING BELL
9:00 - 9:25	Tutor time/Assembly
9:25 - 10:10	Period 1
10:10 - 10:55	Period 2
10:55 - 11:15	Break (20 mins)
	WARNING BELL
11:15 - 12:00	Period 3
12:00 - 12:45	Period 4
12:45 - 13:35	Lunch (50 mins)
	WARNING BELL
13:35 - 14:20	Period 5
14:20 - 15:05	Period 6
15:05 - 15:50	Period 7

■ Useful email contacts for Lower School pupils

Teacher	Subject	Email Address
Mrs M Kemp	Headteacher	mkemp@sbcm.co.uk
Mr T Sanders	Academic Deputy Head	tsanders@sbcm.co.uk
Mrs C Boylan	Assistant Head Safeguarding and Ethos	cboylan@sbcm.co.uk
Mr F Calmaestra	Assistant Head Strategic Projects and Innovation	fcalmaestra@sbcm.co.uk
Mrs M Parker	Assistant Head CFA Lead	mparker@sbcm.co.uk
Mrs J Ward	Head of Upper Third	jward@sbcm.co.uk
Mrs S Norris & Mr C Popescu	Admissions	admissions@sbcm.co.uk
Mrs J Burnage	Attendance Officer	attendance@sbcm.co.uk
Mrs M Popescu	Bursar	mpopescu@sbcm.co.uk
Mrs K Taylor	School Nurse	matron@sbcm.co.uk
Miss J Chamberlain & Miss L Sullivan	Reception	reception@sbcm.co.uk
Mr J Sullivan	Data Manager	jsullivan@sbcm.co.uk
Mrs A Edwards	SENCO	aedwards@sbcm.co.uk

Signing In and Out

If a pupil arrives after 9.05am, he/she is late. Latecomers must register at the main office.

If a pupil needs to leave College (to go to a doctor or dentist, for example) they must have permission and they must sign out. Parents should seek permission providing documentary evidence of medical or other appointments. On their return they must remember to sign back in at the main office.

Absences

If a pupil is off with illness or needs time off to attend an appointment, please email their form tutor, including attendance@sbcm.co.uk in your email.

Planned absences such as holidays are authorised by Mrs Kemp. Please email Mrs Ward in this instance and she will facilitate this request.

Uniform

Please be aware that we have a strict policy on our uniform requirements. If you are in any doubt please contact the College for clarification so as not to incur any unnecessary expense.

■ Please keep your uniform clean and neat

- All items should be clearly marked with your name.
- Remember to allow for growth when buying uniform
- Correct College uniform should be worn at all times
- All outdoor coats to be navy blue without branding
- Blazers should be worn at all times around College (permission must be sought from a teacher to remove a blazer during a lesson)
- Coats must not be worn indoors
- Top buttons must always be done up and ties should be full length
- Girls' skirt length must not be modified

■ Be proud to wear your uniform – please note:

- Exaggerated or dyed/coloured hairstyles in unnatural hair colours are not permitted. Styles which are too short around the sides and longer on the top are not permitted. Girls' hair accessories must be simple and navy blue in colour.
- Shoes must be traditional school style in black (no logos) and in no way to be termed a 'trainer style'
- Boys must wear grey or black socks
- Girls shoes must be black, small heel is acceptable
- Girls must wear navy socks or navy or black tights
- No jewellery is allowed except for a wristwatch
- One gold or silver stud, in the lobe of each ear, may be worn by the girls
- Make-up, nail varnish and fake tan are not allowed
- No hooded tops should be worn under the blazer
- Boys must be clean shaven
- No headscarves, hats, or attire that covers the faces are allowed


The Headteacher reserves the right to send home any pupil whose appearance does not conform to the College regulations. The Head of Year will check uniform on the first day of the Autumn term.

 <https://sbcm.co.uk/admissions/useful-information/uniform-shop/>

Bags

College bags should not be left in corridors. Instead, they should be kept in the lockers provided. Students must buy their own padlock for their locker*. It is important that pupils do not carry unnecessary books in their bags and pupils should only carry books necessary for their imminent lessons. Form Tutors will reinforce the importance of adhering to this in PSMEE.

Bags are part of the uniform and must not be decorated or defaced. The College uniform is available to purchase online at www.monkhouse.com and appointments can be arranged via the following email contact address: web@monkhouse.com .

 * Before their first day, please can parents show their children how to use the padlock and take a note of the passcode at home.



Transport

St. Bede's College runs a dedicated coach service to and from College for a number of areas including stops at Manchester Piccadilly and Victoria train stations. The recent and continued expansion of the Metrolink service across Greater Manchester is good news for current and prospective parents of St Bede's College students.

Using our bus service can help the environment and reduce local traffic congestion, whilst reducing parental stress and saving time. Zeelo is the travel company that provides buses for the College. When you contact Zeelo and share your location they will suggest the most appropriate bus routes. Zeelo has an app where you can see if your child has "tapped in" on the bus and the location of the bus en route. If you are planning to use the school bus service, please spend time in the summer familiarising your child with the route and rehearsing how to walk home from their stop.



<https://sbcm.co.uk/parent-information/transport-links/>



House System

At St Bede's College we have four houses in the House system: Bosco, Campion, Magdelene and Siena. A key aspect of this system is that pupils feel part of a wider college family and that they forge friendships with students from other years.

Healthy competition in sport, drama and other areas engenders a spirit of co-operation and provides opportunities for pupils from all year groups to show both leadership and organisational ability.

Strictly Bede's, The Rolo initiative and Sports Day are well established events throughout the school calendar. It is the sense of belonging that enriches the House System.

Each House has a Head of House who oversees the events and activities, and the year culminates in a Day of fun activities.

The House system begins in the Prep school and siblings are allocated to the same house to create a family tradition. Older pupils provide guidance and support to the younger ones. This helps new pupils settle into life at St. Bede's quickly and they rapidly feel part of the community.



St Edmund Campion
(blue badge)



St John Bosco
(red badge)



St Mary Magdalene
(green badge)



St Catherine of Siena
(yellow badge)

Catering

■ College Meals

All dining services at St Bede's College are provided by our contractors, Harrisons.

Meals are served daily in the College Dining Room. There is a cafeteria service and pupils can choose from a wide range of hot and cold dishes, street food, along with fresh home baked cakes and a selection of fresh fruit.

There is a set charge for each meal. We offer a meal deal which is a main course and vegetables with a hot pudding. We also offer several grab and go options.

The College operates a cashless catering system. Once pupils have selected their choice, they will place their thumb on a biometric scanner.

■ Meal Times

12.45pm - 13:35pm Lunch

Co-Curricular

The College runs a wide range of activities during lunchtime and also after College. These are staffed by teachers, students and professional coaches. We are always looking to launch new activities if there is sufficient demand. We expect Upper Thirds to sign up to two clubs in their first year to help them form new bonds and experience all that the College has to offer.

The Co-curricular timetable will be shared in September and pupils will have an opportunity to sign up to as many activities as they choose. Here is a list of just some of the fun-filled opportunities that were on offer in previous years: Sports, Performing Arts, Music, STEM & Book Club.

Technology

■ Cloud Based Communication, ISAMS Schools Management System and Chromebooks

At St Bede's College we have always been very innovative when it comes to carrying out educational and organisational changes to ensure our students achieve their best. St Bede's is "the place to be", the place to work hard and where the entire Educational Community joins forces so that our students reach their academic potential.

We use iSAMS Management System that will provide parents with all the important information they want to see about their child.

The Parent Portal will allow access to up to date contacts, all things related to College Life - registration information and if they have missed lessons through illness, Curriculum and Learning - from what your child is studying, their timetable, summary of reports and more. ISAMS will provide a really good link between parents and the College.

Parent Mail App: Platform linked to iSams to top up lunch money and pay for school trips. Log in details will be sent out in September.

Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day, informing parents automatically by email and/or through the online portal or the mobile app. Log in codes are sent out in September and we actively encourage parents to engage with the app.


As new technologies continue to change the world, they also provide many new and positive educational benefits for teaching and learning. Part of our mission at St Bede's College is to "Inspire Excellence", and we believe that, if used correctly, new technologies can help achieve this by making our students more creative, more independent, and better able to take advantage of the different styles of learning available.

St Bede's College believes that providing Chromebooks will offer students opportunities that will inspire and motivate them to achieve their full potential and fully engage in their learning. The school believes that using the Chromebooks will enhance everyday learning and teaching, and in particular, will:


- Raise educational attainment
- Create a student centred curriculum which will provide engaging lessons
- Enable students access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Promote remote / home learning
- Improve self-management

Pupils must arrive every day with a charged Chromebook and their charger. [Chromebook Use and Security Policy](#) helps educate and inform students about the use of their technology on the College site.

iSams Parent Mail & Parent Portal

 <https://sbcm.co.uk/parent-information/isams-parent-app-iris-parent-mail/>

Class Charts information

 <https://sbcm.co.uk/academic/class-charts/>

Awards System

■ House Points

Awarded in recognition of pupils' achievement, consistency and putting full effort into their work, and to pupils who strengthen the life of the College with their positive attitude and good behaviour. House points milestone awards are given to pupils, who are presented with a badge to recognise the award.

Some of the ways that HOUSE POINTS can be earned are:

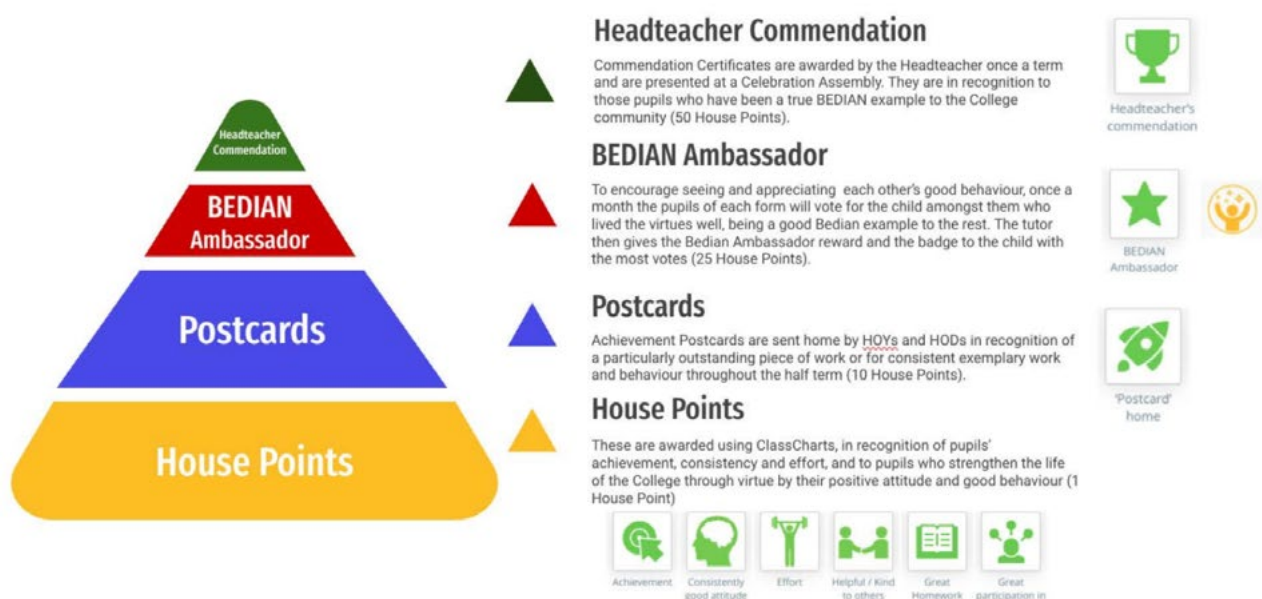
- Achievement in a specific piece of work, activity or assignment
- Demonstrating consistency in any area of the curriculum or school life e.g. always completing homework to the best of their ability or always smiling and being polite
- Displaying a positive attitude or a concerted effort in a particular area e.g. working hard in an area of weakness, co-curricular or House involvement

■ Postcards

Achievement Postcards are sent home when pupils have completed some outstanding work, have been consistently excellent or have gone above and beyond for the College Community.

■ Headteacher Commendations

Commendation Certificates are awarded by the Headteacher once a term and are presented at a Celebration Assembly. They are in recognition to those pupils who have been a true BEDIAN example to the College community (50 House Points).



■ Bedian Ambassador

To encourage seeing and appreciating each other's good behaviour, once every half term the pupils of each form will vote for the child amongst them who lived the virtues well, being a good Bedian example to the rest. The tutor then gives the Bedian Ambassador reward (25 House Point) to the child with the most votes.

■ Form of the Half Term

Recognising well-rounded achievement, the "Form of the Half Term" distinction is awarded to the Form Group of each Year demonstrating exceptional performance across multiple factors. This includes contributions to the House system, exemplary embodiment of the Bedian spirit, and consistent academic excellence.

■ General Recognition of Achievement

Heads of Year endeavour to highlight excellent achievement of any kind at their Information Assemblies – hence LAMDA, ABRSM and Maths and Science Challenge Certificates are distributed. Pupils' and Team achievements are lauded each week at the Year Assembly for all year groups. Badges (sports teams) are worn by pupils.

■ Displays & Publications

Different aspects of College life are highlighted through display around the College and on the Honours Boards in the College entrance. Pupils' endeavours are published in the monthly Bede's News and local and national press as appropriate.

■ Behaviour for Learning Awards

Behaviour for Learning Awards are badges, both physical and digital, that are given to students in recognition of their achievement of House Points. 4 levels of recognition are established, accessing each category according to the number of House Points obtained by the students. Students are proud to obtain these badges and wear them both on their Class Charts digital profile and as part of their uniform.



Upper Third Retreat

Location: Alton Castle

Date: 6th - 8th November 2024

Cost: £272pp



Each year, the whole of the Upper Third year group goes away for a two-night retreat. This year the retreat is taking place in Alton Castle, where pupils will get to develop stronger connections with their peers and deepen their faith. The retreat consists of both spiritual development and outdoor team-building exercises. Every year, it is our aim that all pupils in Upper Third attend the retreat. More information will be sent out in the Autumn term along with a list of what to pack. However, to give families ample time to plan we would like to make you aware of the dates and cost of the retreat ahead of time. The Pastoral Team will be on hand to help support any pupils who are anxious about staying away from home and encourage everyone to participate.

To help with the payment of the trip, we will be setting up a payment plan in September for parents via the Parent Mail app.

15th September - **£150 non-refundable deposit**

15th October - **£122 remaining balance**



Term Dates

Key Dates 2024/25

Wednesday 4th September	First Day
Friday 13th September	School Photos
Thursday 19th September	Welcome Mass / Meet the Form Tutor
Wednesday 6th - Friday 8th November	Retreat
Thursday 12th December	Carols by Candlelight

Autumn Term 2024/25

Monday 2nd September	Staff INSET
Tuesday 3rd September	Staff INSET
Wednesday 4th September	Autumn Term begins
Wednesday 16th October	Half-term begins - 3.50pm
Monday 28th October	Staff INSET
Tuesday 29th October	Return after Half-Term
Tuesday 17th December	Close for Christmas - 12pm

Easter Term 2024/25

Monday 6th January	Staff INSET
Tuesday 7th January	Easter Term begins
Friday 14th February	Half-Term begins - 3.50pm
Monday 24th February	Staff INSET
Tuesday 25th February	Return after Half-Term
Friday 11th April	Easter Holiday Starts - 3.50pm

Summer Term 2024/25

Monday 28th April	Summer Term begins
Monday 5th May	May Bank Holiday
Friday 23rd May	Half-Term begins
Monday 2nd June	Return after Half-Term
Friday 4th July	Summer Holiday Starts - 12pm

Senior Prefects' Welcome

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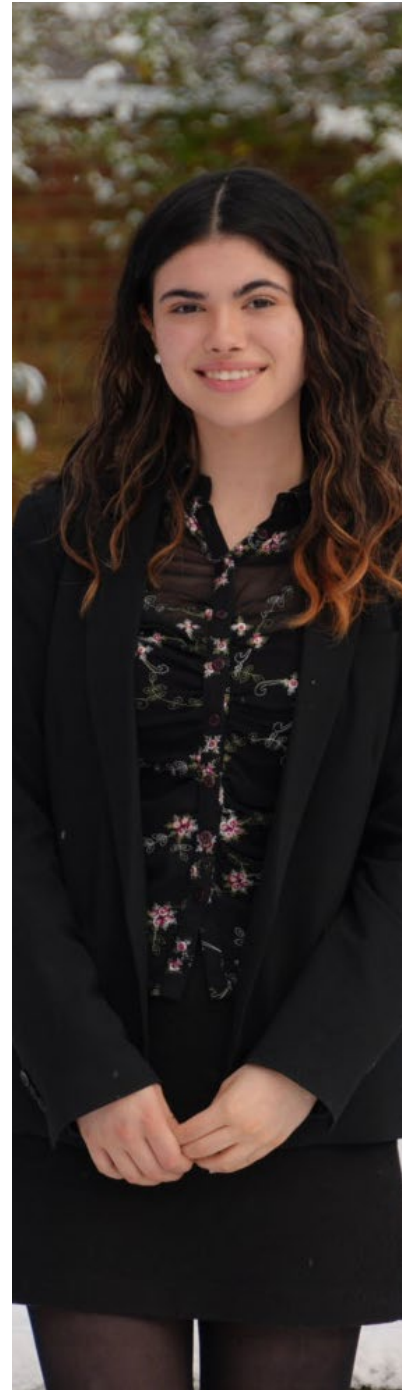
Hi! My name's Tara and I'm St Bede's Head Girl for 2024. I am so excited to welcome you all to our school! I know that joining a new school, or even just moving up to secondary school, can be pretty scary and overwhelming. I myself didn't join St Bede's until Lower Fifth. I wasn't just moving schools either, I was moving countries! My mum is from Ireland, but her job means we move around every few years and nearly three years ago we were told we would be moving to Manchester.

I was, honestly, very nervous. Even though I had moved countries before, it never gets easier. I had no idea how schools worked in the UK (my only insight was the Harry Potter books, which helped a lot more than you would think!) and I didn't know anyone in Manchester. Luckily, my siblings and I were accepted into St Bede's.

The community at this school is so welcoming and kind! Some of my closest friends still are the people I met on my first day here. I was absolutely terrified but I quickly forgot it was my first day! By the end, I felt like I had been in the school since the prep!

So, to sum it all up, being scared is completely normal but you don't need to worry about it at all. You're going to fit right in and soon you'll be in Upper Fifth or Sixth Form looking back at this time thinking "It all turned out fine in the end". Have a fun summer and we'll see you in September!

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Tara G - Head Girl

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Hello, I'm Maciej and I've been at St Bede's for around 12 years - so you could say I know a little bit about the atmosphere here. When I first joined the College, I was scared - all I'd ever heard from my sisters and parents about moving into Upper Third made it seem intimidating.

Although I don't remember many fine details, I can remember most of the things which I am proud I did and most of the things I regret not putting more effort into. Firstly, I want to say that joining clubs is one of the best choices you can make. I still remember the first club I attended and how brilliant it was. On top of that, now we have an even larger range of clubs available - from Chemistry Club to the consistently long-standing Historian's club, there will be a club for whatever you and your friends are interested in!

On the topic of friends, I want to say something which I regret not doing more - interacting with people I didn't know. I want to encourage trying to talk to at least one person you don't know in the first couple days of Upper Third - if they aren't for you, then that's fine - but who knows, you might initiate a lifelong friendship and I can tell you, these are really helpful as you go through the College.

Just to wrap it up, I think it's really important for you to go out of your comfort zone. At such a young age, it's good to experience lots of different things and meet lots of different people so you know what things you like and you make your future much more enjoyable.

Enjoy your time at the College!

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Maciej W - Head Boy



St Bede's College
Alexandra Park, Manchester M16 8HX
College t. 0161 226 3323
Please contact Admissions for further details
Email: admissions@sbcm.co.uk