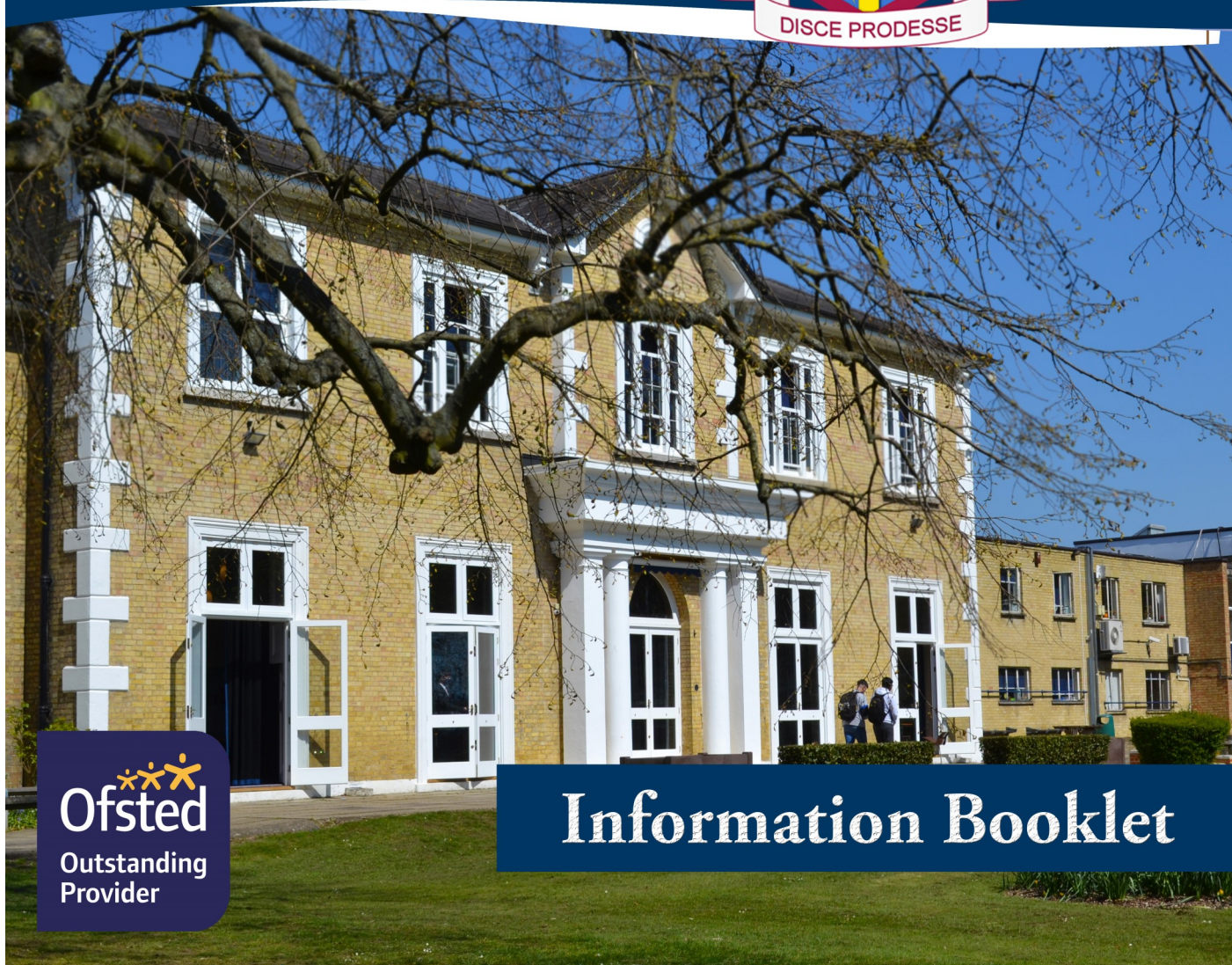


# ST PAUL'S CATHOLIC COLLEGE

*Providing Education for the Diocese of Westminster*



  
Ofsted  
Outstanding  
Provider

## Information Booklet





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## THE SCHOOL

### Mission Statement

*Service*

*Teaching*

*Partnership*

*Achievement*

*Understanding*

*Love*

*Success*

### History of the School

#### Historic House

The original house at the end of The Ridings in Green Street was built during the brief reign of William IV, at some point before 1865. It is a Grade 2 listed building. It has a Doric portico and was sometimes called the Manor House, being described as such in a map of 1865. In 1898, it was the home of William Anthony Mitchinson, the Lord of the Manor, who planted the avenue of fine chestnut trees, which is a feature of The Avenue today.

#### St Teresa's Girls Covent School

The Sisters of Charity of St Paul's purchased the house, also called 'Sunbury Manor' in 1926 and thus St Teresa's Covent School was formed.

#### Cardinal Godfrey Catholic Boys School

Cardinal Godfrey School moved from its first home in Park Road, Ashford - today the site of Echelford School - to Manor Lane, Sunbury, in October 1975. It is known in the school as 'South Site'.

#### Amalgamation - 1988

During the summer term of 1987, it was decided to amalgamate the boys' school and girls' school into one unified school. In September 1988, St Paul's Catholic School was formed. The name of the school was to honour the Religious Order that first established Catholic secondary education in this area; the Sisters of Charity of St Paul's. Students from both schools were invited to enter a competition to design the school badge and tie. The winners were Carla James and Michael Brown.

#### Headteacher

Edmund Kaye was appointed as the first Headteacher of St Paul's, a role he fulfilled until July 2006 when Simon Uttley took on this important role up until 2011. Ceri Bacon was appointed in September 2011 and left in December 2015. James Mc Nulty is currently serving as Headteacher.



## Senior Leadership Team

Mr James Mc Nulty - Headteacher

Mr Andy Walsh - Deputy Headteacher

Mrs Louisa Davies - Deputy Headteacher

Mr Tom Collett - Assistant Headteacher

Ms Angelina Daniel - Assistant Headteacher

Mr Mark Jones - Assistant Headteacher/Head of Sixth Form

Mrs Dee Wood - Assistant Headteacher

Mrs Julie Watkins - Associate Member, Senior Leadership Team

Mr Jon Steed - Business Manager

## Governing Body contacts

Chair of Governors - Mr Lyndon Rodrigues

Clerk to Governing Body - Mrs Jo Chappell



## THE SCHOOL DAY

Period 1 - 8.30 am to 9.20 am

Period 2 - 9.25 am to 10.15 am

Tutor/Assembly - 10.20 am to 10.35 am

Break - 10.35 am to 10.50 am

Period 3 - 10.50 am to 11.40 am

Period 4 - 11.45 am to 12.35 pm

Lunch - 12.35 pm to 1.15 pm

Period 5 - 1.15 pm to 2.05 pm

Period 6 - 2.10 pm to 3.00 pm

## Daily Acts of Worship

The spiritual life of the staff and students is an essential part of life at St Paul's. We take part in daily acts of worship at the start of tutor and once a week your child will attend an assembly. Assemblies have a theme which is drawn from the Bible, and linked to the school and wider world. Week by week, students experience the sharing of our distinct values within a positive prayerful atmosphere. The school also holds a number of liturgies and Masses throughout the academic year which the students are required to attend and encouraged to participate.

## Homework

Homework is used to reinforce learning, to demonstrate a skill or for research purposes. Regular, structured home study is essential for a student's progress and comes in the form of various tasks, increasing in volume and complexity as the student moves up the school. The work is assessed to enable students to develop their skills and understanding. Various independent learning platforms are used such as MathsWatch, Educate, GCSE Pod and Seneca, and this helps develop good independent learning habits. Homework will be set via our online system, Insight, which is an integrated element of our Parent Portal.

## Homework Club

Our Homework Club runs Monday to Thursday from 3.00 pm till 4.00 pm. Computer facilities are available for the students to use and is supervised by 2 members of staff who are on hand to help with homework or to help with any queries pupils may have.

The Library is open until 4.00 pm for students to complete independent work.



## SCHOOL UNIFORM

As part of our school ethos a high standard of personal appearance is expected of all students. Parents are required to ensure that their children wear the correct school uniform every day. Our school uniform policy is listed on our website.

## Uniform Outfitters

**School Days**, 94 High Street, Whitton, TW2 7LN Tel: 020 8898 4881.

**School Bells Ltd**, 361 Staines Road West, Ashford, TW15 1RP Tel: 01784 557046.

Other school uniform shops are available, but we can only guarantee you that School Days and School Bells will sell you the correct uniform. Unfortunately, in the past, many other shops have sold the incorrect brand of trousers and skirts, resulting in parents having to go back to replace these once the school year has started. If you choose to purchase your uniform from a different shop, please ensure that you check the products match the uniform outlined below.

### Boys

- Maroon blazer with school badge
- Plain white shirt with collar and school tie
- Shirts must be tucked in at the waistband with the tie correctly knotted at the collar
- Plain maroon V-neck pullover (optional)
- "David Luke" grey school trousers which must be embroidered with the school logo
- Plain (no logos) grey or black ankle socks
- Plain black low cut leather shoes (not trainers)

### Girls

- Maroon blazer with school badge
- Plain white shirt with collar and school tie
- Shirts must be tucked in at the waistband with the tie correctly knotted at the collar
- Plain maroon V-neck pullover (optional)
- "Davenport Banner" school skirt, which must be knee length (minimum 20 inches) with an embroidered school logo
- "Harrow Grey Trutex" girls school trousers, with an embroidered school logo
- Plain (no logos) grey or black ankle socks or plain black or flesh-coloured tights
- Plain black leather **low cut shoes with low heels** (not trainers) maximum heel height 2"

### Unisex PE Kit

- Maroon training t-shirt with logo
- Blue training shorts with logo
- Maroon and white socks
- Trainers—any make
- Football/Rugby boots—any make
- Gum shields/shin pads
- Blue training jumper with logo (optional)
- Blue training tracksuit bottoms with logo (optional)



## ACADEMIC PROFILE

### Curriculum

St Paul's Catholic College is an 11-18 secondary school that provides education for students in Key Stage three, four and five.

The timetable operates across a weekly timetable with 30-50 minute lessons, 6 lessons per day. There is a tutor session at the start after period 2.

**Key Stage 3 Curriculum** - This spans three years - Years 7, 8 and 9.

#### Years 7 / 8 and 9 Curriculum

All students in Years 7/8 and 9 study the following subjects:

**EBacc Subjects** - English, Geography, Spanish or French, History, Maths and Science.

**Non EBacc Subjects** - Art, Drama, Music, Design & Technology, Computing, Physical Education and Religious Studies

*At the end of Year 8 students choose to study 2 out of 3 from Art, Drama and Music.*

#### Key Stage 4 Curriculum

This spans 2 years - Years 10 and 11. All students study the core subjects of English Language, English Literature, Maths, Religious Studies, Science and Physical Education **PLUS** 3 option subjects.

Currently studying the full EBacc is not compulsory but all students must choose at least 1 optional EBacc subject as part of their GCSE programme.

Students follow one of two pathways best suited to their individual needs.

#### All students study

English Language and English Literature, Maths, Religious Studies, Double or Triple Science, Physical Education (non - exam)

#### Pathway A - 3 options

**EBacc Option** - Students choose 1 subject from:

Geography, History, French, Spanish

**Students choose 2 subjects from:**

Art, Drama, Music, PE, Photography, Film Studies, Computing, Design Technology, Food, Business Studies, Geography, History, French and Spanish

#### Pathway B - 3 Options

**EBacc Option** - Students choose 1 subject from:

Geography, History, French, Spanish

**Students choose 2 subjects from:**

Art, Drama, Music, PE, Media, Food, Business Studies, BTEC Health & Social Care





## ACADEMIC PROFILE

### Curriculum

#### Key Stage 5 Curriculum

This spans Years 12 and 13. Students study 3 subjects from either academic or vocational qualifications. To study A levels students usually require a grade 6 at GCSE in their chosen A Level subject with a grade 7 for Maths.

Students may choose from the following subjects:

#### A Level Programme

Art  
Biology  
Business Studies  
Chemistry  
Computer Science  
Drama  
Design Technology  
English Language  
English Literature  
Geography  
History  
Maths  
Further Maths  
Media Studies  
Photography  
Physics  
Psychology  
Religious Studies  
Sociology  
Spanish  
Sports Studies

#### Vocational Programme

BTEC Science Extended Certificate  
BTEC Business Extended Certificate and  
Foundation Diploma  
BTEC IT - Extended Certificate  
BTEC Sports Extended Certificate  
BTEC Health & Social Care Extended  
Certificate and Foundation Diploma



## Learning Support (SEND)

St Paul's is committed to supporting students with special educational needs and disabilities. We value the uniqueness of the individual within our community, promote the positive and celebrate success in our search for excellence for all of our students. We acknowledge the entitlement of all students and ensure they receive a broad and balanced curriculum. We believe that all students have a right to achieve success and fulfilment of their potential. Our SEND Department has a Lead SENCO and a Deputy SENCO along with a substantial team of Teaching Assistants.

- Mrs Dee Wood - Designated SENCO

## Religious Education

The curriculum at St Paul's encourages excellence and achievement through the breadth of opportunity available, the quality of teaching and learning in the classroom and the motivation that comes from good relationships between staff and pupils. Each pupil is equally important and this is reflected in the curriculum where all pupils are encouraged to achieve their potential, and have their achievements recognised and praised.

All members of St Paul's are encouraged to fulfil their ministry and use their talents to the full so that they can bring Christ to each other and to the wider community of the school.

Our Religious Education programme complements this work and offers students opportunities for spiritual and moral growth. The curriculum provided develops students' knowledge, understanding and critical awareness of the Catholic Faith within the context of Christianity and other World Religions. Students follow a compulsory Religious Education Programme from Year 7 to Year 13. In Years 10 and 11 all students follow a Religious Studies GCSE course and A Level RS: Christianity, Philosophy and Ethics is offered as an option in the Sixth Form.

The school is an integral part of the Sunbury parish community with local parish priests, clergy and leaders from other denominations and faith communities contributing to the religious experience provided by the school.

## Relationships and Sex Education (RSE)

Our curriculum aim is to provide students with meaningful learning experiences that will equip them with the information they need to help them develop healthy, nurturing relationships of all kinds. It should enable them to know what a healthy relationship looks like and what makes a good friend, a good colleague and a successful marriage or other type of committed relationship.

## Examinations and Results

Students will follow courses of study leading to public examinations and will be entered by the school for the appropriate examination.

For information on our GCSE, A Level and BTEC results please refer to the school website ([www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk))



## PASTORAL CARE

### Wave 1 Pastoral Support

Students are assigned to a tutor group and have a tutor who provides the first home-school link. The tutor meets with the students each day in tutor time for a collective prayer, where they are also available for all student concerns. The tutor also carries out reviews of their progress. Each year group has a Head of Year who conducts assemblies and leads the year group through the team of tutors in all school events and monitoring of academic progress. Students take part in school Masses and liturgies throughout the year in addition to days off timetable for retreats.

### Wave 2 Pastoral Support

St Paul's operates a pastoral support card system where students may report to their tutor daily to support their learning. Students may be mentored in small groups according to need. Peer Support Mentors from Key Stage 4 work with students in Key Stage 3. Careers advice is offered through interviews in Year 10 and Year 11.

The SEND Department also offers the following pastoral provisions:

Counselling	Safe SEND Room
Social Stories	East to West relational support work
Mentoring	Anger Management, both small group and individual
Self-Esteem in Circle Club and individual	U-Explore Careers Service for Vulnerable Children

## Child Protection

At St Paul's we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

### Child Protection Officers

Mrs Alicia Read	Mrs Tania Ilbury	Mrs Louisa Davies	Mr Haydn Witchalls
Ms Samantha Kerens	Mrs Laura Barron	Mrs Paula Darvill	Miss Grace Early

## Equal Opportunities

St Paul's is committed to ensuring that all children and adults have equality of opportunity in terms of access and outcome throughout all aspects of school life in accordance with the Equality Act of 2010.

## Good Order and Discipline

We have a very clear and transparent warning system at St Paul's. If a student is exited from a lesson, parents will be informed via a phone call and a detention after school will be set with the teacher or Head of Department. The student will then have an RJ (Restorative Justice) meeting with the teacher before being back allowed into the next lesson with that teacher.

In extreme circumstances, if students are not following our Positive Attitude to Learning Policy, further sanctions will follow. This policy can be found on our School Website.

Student expectations are high at the school and our motto of "Achieving Excellence, Learning to Serve" runs through everything that we do.



## CAREERS

Careers Education is delivered through a variety of activities including tutor time activities, assemblies and a number of careers events for all our students.

An important part of the plan is to provide students with access to impartial and independent careers advice. We have an advisor from Innervate Career Services in school on Tuesdays. In Year 10 and Year 12, all the students have the opportunity to take part in a Careers Day which includes workshops on work experience, university life and apprenticeships. The event also involves a 'careers speed session' with exhibitors from national and local businesses attending. Our students are able to engage in small groups to find out information and learn about opportunities available to them.

St Paul's Careers Plan is based on the 8 Gatsby Benchmarks for careers. The latest report is available to view via our website.

6TH FORM	YEAR 11	YEAR 9	YEAR 7
<ul style="list-style-type: none"> <li>Careers Fair</li> <li>Work Experience</li> <li>UCAS Applications</li> <li>Personal Statement Workshop</li> <li>Mock Interviews</li> <li>Employer Interactions</li> <li>Apprenticeship Fair</li> <li>Tutor Time Activities</li> <li>Employability Skills</li> </ul>	<ul style="list-style-type: none"> <li>Careers Interviews</li> <li>Tutor Time Activities</li> <li>College Applications</li> <li>Apprenticeship Applications</li> </ul> <p><b>YEAR 10</b></p> <ul style="list-style-type: none"> <li>Work Experience</li> <li>Careers Fair</li> <li>Apprenticeship Workshop</li> <li>Working Wonders Workshop</li> <li>Tutor Time Activities</li> <li>Employability Skills</li> </ul>	<ul style="list-style-type: none"> <li>Careers Guidance Sessions</li> <li>GCSE Courses</li> <li>Tutor Time Activities</li> <li>Employability Skills</li> </ul> <p><b>YEAR 8</b></p> <ul style="list-style-type: none"> <li>Trip to Surrey Careers Fair</li> <li>Option Choice Guidance</li> <li>Innervate Careers Sessions</li> <li>Tutor Time Activities</li> <li>Employability Skills</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Careers Lessons</li> <li>Tutor Time Activities</li> <li>Employability Skills</li> </ul> 



## EXTRA-CURRICULAR ACTIVITIES

We offer many extra-curricular clubs and house activities at lunchtime and after school which all students are encouraged to participate.

### Sports

We offer an extensive extra-curricular programme for all students in a variety of sports: football, netball, basketball, rugby, cricket, athletics, rounders, table tennis and trampolining and there are regular fixtures across a number of sports arranged throughout the year.

### Music

We have a very active Music Department at St Paul's and offer many opportunities for students to perform at various school events. Pupils can participate in Year Group choirs and Liturgy Choir, and can join the Vocal Group, Acapella Group or Music Club. Vocal and instrumental workshops are often held within school and Surrey East Creative Arts teach instrumental lessons.

### Drama

There are opportunities for our more theatrical students to shine on stage, behind the scenes or in a variety of smaller dramatic pieces linked to examination work. Throughout the year, pupils are invited to attend theatre trips, and theatrical workshops are often held within the school. The Drama Department also operates a Drama Club which is open to Year 7 and 8 students and is a place where students learn drama skills, putting these skills into practice when exploring scripts and improvisations.

### Duke of Edinburgh

In Year 10, students may begin work on the Duke of Edinburgh's Award Scheme. This is a popular programme within Year 10 with many students undertaking the first level - the Bronze Award which involves Voluntary Service, Skills and Physical Recreation together with an expedition, usually on the Surrey Hills. After achieving the Bronze Award many progress on to the Silver and Gold awards.

### Charity Events

Fundraising is an important part of school life at St Paul's with many activities organised to raise money for charity. Each year the school nominates a charity to support for its main fundraising event, which is the annual Sponsored Walk, held in March. This is a whole-school activity which raises in excess of £15,000 each year. Charities we have raised funds for over the last few years include CAFOD, East to West, Great Ormond Street Hospital, StreetInvest, Save the Children Syria Appeal, The British Red Cross Ukraine Crisis Appeal and Cancer Research.



## GENERAL INFORMATION

### Admissions

Moving to a secondary school can be both exciting and daunting for a child and their parents. We realize that you and your child may have a long list of questions, worries and concerns which we hope the information we provide on joining St Paul's and our Transition programme will answer and provide reassurance.

All the staff at St Paul's work hard to guide and support our new students so that they can cope with the challenges joining a new school presents, to allow them to settle-in quickly and make new friends, develop good learning habits, start making good academic progress and ultimately be happy in their new environment.

If you have any questions or concerns about the transition process please do not hesitate to contact Mrs Lisa Newton, Admissions Officer - [lnewton@st-pauls.surrey.sch.uk](mailto:lnewton@st-pauls.surrey.sch.uk)

#### **Admissions Procedure**

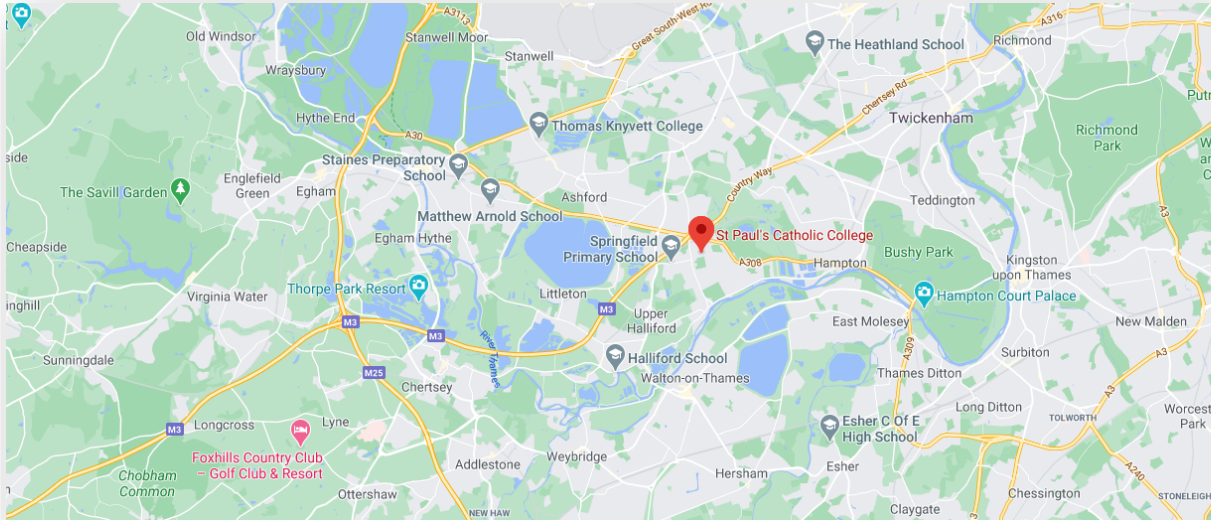
Applications are invited now for entry in September 2024. Our admissions criteria for entry in 2024 is available on our website: [www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk).

#### **How to apply**

In addition to completing your Local Authority online Application Form, the Supplementary Information Form and supporting documents should be returned to the Admissions Officer at the school by 31st October 2023. Additional copies of the policy and SIF forms are available from the Admissions Officer or from the school website. All applicants will be notified by their LEA of the outcome of their application on 1st March 2024. For further information please contact the Admissions Officer, Mrs Lisa Newton: 01932 754213; [lnewton@st-pauls.surrey.sch.uk](mailto:lnewton@st-pauls.surrey.sch.uk)



## Transport



### How to get to St Paul's Catholic College

#### By Bus

Below are some of the bus routes that many of our students use:

Route 216 and 290 - **0208 400 6600** Staines to Sunbury

Routes 555 and 557 - **0207 788 8550** – Heathrow area

**School Bus**– Arrive and depart from south site (main entrance)

Red Bus No.635 – **0208 400 6710** – Serves Hounslow, Feltham & Sunbury

#### By Train

St Paul's can be reached by SWT from the Waterloo to Sunbury service. Trains run every half hour and the school is then about a 5 minute walk from Sunbury Station.

#### Cycling

Cycling to and from St Paul's is encouraged. There are cycle racks in the staff car parks on both north and south sites. The wearing of cycle helmets is strongly advised.

#### **Free Home to School Transport**

[sendtravel.assistance@surreycc.gov.uk](mailto:sendtravel.assistance@surreycc.gov.uk)

Tel: 0300 200 1004



## GENERAL INFORMATION

### Catering

Catering services at St Paul's are provided by Chartwell's, a leading national provider of catering for schools. The food on offer conforms to government guidelines ensuring the provision of healthy, nutritious meals within a realistic price. A wide choice of food and drink are served, which allow students to benefit from a balanced diet to help support a healthy lifestyle.

At St Paul's we operate an online payment system through Wisepay. This allows parents/carers to pay for their child's food and drink by adding funds to their account.

Payments for trips, clubs and activities, ticket events and more can all be made via Wisepay.

### How you can support the school

The support of parents and the wider community is vital to the success of the school. The cost of buildings, developing and maintaining the school is funded by grants and donations.

#### School Building Fund

At St Paul's we operate a Building Fund where we request parents, if it is within their means, for contributions. We are very reliant on the generosity of parents and friends to ensure there is sufficient money both for routine maintenance and to help towards the long-term development of the College.

For the first child at the school, we ask for a voluntary contribution of £120.00, for two children £160.00 with a maximum of £170.00 per family if you have more than two children at the school. This contribution can be paid monthly, termly or annually. We understand that some families may be in difficult financial times, but ask you, where you can, to support the school in this fund.







## St Paul's Catholic College

Manor Lane, Sunbury on Thames, Surrey, TW16 6JE

Tel: +44 (0)1932 783811 Fax: +44 (0)1932 786485

Website: [www.st-pauls.surrey.sch.uk](http://www.st-pauls.surrey.sch.uk) Email: [info@st-pauls.surrey.sch.uk](mailto:info@st-pauls.surrey.sch.uk)

